

BHRS COUNCIL MEETING

4th October 2017 @ HRC2017, Executive Room 1, The ICC. 0700 – 0830 hrs

Dear colleagues

Please find below a copy of our minutes for the last BHRS council meeting. In order to assist I have summarised the key points and actions to make it easier for you to follow out progress.

Actions from last meeting –

PL (research)

1. has revised the standards document and will send to council for review within next week
2. will supervise clinical research studies section of BHRS website

Actions from this meeting

RS President

1. to provide a list of options to council on the level and cost of membership in order to potentially bring quality between non-medics and medical members
ACTION COMPLETE
2. has requested members of council for volunteers to support FM in his role as audit lead with long term succession planning in mind – **ACTION COMPLETE**
3. to circulate new mission statement options for BHRS with council to select from
ACTION COMPLETE
4. to write to Huon Gray lead for cardiovascular to ask why BHRS has not been engaged as a stakeholder in phase II of the national tender and why clinicians have not been asked to comment as stakeholders on the document outlining the process and sent to the medical device industry. – **ACTION COMPLETE**
5. to adapt SOP process for funding of BHRS members to independent scientific meetings after feedback from industry within next month
6. to write to Royal college of radiology re MRI in device patients – **ACTION COMPLETE**
7. has discussed this with Rick Steeds at BSE re physiology workforce planning and he is in agreement that we should align our plans and will coordinate with VC and SB to help move this forward

VC (lead physiology workforce planning)

1. to lead on producing a consensus document on workforce training options for physiologist and liaise and align with BSE as much as possible.

SB (assist physiology workforce planning and liaison with STSC)

1. To assist with workforce planning and organise survey of members regarding strategic priorities

HD – to draft guidelines for device ID cards and circulate to council for approval and publication in 1 month

TL (Arrhythmia Alliance A-A)

1. to research web conferencing options to reduce travel for council members and costs to BHRS will report in a month – **ACTION COMPLETE**
2. members only pages are accessible by GMC number at present. This will be changed to membership number in the next four weeks
3. new members to be reviewed and approved weekly by Secretary and then processed, emailed and membership number allocated – **ACTION COMPLETE**
4. A-A to continue to provide full secretariat and administration services to include web site/membership/collections of subscriptions, banking, accounts and working with accountants to be able to submit to Charities Commission annually, provide Treasurer with account summary prior to each Council meeting and AGM/newsletter/organising and securing venue for Council meetings and minutes/Exam and logbook – securing venues for exam planning meeting and venues for exam plus registering and processing applications and collecting fees/receiving and responding to general enquiries. – **ACTION COMPLETE**
5. Set up dropbox for deposit of logbooks and liaise between candidate and marker for quicker processing

JC - Website

1. Update main web pages
2. Organise headings for members only pages
3. New SOP for members only page submissions created, JC to write and publish SOP on main pages +/- via email
4. DLM briefly discussed need for business plan, JC to draft proposal

AT (exam)

1. draft new guidance to be sent to all existing and future exam candidates in one month (31st Oct 2017)
2. update Common Questions currently displayed on web site and covering e mail to be sent to all enquiring about exam or registering - one month (31st Oct 2017)
3. provide procedures and job description for Exam/Log Book officer so incoming person will have clear understanding of the role
4. will give RS details of suitable software for question bank for future purchase (31st Oct 2017)

ML – to assist with MRI screening of device patients project

JP - Will assist with workforce project and doctors in training review submissions for website

KR - Kim Rajappan (Co-opted member) HRC Programme Co-Ordinator – appointed by A-A & BHRS

SH – No tasks/role at present

BW - Ben Wiles commissioning and coordinating clinician reviews and papers to website

AKBS – Secretary

DG - Treasurer

AS – will coordinate industry modifications of BHRS grants for members education project

FM – audit and NICOR reports

IW – assist with physiologist section of members only pages

AH – nurse rep assist with nurse section of members only page and liaison with BANCC

SMH - nurse rep assist with nurse section of members only page and liaison with BANCC

PRESENT – 3rd Oct 2017:

RS- Richard Schilling – newly elected President

TL - Trudie Lobban

AH - Angela Hall

DG - Dhiraj Gupta

ML - Martin Lowe

PL - Pier Lambiase

AS - Andrew Shute (ABHI Representative)

JP - John Paisey – newly elected doctor

SB- Sue Baxter

KR - Kim Rajappan (Co-opted member)

VC - Viki Carpenter - newly elected physiologist

SH - Stuart Harris – re-elected doctor

JC - Jason Collinson

AT - Andrew Turley (Co-opted member)

HD – Holly Daw

BW - Ben Wiles

AKBS - Alistair Slade (dialled in via TL mobile)

