1 Welcome and Handover of Chair [Dr John Colvin]

Dr John Colvin opened the meeting and welcomed:

- Dr Fiona Cameron, RA East of Scotland
- Dr Rob O’Donnell, SCLF
- Professor Ravi Mahajan, Vice President
- Russell Ampofo, Director of Education, Training & Examinations
- Dr Neil Smart, Vice Chair, Scottish Health Technologies Group

2 Presentation: Scottish Health Technologies Group (SHTG)

Dr Neil Smart gave a presentation, available on request from maggie.farquhar@rcpe.ac.uk, about the SHTG and its processes and was keen to forge a link between the RCoA Scottish Board (RCoA SB) and the SHTG.

Actions:

- To establish and sustain links between SHTG and RCoA SB by nominating a representative to sit on the SHTG.
- Job description to be developed.
3 Approval of Minute of RCoA Scottish Board Meeting held on 22 June 2017 [Dr John Colvin]

The minute of the meeting held on 22 June 2017 was approved with a minor amendment.

Review of Actions from 22 June Meeting

Actions page 1 & 2:
- Item 2 pg 1 – Membership of RCoA Scottish Board – ex officio CD member - Mike Duffy will attend the February meeting.
- Item 2, pg 2 – Recruitment Issues in the NE – Alistair McDiarmid and Russell Ampofo to take forward.
- Item 2, page 2 – BSc Courses and Intercalated Courses – moving forward with supervisors to be identified.
- Item 2, page 2 – Job Planning Survey – to check with David Ray
- Item 6.3b, page 6 – International Medical Training Fellowships – no comments had been received from Board members. Action: JC to forward information on the IMTF
- Item 7.2, page 7 – CMO Specialty Adviser for Anaesthesia and Intensive Care Medicine – Daphne Varveris has been appointed.
- Item 9.8, page 10 – National Trainee Fatigue Survey – the fatigue work has been included in the morale and welfare recommendations due to be published by end of the year.
- Consent – Daphne Varveris had met with Mike Basler and David Semple to discuss the forthcoming changes to consent. Discussion had covered how to disseminate to the Board and the AAGBI and it was acknowledged that it would be useful to have a patient information sheet given at the beginning of the consent process. The will come back to the Board before going to the CMO. The Board agreed that Les Scott should be involved to give a lay perspective. Ravi Mahajan informed the Board that RCoA has a Consent Working Party and Patient Information Group. Action: Consent to be added as an agenda item for future meetings

4 Board Membership [Dr Sarah Ramsay/Dr John Colvin]

Dr Colvin thanked everyone for their support during his tenure as Chair and offered his best wishes to Dr Ramsay as the new Chair. Dr Daphne Varveris is taking on the post of Vice Chair and Dr Alastair Thomson the post of Honorary Secretary.

It was noted that nominations are open for the 3 consultant vacancies and the trainee vacancy.

5 Quality and Safety

5.1 Scottish Anaesthesia Q&S Group Meeting: Update (No meeting since June) [Dr Daphne Varveris/Dr David Ray]

Dr Varveris updated the Board as follows:
- Contacts and links had been established with the majority of hospitals although a reply was still awaited from John Donnelly in Fife.
- The survey had been sent out, but returns had been limited. Sri Lakshminarayan from FVRH is collating the responses, which will be circulated round the group.
- A meeting will be held in the New Year to establish some momentum.

5.2 Safe Anaesthesia Liaison Group: Minute Meeting held on 28 July & Update on Meeting held on 19 October 2017 [Dr Daphne Varveris]

Dr Varveris reported that:
- SALG thinks it is underutilised and wishes to establish a network of safety leads.
- The M&M toolkit has been updated
- A working party is looking at NAP 5 and NAP 3
• The Healthcare Safety Investigation Branch have asked SALG to endorse their work.

5.3 Critical Incident Reporting in Scotland [Dr Daphne Varveris]

Already covered on the agenda and will in future form part of section 5.1

5.4 SASM/Scottish Morbidity and Mortality Update: Update (No meeting since June) [Dr Daphne Varveris]

Manoj Kumar is looking at input from anaesthesia. 

