

Local Academic Board Meeting
Tuesday 23rd June 2020 10am-12pm
West Kent Virtual Room, Lifesize

Attendees

██████████ (DME) – Chair **AS**
██████████ (Consultant) **RH**
██████████ (Higher Trainee TPD – Forensics) **SO**
██████████ (Higher Trainee TPD) **TA**
██████████ (Consultant, Locality Tutor) **SH**
██████████ (Higher Trainee Rep) **ERB**
██████████ (Core Trainee representative) **JL**
██████████ (Director ICT) **LM**
██████████ (Medical Education Manager) **AP**
██████████ (Deputy Medical Education Manager) **RB**
██████████ (Postgraduate Administrator – Minutes) **LEF**

1. Apologies

██████████ (MD) **AQ**
██████████ (HOS) **MS**
██████████ (County Dean) **AB**
██████████ (Leadership Lead) - **KS**
██████████ (Higher Trainee representative) **VV**
██████████ (Locality Tutor –Maidstone) **AP**
██████████ (Locality Tutor East Kent) **AI**
██████████ (Head of Library & Knowledge Services MTW) **EA**

Foreword

Remembrance: AS opened the meeting by paying special respects and deep appreciation for ██████████ ██████████ who sadly passed away earlier this year. He feels it as a personal loss of a mentor, friend and a great NHS and Medical Education leader. These words and feelings were echoed by other attendees who also added their appreciation and commented that ██████████ had been a wonderful person who was professional, approachable, hard-working, helpful ‘nothing was too much trouble for him’, and a man with a caring heart.

➤ **Actions:** A joint letter to be sent expressing respects and appreciation from DME, MD and Core/ Higher trainees.

2. Approval of minutes from previous LAB meeting 10th Dec 2019

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- EK ECT closure concerns, ECT only operating in Maidstone: Issues with the rotas were raised by Dr E Efiog and frequency needs increasing. AS has been set up a meeting on 26th June ‘20 to discuss these issues and then will share findings at next AMD meeting and LAB. RH mentioned that the ECT is currently restricted to 4 people per day.

➤ **ACTION:** AS to report back at next meeting.

- St Martins Relocation took place on 3rd Feb 2020. There are two new oncall rooms in the Eastern and Coastal Area Offices as well as a resource room. We have been given adequate resources overall. No negative feedback has been received.

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Security Issues:

- New Walkie/Talkies purchased for Dartford: there is still no system in place for someone to hold the second Walkie/Talkie.

- Research: AS/VW have been working to collect data regarding security and this will be published in due course.
 - Skyguard Alarms have been delivered and training is being organized for members of the Medical Education team and VW. When instructions have been written the alarms will be distributed to each of our 5 locations, Maidstone, Canterbury, Medway, Dartford and Thanet. There will be a spare alarm at each of our three Medical Education offices so 8 alarms in total. The alarms have large keyrings on which some instructions can be typed. This is a better solution than Walkie Talkies.
- **Action:** AP and Team, plus VW to attend Skyguard training and update at next meeting.

Outstanding LFG Action points recorded in LAB minutes 10th Dec 2019

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- Inpatients/Community exposure for trainees: AP spoke to AI and can report that all EK GP trainees now get a day in community exposure. This will be extended to foundation trainees as well.

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- Doctors' Room in Thanet: still on-going with concerns being raised. At this time a new room hasn't been supplied/identified. Estates have been exceptionally busy with office moves and then issues related to Covid-19 and this may explain why no update has been received yet. We are continuing to pay for a room from EK accommodation.
- **Action:** AP - on-going.

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Core feedback:

- Standardizing doctors' rooms across sites.
 - Recognition that Medway room too small, no other options as other rooms too far away. New blind installed and microwave. Medway has not moved to new hub yet, so we are waiting for the resource room to be moved to the new hub, Britton's Farm.
 - Canterbury and Maidstone have had AV screens installed.
 - Chairs are being delivered across all sites.
 - VW informed the meeting that whilst she had received complaints about Thanet, no complaints had been received for Medway. Maidstone resource room is too hot. The lighting in Dartford isn't good.
- **Action:** AS & AP – to visit Medway on call room.