APOLOGIES: Francis Murgatroyd; Shona Holding; Ian Wright; Mark Sopher

RS Thanked past President (Nick Linker) and retiring Council members

Previous minutes accepted as true and accurate

ITEMS OUTSTANDING FROM PREVIOUS MINUTES

PL Standards for ablation procedures received from Nick Linker and PL to circulate to Council

DG asked in NICE AF proposed updated guidelines will include ablation. RS confirmed that NICE will not comment on procedure numbers as it is not their role

Elections:

AS reported on elections & SH highlighted that in the Constitution there should be a minimum of one month for members to vote. AS confirmed he would ensure in future more notice is given to members

TL explained and reminded all Council of legal role of Trustees (Council Members) and that they should frequently visit Charity Commission web site to remind themselves of their responsibilities. All newly elected Council members are provided with link to Charity Commission web site. It is the legal responsibility of Council to represent BHRS and its members and to ensure BHRS is run to meet its aims and objectives and in accordance of its Constitution

TL also highlighted that Arrhythmia Alliance provides the secretariat and full administration for BHRS. It is not the BHRS Admin Team as referenced at AGM.

It was highlighted that if BHRS receive funds from industry due to MedTech change of regulations and oversee via ballot to sponsor members to attend educational meetings then this will involve more work for A-A which they are happy to undertake

DG highlighted the important role A-A play in ensuring BHRS is administered effectively and within the rules of the Charity Commission and if needed suggested increasing membership fees to enable more funding to A-A as the workload has increased tremendously since undertaking due to the success of better administration and increased membership and professionalism It

was agreed the agreement between A-A & BHRS would be revisited and delivery of services continue

ACTION: TL to provide a summary of workload performed by A-A for BHRS and use this as the basis of reviewing contract between A-A and BHRS (31st Oct 2017) – TL -COMPLETE

SB asked if membership levels should be reviewed and all treated same – increase basic and lower higher perhaps?

ACTION: RS agreed to circulate a options appraisal of potential levels of membership initially to council for review (31st Oct 2017) - COMPLETE

Audit Report:

FM submitted report to Council at AGM. FM will retire at some point in the next year & RS requested a volunteer from Council to shadow FM for the next 6-12 months as a run-in and overlap.

ACTION: RS requested Council to e mail if interested in this role

Work Force Planning:

RS requested the physiologists on Council to develop a consensus range of options for training to be added to BHRS web site. VC & SB agreed to lead on project and will also engage with HD & JC.

ACTION: VC- Deliver range of options and feedback to Council within one month (31st October 2017)

Web Site:

RS advised that GMC number to access members only site will be amended to BHRS Membership No. **TL to action**

JC advised that draft cosmetic changes to the webpages wold cost £1000 to make changes (This was inclusive of a new calendar page for events/courses. The cost of changes would be £400 without the calendar. Changes were previously drafted without consideration of a 'new' members only section. Council have approved for Jason to work with A-A on these ideas.

Need to have statement on web site stating: BHRS does not endorse the content of this web site etc **ACTION: JC to draft ideas within one month (31st Oct 2017)**

JC to provide job description of Web Site Officer so that future incoming office will have clear understanding of role (31st Oct 2017)

JC to provide suggestions for what should be available on public pages vs membership only area. Agreed as much as possible should be in the members only section and perhaps divided by doctors/nurses/physiologists/education/business development/research. Presentation page for any members to share presentations. Information about research studies and job adverts should be on home page available to both non-members and members.

BW will continue to commission case studies and editorials from trainees. He will review and pass on to senior colleagues if he has doubt about quality or veracity but otherwise will publish if he approves. Trainees submitting must be BHRS members and quote their BHRS membership number.

Standard operating procedure for members only pages

People submitting to the members only page will submit to BHRS admin with their material, name and the section they wish to submit to. BHRS admin will then distribute to the lead for that area (JP – doctors, Shona Holding, AH – nurses, JC –physiologists). They will briefly review to ensure they are fit for publication within two weeks and send back to BHRS admin. The authors will then be responsible for asking BHRS for their material to be updated or taken down, otherwise it will remain without review.

JC to publish these instructions on web site and set up the headings on the members only pages.

TL reiterated that presentations from HRC will be on a secure area of HRC web site accessible free for delegates attending HRC and fee of £50 for those who have not attended. This had been agreed by HRC Organising committee/A-A & BHRS.

ID CARDS:

HD shared examples of 'credit card' ID as used by some hospitals – all different and personalised by each Trust. Single national card is unlikely however a recommended standard and examples of what might be used should appear on web site. We will also make recommendations that cards carry in some way information about the patients MRI compatibility.

