

BRITISH HEART RHYTHM SOCIETY COUNCIL MEETING

Meeting on: 11:00- 14:00, Wednesday 25th April, 2018

At: BCS Offices, Paul Wood Room, 9 Fitzroy Square, London W1T 5HW.

Present: Richard Schilling (**RS**) [President], Alistair Slade (**AKBS**) [Secretary], Dhiraj Gupta (**DG**) [Treasurer], Jason Collinson (**JC**), Pier Lambiase (**PL**), Holly Daw (**HD**), Martin Lowe (**ML**), Ian Wright (**IW**), Benedict Wiles (BW) [**BJCA**], Francis Murgatroyd (**FDM**), Mark Sopher (**MS**), John Paisey (**JP**), Trudie Lobban (**TL**) [A-A], Francesca Lobban (**FGSL**)[BHRS admin], Andrew Turley (**AT**), Andrew Shute (**AS**) (ABHI CRM), Angela Hall (**AH**)

1.	<p>Apologies for absence [RS]</p> <p>Apologies were received from: Kim Rajappan (KR), Shona Holding (SH), Simon Holmes, Stephen Kempton (SK)</p>
2.	<p>Agree minutes of previous Council meeting on 22nd February 2018, BCS Offices, 9 Fitzroy Square, London, W1T 5HW [RS]</p> <p>Minutes agreed.</p>
3.	<p>AOB Declaration</p>
4.	<p>EXAM RESULTS (Andrew Turley)</p> <p>130 registered for the exam which is an average number, all ran smoothly without any of the hiccups form last year. Next exam will be at HRC2019 so just one venue to organise. AT thanked everyone involved in the writing, delivery and the admin @ A-A.</p> <p>TL explained that lots of enquiries received following exam and very time consuming. All agreed it quicker and easier to post exam results onto Membership Only area of web site as a spread sheet with exam number only – so only the individual would be able to identify their results (many other organisations including universities do this). One e mail will then go to all 130 who sat the exam with link to results.</p> <p>ACTION – AT to share spread sheet with SK & Stephanie Parker (BHRS Admin & A-A) for adding to web site - COMPLETED</p> <p>Exam revision course which is usually held on Sunday of HRC will now be held May/June 2019 in Manchester as Stuart Allen can offer free venue on a Saturday. AT is working with Stuart and will share for logistical input from A-A and then share with Council for feedback.</p> <p>ACTION – AT to share with TL + Council - COMPLETED</p> <p>Dropbox is working well for logbooks – a huge improvement on previous procedure however AT suggested David Begley look at website. Council decided to continue to focus on other areas of web site due to costs as dropbox is working.</p> <p>It was suggested dropbox file could be set up for questions as current system is slow and out-dated – ploughing through past papers hosted on an individuals laptop. AT to speak with David Begley to explore other options as a possibility.</p> <p>RS thanked AT for his hardwork in delivering the exam.</p>

<p>5.</p>	<p>Nurses Update (Angela Hall)</p> <p>BHF funding – this is stalling as BHF have had several change of staff. AH will continue to pursue.</p> <p>Update to website going well</p> <p>Nurses have a database of 92 nurses and their own forum – hoping this might migrate to BHRS web site in due course.</p> <p>STANDARDS DOCUMENT: Requested Standard Operations procedure for ICM with minimum requirements should be added to website. Council suggested contacting KR/St Thomas’, Middlesbrough as they are already doing this and may be able to share something useful for website.</p> <p>ACTION – AH to gather information and for two-three people on Council to sign-off (nurse/physiologist/doctor) then send to KR for review</p>
<p>6.</p>	<p>Cardiology Training (John Paisey)</p> <p>JP & RS attended meeting where training is generic and NHS do not want to highlight sub-specialities such as EP, they do not want to over train people; they wish to churn out consultants as that is who patients want to see – JP provided detailed feedback and explained log book and exam meets some needs but cannot meet all.</p> <p>ACTION – Curriculum needs updating & will happen with competences in practice. JP to feed into this. European document is very detailed and could be used as a template. JP to liaise with AT re exam and provide feedback.</p>
<p>7.</p>	<p>Fellow of BHRS (Ian Wright)</p> <p>IW had previously shared detailed PowerPoint presentation which was circulated to Council prior to meeting. It was presented again in brief to highlight and address why Fellowship could be good for BHRS</p> <ol style="list-style-type: none"> 1. Raise profile of BHRS 2. Income raising – it was agreed that this is not a priority therefore it is not envisaged that this will be associated with any significant increase in membership. It may be at some point there will be an application fee to cover the process but this is not planned at present 3. Fellows could provide a pool of talented people to support the work of the council 4. FBHRS = all HCP subject to them becoming a member of BHRS– application process 5. Hon FBHRS = retired members & non-clinicians – offered by the FBHRS committee and Council <p>Council agreed only a maximum of 5% of total membership should receive Fellowship. Five people to review applications – nurse, physiologist, consultant + two others. Review once per year and award at HRC.</p> <p>Application will require two nominators one of whom to be outside of individuals institution. TL suggested online application form to limit words/to ensure all sections are completed otherwise form will not allow it to be submitted – to reduce errors.</p> <p>ACTION ALL – Identify up to 20 individuals to award FHBRs or Hon FBHRS for this year and some of these people could join the Committee to review future applications. Council to have final approval of all proposals. Council to send details to admin@bhers.com. Spread sheet will then be shared.</p> <p>IW to develop application process</p>