Action: Daphne Varveris to follow up

5.5 ACSA and NHS HIS [Dr Daphne Varveris]

John Colvin had been in discussion with Brian Robson who been supportive of ACSA and using the standards for Quality of Care Reviews. Moving forward, it is planned to meet with Simon Mackenzie.

Action: John Colvin to send Daphne Varveris a copy of the original mapping exercise. Simon Fletcher at RCoA also has a copy.

Sarah Ramsay reported that there had been a call for ideas for NAP 7.

It was further noted that the Scottish Emergency Laparotomy Group had received funding from Scottish Government with most centres using the money to employ a specialist nurse to take part in data collections. Funding will be released to Health Boards this month.

6 Professionalism and Excellence in Medicine

6.1 Update from Professionalism & Excellence in Medicine (P&E) [Dr John Colvin/Dr Rob O’Donnell]

The following points were noted:
• Leadership work and training working patterns and the broader suite of items covered by PCAT.
• QI training and the promoting professionalism in Scotland.
• The implementation of Realistic Medicine
• The P&E Group is to change into the Realistic Medicine Oversight Group

Action: John Colvin to circulate minute of 25 September 2017 meeting when available.

6.2 Scottish Clinical Leadership Fellows (SCLF) [Dr John Colvin]

Funding for SCLF posts is being reviewed and the Board strongly supported that these posts continue.

Action: Ravi Mahajan to take to the President’s meeting at RCoA

Post meeting note: RCoA has confirmed funding for one further year then subject to an overall review of Fellowships

6.3 PCAT Anaesthesia report [Dr Rob O’Donnell]

Dr Andrew Pearson had circulated a report. It was noted that PCAT had been picked up as a key priority by RCoA and was looking to achieve 100% coverage in Scotland in 2018. It was hoped that delivery would devolve away from St Andrew’s House and that local leads would be trained. A workshop is being run on 18 January 2018 in Glasgow.

Action: Names of trainees and consultants interested in being representatives to be sent to Rob O’Donnell by RAAs.
7 Workforce Planning

7.1 Workforce Update [Dr Eddie Wilson]

Eddie Wilson had circulated an update on workforce issues. It was noted that the number of vacant posts has increased in recent years with some posts vacant for 6 months which suggested difficulties around recruitment, part of which may be inadequate CCT supply and/or post-CCT attrition with people training here but working elsewhere beyond CCT. The information from the External Advisers’ office was noted and it was thought that it would be beneficial to know how many panels are cancelled. It was also noted that there are as yet no details on the number of consultants leaving who have come from abroad in the wake of Brexit.

In the specialty input around training numbers for 2018 the case for an increase in future ST3 intakes was made supported by detailed workforce projections. A case for an increase of up to 6 in CT numbers was supported by the Scottish Shape of Training Transition Group, up to 4 which will come from conversion of up to 4 unfilled ST posts in the north. The Transition Group also supported the recommendation to recruit to 12 ICM posts for the 2018 intake, noting that, the majority of these posts would be funded from within the current establishment.

There was discussion on interviews being carried out using Skype with the main argument against being issues around policing the process and standardisation although it was noted that NES regularly use Skype for interviewing at foundation level.

The Board discussed the nature of changing job plans, with a greater amount of consultant led service and out of hours working, and despite an increase in numbers a continued shortage in terms of service provision. The increase in consultant numbers did not seem to be mirrored by an increase in anaesthetic assistants. There were many sources of information on the overall service provision and a comprehensive knowledge of this could help with workforce planning and locally to make the case for anaesthetic assistant numbers. In addition, Eddie Wilson noted that there is now a number of years of data of actual and modelled figures and comparing how the modelling has performed would be possible.

Members noted that Neil O’Donnell will be taking over the workforce remit.