ACTION: HD to set minimum data standards and recommend on MRI compatibility information on cards, share with Council within one month (31st Oct 2017)

RESEARCH:

PL will be responsible for the research section of web site. Survey has been sent to all members last week and TL reported six have completed to date.

ACTION: Reminder e mail to be sent early next week – TL

CO-OPTED MEMBERS:

AS renewed AT & KR (exam and HRC representatives respectively) Council agreed

FUTURE COUNCIL MEETINGS:

Agreed Council meeting normally held at BCS Scientific meeting in June to be cancelled and held as normal in London. September meeting which is only four weeks prior to HRC meeting will be via Skype/webex June Council meeting to be held 14th June @ Barts 11.00-14.00

ACTION: RS to provide venue details one month (31st Oct 2017) – COMPLETE - room 2a 1 St Martin's Legrande London EC1A4AS.

TREASURER:

Two nominations for Treasures – DG & SH. Both were asked to leave the room whilst Council voted. DG appointed.

ACTION: TL to share job description - ACTION COMPLETE

PRESIDENT:

RS reported Mark Earley to represent BHRS in the Resuscitation Committee. Discussed future Council dates and agreed that where possible we offer video conferencing to save on time and expense

ACTION: TL to research options and report one month (31st Oct 2017) – ACTION COMPLETE

MISSION STATEMENT:

When reviewed it was decided to revisit the mission statement and RS to propose change – subject to Constitution and Charity Commission guidelines

ACTION RS to share proposal within one month (31st Oct 2017) – ACTION COMPLETE

RS reported that he had met with Nick Linker to understand role of President and committees he needed to attend. RS reported NL sits on many committees however not in capacity of President of or representing BHRS.

NATIONAL TENDER/TARIFF:

Clinical Lead of specialist section of phase II of the high cost device Devices Working Group is Nick Linker. Process of appointment and the overall process is not clear. Council was made aware of a document sent for consultation to industry outlining the process which has not been sent to any clinicians that council were aware of. RS to write to Huon Gray as President asking whether this was an oversight and requesting that BHRS and its members are engaged as stakeholders in the process.

Andrew Shute was able to outline the purpose of the document to council but unable to circulate or give any details as this had been sent in confidence to industry. RS had already e mailed Huon Gray requesting details about how the national tender was going to be implemented and what input clinicians would have. He informed RS that Nick Linker had been appointed as co-chair of the advisory panel but that there were no other arrangements or structures that he was aware of at that time. Nick Linker also confirmed he was Co-Chair with Vaughan Lewis however does not know who will be involved until later this month or how the process will be run.

ACTION: RS TO WRITE TO HUON GRAY ASKING WHY BHRS HAVE NOT BEEN GIVEN ACCESS OR MADE AWARE DRAFT TO BE SHARED WITH COUNCIL WITHIN TWO WEEKS (19TH Oct 2017) – ACTION COMPLETE

Letter can be sent via President@bhers.com

ACTION: TL to arrange access to this e mail address one month (31st Oct 2017) – ACTION COMPLETE

RS reported MEDTECH/ABHI/BHRS have agreed in principal to send members to scientific meetings. A ballot would be held for those applying. JC asked if it would be proportionately spent depending on % of members – i.e. vast number of members are physiologists therefore should receive greater % of sponsorship.

ACTION: RS to report back after confirmation from ABHI/MEDTECH (31st Oct 2017)

EXAM & LOG BOOKS:

RS confirmed that following discussion with A-A /TL & AT - Log Books would now be created and hosted online via Dropbox. The amount of work and costs involved in current procedure and room for error due to logbooks being lost in post etc. The workload involved is disproportionate and hopefully Dropbox will offer a solution in the first instance.

Common Questions received by A-A re Exam/Log Books

ACTION: AT to draft new guidance to be sent to all existing and future exam candidates in one month (31st Oct 2017)

AT to update Common Questions currently displayed on web site and covering e mail to be sent to all enquiring about exam or registering in one month (31st Oct 2017)

AT to provide procedures and job description for Exam/Log Book officer so incoming person will have clear understanding of the role

AT will give RS details of suitable software for question bank for future purchase (31st Oct 2017)

MRI

ML highlighted issues surrounding MRI compliant devices. RS suggested signposting all patients to A-A so that issue can be highlighted.

ACTION: RS to write to RCR one month (31st Oct 2017) – ACTION COMPLETE

AOB:

TL explained issue of new data protection policy being implemented and A-A cannot share database. Any Council member wishing to view BHRS database would need to visit A-A office where it is securely held on a server compliant with data protection policy.

JC keen to offer distance learning models. RS requested Business & Costing plans

ACTION: JC to Share plans (31st Oct 2017)