SARD: There had been concerns about adding study leave to SARD for SAS and Consultants, but it has been concluded that the only information recorded is who is away and who is covering – no course details or other details are recorded for study leave. This action has been completed and RH is in agreement.

(Minutes of LFG 7th Nov 2019)

Higher trainees:

- AS met with ERB. EK placement commutes during oncall duties still causing concerns. Thoughts about how to incentivize EK posts using flexi hours, financial rewards have been shared with [REDACTED] but ERB hadn't heard back yet. ERB had also discussed these thoughts with Medical Staffing.
 - RH noted that flexibility to work from home could be an incentive too.
- **Action:** AS – to follow up and speak with RH.
- ERB reported that she attended the Recruitment and Retention meeting.

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- F1's unhappy doing surgical on calls: this was only raised by one trainee. MTW say that this arrangement is still continuing with no changes. Action closed.
- CAMHS Run through Trainee, [REDACTED] was doing Community Paediatric placement until Covid-19 lockdown and this resulted in no training experience for her. It was decided she come back to

Psychiatry for the time being ensuring time is not wasted. Future posts still to be discussed but no issues are being raised. Once this pilot is over, discussion to be held about the programme.

The minutes of the LAB meeting 10th Dec 2019 were approved.

3. Matters Arising

To be taken by continuation through agenda or as AOB.

4. Approval of LFG minutes from 20th February 2020

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- **Stepping down policy:** it was clarified that this is a service issue and should come to us for information only. RH reported that an Interim policy has been created and reviewed but it has not yet been agreed at the LNC as it needed some tweaks. JD will also forward a Handover Policy for ratification in July's LNC meeting.
- **Action:** RH to update us at next meeting.

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- **Dartford Security:** ██████████, Security Manager's attendance was not required. Issue being dealt with as above.
- **Security at new Medway Hub (Britton's Farm):** TA reported on her visit to the site with AQ while it was still empty to discuss management of the space. It feels specious but concerns have been raised especially as there are only 2 desks for Medical Students and no designated space for middle grade doctors. ██████████ will be taking this issue up. There is a resource room where a couch will be placed. There is a locked stairwell linked to parking area which now has a security camera, staff can use a fob to go from stairwell/car park. RH mentioned that there could be issues with trainees visiting out of hours.
- **Action:** AP, AS, RH – to discuss and update.
- Doctors room in Thanet: as above.

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- **Core Report, Support and signposting issue** with doctors being asked to review physical health problems, prescribing medications and to do drug charts. RH reported that this is now sorted unless client is on 136 then the 136 policy would be followed. However, VW voiced a concern that this issue is still occurring as some staff are still not clear.
- **Action:** RH to relook into this and take forward.
- **GP Report, Inadequate information regarding annual/study leave,** AP read out the GP report regarding this statement. It appears to be a one off incident. AP confirmed that clear documentation had been given to all trainees regarding study leave.

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- **No induction tour at Medway:** this was rectified in the plans for the Induction of the April rotation but then rotation was cancelled. This will be kept in mind ongoing.
- **Access to clinics:** One GP trainee was struggling to access clinics as these were only run on Monday and Tuesdays, but no further details were forwarded by ██████████, as per the action point, so that appropriate support could be offered. AS did note that since this was reported he has supported a Dartford trainee in a similar situation who might have been the trainee referred to.

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- AP confirmed that she had re-advertised taster days.
- The Inclusion of a section on supporting trainees with enhancing their placements would have been on the Eportfolio Conference agenda, but this event was cancelled due to Covid-19. A new date has been set for next year, Thursday 18th Nov 2021.

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- AP confirmed that she had recirculated the Travel Expense form and guidance to Core and Higher Trainees to make sure all trainees understand the process. VW reported no further concerns were raised.

- **GMC Survey Questions:** GMC headings sent by AS to supervisors and asked to discuss with trainees, especially new areas. AP reported that some work has been done but this is on-going.

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- AP/LEF confirmed that the LGBT, Disability forums had been added to the template LFG agenda.
- A request had been made by a trainee for a special office chair – TA reported that this has still not been resolved despite being the referral made to OH. In addition to this, TA reported an issue with a Higher Trainee with no laptop.
- **Action:** TA to liaise regarding special chair needs with RH.
- **Action:** TA to discuss laptop issue with LM.

