**Minutes for Committee Meeting 8/04/2019**

**Attendees** Fiona, Harriet, Rum, Michael, Nic, Talal

**Apologies** Claire, Emma, James, Emad, Louise, Lekshmy, Sharon, Penny

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| Agenda Point | Discussion | Person responsible |
| 1 | **Previous minutes and action points**   * Minutes reviewed and agreed. * Feedback forms to be adjusted so that all topics have the names of speakers also. |  |
| 2 | **Review feedback for 2019 so far**   * Generally really good feedback. * Ask Carly to add location of event to the feedback summaries. * Consistency in comments about difficulty travelling to locations. * York Gastroenterology 14 people, Leeds Public Health 28 people, Leeds Cardiology 18 people, Bradford Neonatology 11 people. * Specific comments that Bradford wasn’t well located and difficulty with parking. * Positive comments about catering in Leeds. | FB |
| 3 | **2019 programme**   * All planned days have an organiser allocated. * Need to ensure that content is not duplicated as some days have similarities. * John Sanders – Integrated care systems. Could approach to assist with day planned for June 2019. |  |
| 4 | **Review poster for the RCPCH National Conference**   * Content good. * Small pointers given about layout/design. * Amendments to be forwarded to Fiona by mid April. | HB/NS  (ACTIONED 15/4) |
| 5 | **Update on ‘Stepping Up’ to paediatric consultant**   * Sobia Bilal phoned in to the meeting. * The role of stepping up is to adequately train us as consultants. RCPCH are piloting a programme to cover the domains listed below. If successful shall be delivered nationwide. * RCPCH plan: three educational events/ year and generate a social network. * Audience = ST7 – Consultants years 1 to 3. * Possibility of senior trainees shadowing consultants in the period prior to becoming consultants. * Has been useful in allowing networking between consultants and senior registrars and for wellbeing. * Sobia feels that the SPRAT committee will be best placed to assist with arrangement of these days and be helpful in generating ideas for such days. * Feedback forms for the Stepping Up days need to be more specific. * RCPCH are very specific about their branding. The feedback would need to be on their forms. We discussed how we would need to be provided with the feedback as we are reluctant to duplicate feedback forms. Sobia shall liaise directly with RCPCH. * Sobia cannot access/utilise the list of consultant emails due to GDPR. Therefore, difficulty in reaching out to people. Sobia shall get RCPCH to email people again. * Need to consider using Twitter to advertise more.   1. **Possible coordinator of Stepping Up**   2. **Consultant readiness 9th May**   3. **Leading in advanced resuscitation scenarios 3rd November**   + Advanced resuscitation scenarios session needs an Organiser to assist Rum please.   + Regarding booking, ST8 trainees will get priority, then booking can open up to ST7’s closer to the time.   1. **Solutions to tricky situations 24th September**   + MC suggestion about future topic regarding criminality e.g. how to manage situations in which there is conflict between the clinical and criminal aspects of patient management.   1. **Learning Outcomes for each day** |  |
| 6 | **Update on admin support – Eventbrite, survey monkey, website**   * Things appear to be working well. * Admin support to generate and circulate posters as well as programmes as per original agreement. * To commence using survey monkey for feedback (linking survey monkey and Eventbrite). * To encourage feedback completion, link certificate to be issued once the feedback has been completed electronically. * Regarding Twitter – All of our advertisement needs to meet HEE branding. Helpfully HEE have adjusted previous tweets to meet specifications. * Need a committee member to take on the role of Twitter (liaison with comms) once MC leaves the committee. * If we are using the HEE branding, we should show HEE beforehand to accept that it is acceptable. * HEE to provide us with a template which can be used by admin support to advertise SPRAT events. | FB  (ACTIONED 15/04)  NS |
| 7 | **Programmes for SPRAT days to have organisers name/contact details on?**   * Names to be added but not contact information. * All questions should be directed to admin support and forwarded as appropriate. |  |
| 8 | **Looking forward – Direction of travel for SPRAT**   * **Committee changes/new members** * Fiona shall be stepping down later this year, need a new chair. * Discussion around the need to increase committee members. * Arrange for advertisement at diploma, targeting ST5’s. * All to advertise this opportunity generally in handovers etc. * **Locations to be Leeds and Sheffield only?** * Previous poor attendance on days arranged in the East. * Consensus to focus events in Leeds/Sheffield. Continue a single simulation day in Hull annually as excellent facilities and occasional event in York as this is easier to commute to from around the region. * **Topics for 2020** * Public health needs covering again. * Health policy. * Potential for a day with the RCPCH president, Simon Clark, Dr Bishop to have a ‘Vision for the Future’ day. Possibility of holding at DVH. * Safeguarding and trafficking. Cultural perspectives of healthcare in different ethnic minorities. * Education and training domain needs covering e.g. how was START set up and how to assess people’s competencies. * Medical examiner (Alan Fletcher) talk about advancing development of a national process that was piloted locally. Could be linked with child death process. Plan for January 2020 at DVH. | HB  All |
| 9 | **Other business**   * Nil raised. |  |