**Minutes of SPRAT committee meeting**

**16.11.18 1730-1840**

**Theatre Seminar Room, SCH**

**Attendees:** DrsMichael McCarron (minute taker), Fiona Blyth (chair), Louise Ramsden, Rum Thomas, Neme Leton

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| **1** | FB welcomed all. The committee has 2 new members. It is predominantly comprised of South trainees. Need to recruit particularly from East.  Discussed RCPCH 2019 conference poster abstract and meeting acknowledged the hard work of FB in preparing it. Waiting to hear if it has been accepted.  FB presented meeting with report on SPRAT which she prepared for the deanery. Committee received copies of the report prior to the meeting. Meeting acknowledged and thanked FB for her work. |  |
| **2** | Meeting agreed minutes of previous meeting were accurate. No matters arising. |  |
| **3** | Review of 2018:  New SPRAT logo now in use.  SPRAT represented at SoPAM by FB. FB reported that it was a success with interest in the programme and flyers. 10 responses were completed to the survey.  Discussed strategies for gaining more responses to the survey. Suggested that admin support circulate survey again to trainees. Also discussed the use of Twitter to circulate survey.  Discussed that admin support is now being provided by Carly Burnett, based in Bradford. She will co-ordinate sending of programmes, collating feedback, keeping website updated, sending thank you letters. | **FB, CB** |
| **4** | New feedback forms:  There is confusion and therefore difficulty for trainees when completing the new feedback forms. Suggestions included use of a 1-5 Likert scale as well as considering an online feedback form.  2019 programme:  Not all dates are on the website yet. Some dates do have Eventbrite and daily programme link. The programme should be sent to rota co-ordinators in May and November to allow for planning in advance of August and February changeovers.  There are SPRAT days that still need someone to organise and lead them. LR volunteered for 17/7/18 date.  Trainees in the East are finding difficulty in being released for SPRAT days. RT will email TPDS to advertise and encourage support for SPRAT.  Suggested topics:   * Consultant readiness should be an annual topic in Feb/ Mar. * Clinical supervision annually in Oct/ Nov * Critical appraisal – although discussion that this is already covered in Diploma. * Safe prescribing – discussion that this should be at a suitably advanced level as other resources/ teaching on this topic is readily available. This topic should look at developing/ improving safe systems. Suggested this should be an annual topic. * Medicolegal day in 2018 received excellent feedback and this should be held annually. RT suggested there was opportunity to shadow medicolegal dept. She will clarify and feedback. * Motivational interviewing should continue to be offered. * START preparation; mock application; conflict resolution also suggested. * Cranial Ultrasound practical teaching was discussed. Concern about standardisation across the regions and that in some centres radiology provide the service while in others it is clinician led. RT will find out more information about how service is delivered and if there is senior support across the region for trainees to learn this skill before we develop a SPRAT day.   Discussion that some courses are already offered by HEE and that we should avoid duplication. LR will check.  Discussion that proposed topics should aim to be mapped to the PROGRESS curriculum.  Discussion about organisation of SPRAT days:  If someone is organising the day for the first time we should operate a “buddy system” for support. FB will also update the “how to run a SPRAT day” information. Consideration should be given to ease of access to each host location e.g. early starts should be avoided, awareness that it takes >2 hours currently to travel to some locations.  We should aim to review the programme for the next 6 months at the spring committee meeting. | **LR**  **RT**  **RT**  **FB**  **RT**  **LR**  **FB** |
| **5** | Committee roles at present:   * FB: chairperson * MM: social media communicator * HB: surveys   No other roles discussed. |  |
| **6** | Discussion about lack of “baby friendly” facilities. Karin Schwarz is currently putting together a baby policy for the school. However, we have to respect the policies and rules of host venues. |  |
| **7** | Next committee meeting:  8 April 2019 1000-1200; Theatre Seminar Room, Sheffield Children’s Hospital | **All** |