5. IT Update

Moved to end of agenda.

6. Library Report

No representative was present at the meeting, but a report was received post-meeting and added to the end of these minutes.

7. Medical Directors Report

RH thanked trainees for wonderful support during Covid-19 as everyone stepped up to the mark. Feedback from other staff on wards has been fine. There is a lot of work going on in IT and preparation for the August Induction, which will be very different for this rotation. Special thanks were mentioned for the Medical Education and Medical Staffing teams for the extra work they have done during this time.

Conscious of risk of a second peak as we have seen an increase of unwell people recently; reminder that trainees are not alone and that they have consultant support.

Following [REDACTED] departure from KMPT, the Guardian of Safe Working position will be recruited to, with invitations for expressions of interest going out this week. Two trainee representatives will be invited to sit on the virtual panel for this recruitment.

8. Tutor Reports

Dartford: SH reported that the Mid-Term reviews which were held virtually, had generally included good reports. It was clear there had been a slight effect on Clinical Supervision during Covid-19 due to circumstances but now this is back on track. Teaching has started up again in Brighton virtually which is a circumstantial improvement as trainees are happy not having to travel to Brighton. It was commented that work needs to be done with the virtual presentations given by Brighton. Placements were not moved in April due to Covid-19, Jasmine Ward would benefit in future from F1 input as there has been none there during Covid-19.

Medway: AS reported that one trainee had experienced frequent CS changes due to locums in post, so VV is now doing CS for this trainee.

Canterbury: AS reported that EK trainees had experienced lots of anxiety as Acute Trust tried to move all GP trainees back during Covid-19. This incurred extra work and RH supported with this.

Maidstone: AS reported that there were no major concerns.

TPD reports:

- SO reported that a new Head of School has been appointed, [REDACTED]. There have been concerns around some of the HEKSS processes going forward and communications. There have been a number of changes in admin staff at HEKSS. Recruitment rounds were not clear and there were challenges with allocations. SO expressed concerns about HEKSS to not support TPDs with Interim Reviews, this is being raised at the STP. More local support will be needed.
- TA reported that recruitment in Kent is not good for GA/OA specialities and there are huge vacancies in Higher Specialty training. [REDACTED] is stepping down as TPD for GA. The school is working remotely. [REDACTED] is no longer working in School of Psychiatry. Special thanks were announced for all her hard work and support. [REDACTED] has taken over as the new Senior Officer. It is apparent that our posts don't match the post details held by the school, this is being rectified. The next ARCP's for Core & Highers will be done remotely, with only those with expected adverse

outcomes will attend a video conference meeting. It has been noted that currently the recruitment window doesn't match allocation and ARCP timings; as this is a national issue, nothing can be done.

9. HEKSS Update

No report received.

10. Trainee Updates

Higher Trainees – ERB

Trainees are happy with their current and newly allocated posts. The new perinatal opportunity will provide valuable experience as also the opportunity for GA trainees to have a placement within forensic psychiatry. Thank you to those who worked hard to make this happen. No major concerns with Higher Trainees.

Core Trainees – VW

One MTI trainee was unclear if they were allowed to attend Core Teaching. AS responded yes and will discuss separately with VW.

11. Curriculum Issues

Nothing reported.

12. Leadership

Nothing reported.

13. IT Update

Apologies from [REDACTED] who had to leave the meeting at 11am before being able to report.

14. AOB

- RH reiterated information about the BAME campaign; if anyone wants advice or has ideas please get in contact.
- AP updated everyone on August changeover and Inductions which will be held virtually with two rooms running at the same time. Personal safety training will take longer and will be a mix of videos and online sessions. Smart Card checks will be done virtually.
- AP mentioned that we are expecting a number of new MTI's but they have been delayed because of Covid-19 travel restrictions, we hope they will be able to come soon as they are exempt from some restrictions because of their tier 5 visas.
- Recruitment to existing vacancies is still a challenge.
- AS mentioned that it was RB's first LAB after absence due to personal circumstances and wished her a warm welcome back.