Actions:
- Sarah Ramsay/Ewan Jack/David Ray to collate sources of information on sessions worked
- Neil O’Donnell and Eddie Wilson to look at workforce modelling performance

7.2 Scottish Shape of Training Implementation Group: Meeting held on 27 October 2017 [Dr John Colvin]

Implementation Group

Shape of Training team had acknowledged that our training is fit for purpose and generally meets Shape criteria, though with an expectation that RCoA explores credentialing once GMC produces proposals for this.

Transition Group

This group looks at workforce supply and demand modelling.

It was noted that:
- the Audit Scotland Report had been critical of NHS workforce planning overall.
- Recruitment & Retention and the SStart Alliance workstreams had stalled.
- Recognising work on resilience and supporting trainees and supporting international fellowships.
- Broad based training will be introduced by NES in 2018, a comprising a new core programme of core medicine, general practice, paediatrics and psychiatry.
• It had been agreed to recruit to 12 ICM posts for the 2018 intake (see item 7.1). This will require an element of new funding for up to 2 posts; this has been agreed.

8 Scottish Government

8.1 CMO Specialty Adviser for Anaesthesia and Intensive Care Medicine: Update [Dr Daphne Varveris]

The Board congratulated Dr Daphne Varveris on her appointment as the CMO’s Specialty Adviser for Anaesthesia and Intensive Care Medicine. It was noted that the CMO is keen to develop a system of sharing information across Scotland that is cost effective and that the development of a knowledge hub could be beneficial.

8.2 Realistic Medicine: Response on behalf of the RCoA Scottish Board [Dr Daphne Varveris, Dr Sarah Ramsay, Dr Rob O’Donnell]

Members were encouraged to feedback thoughts on the response which had been circulated.

Actions:
- All encouraged to send feedback to Daphne Varveris/Sarah Ramsay/Rob O’Donnell
- Final version will be shared with the CMO, and the RCoA President

9 Royal College of Anaesthetists President’s Report [Professor Ravi Mahajan]

Professor Mahajan updated the Board as follows:
- Governance review – 4 Boards have been established and their respective terms of reference had been approved and these will be established in the College from January 2018. [Education, Training and Exams Directorate; Clinical Quality and Research Directorate; Finance and Resources Directorate; Communications and External Affairs Directorate]
- SALG, has been housed in the RCoA since its inception, will now alternate chairs between the RCoA and the AAGBI
- Council elections are ongoing – encourage Fellows, members and trainees to participate
- There had been a delay in sending out hard copies of the BJA due to a change in publisher from OUP to Elsevier John Thompson is the new Editor in Chief.
- The Undergraduate Framework Document Launch was held on 13 November. Electronic copies are available on the website.
- A short life working party is looking at SAS doctors to ascertain education gaps; mentorship; career development; variation in job contracts. The report will be published in February/March 2018.
- The report into trainees’ morale and welfare is now in its final draft and will be released soon. The report will highlight that some areas have major recruitment problems and some of the reasons why.
- Physician Assistants Anaesthesia – unless the role is regulated there is unlikely to be further development with these posts. Discussion is ongoing as to where the regulations should sit.
- Communication & Healthcare Policy – the College is looking to expand its role in healthcare policy and to have partnerships both in the UK and overseas.
- GPAS 2019 – Requests for Scottish representatives have been sent to RAs. If anyone interested to contact GPAS@rcoa.ac.uk
- Sarah Thomas has started as the President’s Office Manager.
- Emma Bennet, President’s Office Secretary, will be leaving the College on 29 November 2017.
10.1 **Recruitment Update** [Dr Willie McClymont]

*National Recruitment* – the Single Transferable Score (STS) will be implemented from 2018. Scotland had opted out of the Single Transferable Score (STS) and will continue to run its own selection centre in Dundee. It will be involved with clearing after posts have been allocated to its applicants. Wales and Northern Ireland will join STS and hold interview centres in their respective regions.