8.	<p>Research Update – Pier Lambiase (PL)</p> <p>PL reported on the first multi-centre meeting held in Liverpool where approx. 40+ attended. Six randomised clinical studies (EP heavy) + one device trial and one lead extraction trial. Feedback has been very positive.</p> <p>Website requires more articles (only two added so far despite seven being promised). Several fellows are attending HRS so PL will ask them to submit for website.</p> <p>ACTION: AT will provide PL with details of trials in Middlesbrough where they are wishing to recruit other centres COMPLETED</p> <p>Next meeting to be at HRC - PL to advise A-A if room required and what capacity.</p>
9.	<p>Website Update – Jason Collinson (JC)</p> <p>JC reported Members Only section has now been launched.</p> <p>Colleague in Leeds is helping to provide content for the journal club section. More contributions required for EP trial reviews.</p> <p>ECG & ECM challenge launched plan to have monthly – background/tracing/answer = member receives the answer (non-members do not)</p> <p>Physiologists page, Arrhythmia nurse section and standard operational policy new with content added</p> <p>Research – PL to lead/provide content</p> <p>Nurses – AH lots more to add</p> <p>Tweaks are ongoing and more content is needed</p> <p>Twitter – some activity, further work required to use efficiently to communicate with members</p> <p>Facebook – created ~ 6 weeks ago, not currently being used, work required</p> <p>BG highlighted that no one submits articles for website</p> <p>TO DO: About Us/Members Benefit/Presentations (watermark and submit as pdf)/Resource Page with links to companies being careful not to endorse the company but to provide link to useful information</p> <p>ACTION – HD to contribute to ECG & ECM challenges for adding to web site monthly. JC to send a communication to all members (prior to 25 May & GDPR) to draw attention to the website.</p> <p>BG & RS to provide list of people to contact to encourage to submit articles.</p>
10.	<p>Treasurers Report – Dhiraj Gupta (DG)</p> <p>Balance sheet was circulated to Council prior to meeting. DG reported that balance is looking healthy and up £10,000 on last year. TL highlighted that historically the balance is at its lowest at this time of year subject to exam & HRC income before account year end in May. It is normally at its highest in July with the influx of renewed subscriptions</p>
11.	<p>NICOR and Annual Survey – Francis Murgatroyd (FM)</p> <p>FM thanked BHRS Admin for providing access to GMC database at short notice. FM gave a detailed report – newsletter will be published and hopefully circulated prior to GDPR (25 May 2018). Ablation data will be published later in the year (poss September). Version 2 of the newsletter will include arrhythmias. FM suggested that BHRS produce its own</p>

	<p>summary report – Council agreed.</p> <p>ACTION – FM to draft summary of report for circulation</p>
<p>12.</p>	<p>Secretaries Report – Alistair Slade (AKBS)</p> <p>AKBS reported new members continue to be approved weekly and procedure is working well. 18 new members recently; approx. 70 in total this year.</p> <p>General Data Protection Regulation (GDPR) – following conference call with TL & FM and Database Manager at A-A (Julie Fear) plus speaking with Nick Linker at BCS, it was agreed with the introduction of the new directive for collection of data for BHRS database – we can keep our current database however from 25 May 2018 we can only contact members regarding membership matter only. If we wish to make contact on any other matter including newsletter etc then we have to ensure we have the members ‘consent’ to do so. As of last Friday only 72 members had granted ‘consent’ however following e mail letter from AKBS sent on Monday of this week this number has grown to approx 200. However with over 1000 members we need to continue to encourage members to respond to requests for ‘consent’.</p> <p>TL explained the huge amount of work this is creating as each and every record on the current database has to be updated and amended. The A-A team are having to carry out this work on top of their usual workload. Trustees (Council) are responsible and worse case scenario could be fined if members continue to be contacted after the introduction of GDPR in May 2018 if they have not ‘consented’ to this. Evidence must be recorded to prove each member has consented.</p> <p>Going forward all online forms such as new membership application will include a tick-box for ‘Consent’</p> <p>ACTION: Admin -Further communication to be sent to members to encourage them to ‘consent’ COMPLETED AND ONGOING</p> <p>Admin – Amend membership form online to include ‘consent’ tick box COMPLETED</p>
<p>13.</p>	<p>AOB</p> <p>TRAVEL GRANTS – Mark Sopher (MS)</p> <p>MS has researched the feasibility of BHRS providing travel grants to members and explained this will very much be a ‘learn as we go’ with an annual review of process. Would like a doctor/physiologist/nurse and A-A to sit on committee to review and award grants. Will also meet with industry for their feedback. The grant would be awarded to an active partaker. Grant only to support specific meetings. A grant may offer upto eg £600 however only the amount against receipts will be paid (i.e. travel may only be £400 so lower amount would be reimbursed). Refunded retrospectively with evidence they have attended plus all necessary receipts + report for website.</p> <p>Once accepted they would not qualify to apply again for 2-3 years</p> <p>Need to decide how to select/who and why – a simple selection process initially – maybe first XX to apply and once the grant has been allocated, end process. This can then be refined in future years.</p> <p>ACTION - AS to discuss with MS inc contacts within industry (CEO equivalent) to propose plan and arrange to meet/phone.</p>

Date, time & place of next meeting:

11:00 – 14:00, Wednesday 14th June 2018 (BCS Office London - tbc followed by lunch - tbc)