Dates of Future LAB Meetings (2020-21):

Date	Meeting	Time	Host	Host Room
Tue 8th Dec 2020	LAB	10 - 1pm	Maidstone	[REDACTED], Academic Centre, Maidstone OR Virtual if restrictions still in place
Tues 23rd March 2021	LAB	10 - 1pm	Maidstone	[REDACTED], Academic Centre, Maidstone
Tues 15th June 2021	LAB	10 - 1pm	Maidstone	[REDACTED], Academic Centre, Maidstone
Tues 7th Dec 2021	LAB	10 - 1pm	Maidstone	[REDACTED] rdwick, Academic Centre, Maidstone

Our latest information:

Web: <http://www.mtw.nhs.uk/library>

Twitter: <https://twitter.com/mtwnhslibrary>

Blog: <http://www.mtwlibrary.blogspot.co.uk/>

Instagram: <http://www.instagram.com/mtwnhslibrary/>

Libraries Re-set

Libraries across the KSS region will all have experienced interruptions to services over the course of the COVID-19 pandemic. Here at MTW most of the staff were redeployed to other functions across the organisation and are only just returning to 'normal'. We managed to keep the buildings physically open, but there will still be libraries in the Kent patch offering only minimal access where spaces have been used for staff welfare, or staff have been redeployed, are working from home or shielding. Many of our services are available electronically, and we are looking at options for the delivery of training and induction programmes.

As we approach new intakes, please do:

- **encourage all trainees** to check the resources available to them here at MTW; they will need an Athens username and password to access most of them. This can be set up at: <https://openathens.nice.org.uk/>

Once registered, it is possible to view a complete list of resources by provider:

Anatomy.tv powered by Primal Pictures	NICE Evidence Journals and Databases
Best Practice	ProQuest
ClinicalKey	PsychiatryOnline
Cochrane Library	SAGE Journals
e-Learning for Healthcare	SpringerLink
Informa Healthcare Expert Reviews	Wiley Online Library

- Point trainees towards **eLearning for Healthcare** for basic overview and training in getting the best out of the core databases: <https://www.e-lfh.org.uk/programmes/literature-searching/>

COVID-19

There are a number of verified sources of information and current awareness for keeping abreast of developments during the COVID-19 Pandemic. **These include:**

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

elearning for Healthcare: <https://www.e-lfh.org.uk/programmes/coronavirus/>

Up-to-Date: <https://www.uptodate.com/contents/search>

Clinical Key COVID Toolkit: <https://covid-19.elsevier.health/>

Public Health England: <https://coronavirusresources.phe.gov.uk/>

NHS England: <https://www.england.nhs.uk/coronavirus/secondary-care/other-resources/specialty-guides/>

NHS Employers: <https://www.nhsemployers.org/covid19>

If you have a specific query, please contact the library team on mtw-tr.library@nhs.net to request a literature search or materials to support clinical decision making, patient care or research.

Title Suggestions

Please ensure that you engage with us and tell us what you need; this can be queries about books, journals or databases. We are happy to trial resources, or order books 'on approval' for you to review. Your libraries need you!

Library Strategy

We are writing a new strategy to reflect the merged 'Learning & Library' services. Our strategy and action plan to deliver it will be in place before the end of the year. It will form part of the evidence for our Quality Improvement Outcome Framework Assessment in 2021

Film Club

The Film Club events have been suspended during the pandemic, and the Academic Centre equipment has been updated, so although we are not planning any events imminently, we are excited that the quality of screenings will be much improved when we do return!

In the meantime, don't forget that we have large selections of DVDs for loan in the two libraries at MTW.

For more information about the library services, contact staff at either library:

TWH: 01892 635884

Maidstone: 01622 224647

mail: mtw-tr.library@nhs.net

Book Club

Alison Millis, who ran the club for us for many years is retiring this month; we are looking at options such as a Facebook Group to boost involvement, particularly while face-to-face sessions are a little harder to arrange.

Please look out for us advertising the details.

All libraries in the Kent area will support trainees and students of KMPT. Please use the national directory to help you find your nearest NHS service in Kent and find out about opening hours, access arrangements and core service offer.

<https://www.hlisd.org/>