Interview in Scotland
CT1  18 – 19 and 22 – 23 January 2018
ST3  15 – 16 March 2018

It was noted that the interview process needed to be standardised as currently some candidates seem to be appointable in in one area but not another.

**Action:** Willie McClymont to feedback to the Recruitment Committee.

10.2 **Report on ICM/FICM** [Dr Carol Murdoch – sends apologies]

The circulated report was noted.

- Annual recruitment for ICM will take place in Birmingham.
- Dates for interviews are 10, 11 and 12 April 2018.
- Hopeful that there will be 12 posts advertised for Scotland.
- Expected that posts will be advertised by region as last year which worked well.
- Going forward, supportive of a situation where could reliably have a minimum of 12 posts for Scotland every year.

10.3 **Pain Training and Faculty Report** [Dr Gail Gillespie]

The Board noted that:

- The National Advisory Committee for Chronic Pain, chaired by Gregor Smith, had met with Lesley Colvin representing the Board. Remit is being mapped to Realistic Medicine.
- Pain higher and advanced trainee numbers remain low and will be discussed as a major agenda item at the upcoming Regional Advisers’ meeting.
- Scottish FFPMRCA exam course planned for 7 – 9 March 2018 in Dundee with no Scottish candidates. Further information will be available following the Regional Advisers’ meeting.

10.4 **Meeting with College Tutors - Update** [Dr David Semple]

Sarah Ramsay thanked David Semple for organising a successful meeting.

10.5 **Report from the RCoA Training Committee: Minute of Meeting held on 6 September 2017** [Dr Sarah Ramsay]

The minute of the meeting held on 6 September was noted and Russell Ampofo gave an update following the meeting held on 11 November.

New lifelong learning platform incorporating the e-portfolio - After some delays, the College has now signed off on the full prototype and the developer is preparing to deliver the final product in a series of releases in the months leading up to February 2018.

The curriculum review will be rewritten to GMC standards and will be submitted by the end of 2020. This will be a topic of discussion at the Regional Advisers’ this week.
10.6 **Remote & Rural Training** [Dr Alistair McDiarmid]

The Board noted that the different components are being put into one document. Once completed it will be sent to the College for advanced training approval.

10.7 **Staff and Associate Specialist Update** [Dr Graeme Brannan]

No report submitted.

10.8 **Academic Anaesthesia** [Dr John Colvin]

It was agreed that John Kinsella should be asked to nominate a deputy to attend Scottish Board meetings.

**Action:** Sarah Ramsay to meet with John Kinsella

10.9 **External Advisers: Anaesthesia Replacements** [Dr Sarah Ramsay]

The External Advisers’ office had requested the names of 11 replacements and had to date received 7.

**Post meeting note:** all 11 replacement names have been put forward

11 **Reports from Committees and Other Groups**

11.1 **Lay Committee** [Les Scott – sends apologies]

The report sent in by Les Scott was noted.

11.2 **Scottish Academy Meetings held on 11 September 2017: Update** [Dr John Colvin]

Items discussed at Scottish Academy covered elsewhere on the agenda.

11.3 **Trainee Update** [Dr Karen Pearson - sends apologies]

Karen Pearson’s circulated report was noted. Karen was thanked in her absence for all the hard work she had done to grow and develop the trainee rep role.

11.4 **Scottish Multiprofessional Anaesthetic Assistants Development Group** [Dr Willie McClymont]

Willie McClymont informed the Board that a meeting had been called with 10 days notice in September. He was unsure if the June meeting had taken place as he had received no updates. The Board recognised the need to support Dr John Donnelly in finding a replacement SMAAD Chairperson, to ensure strong medical leadership of the group and to consider re-instating a full network of consultants leading the assistance work in all the Scottish depts. In addition, support is needed for a recognised training programme to replace the previous Glasgow Caledonian University Course. The Board supported exploring re-introduction of ODP training via the diploma route.

**Action:** Willie McClymont to report back

11.5 **Obstetrics Anaesthesia Update** [Dr Willie McClymont]

It was noted that Willie McClymont had written to Connie Burns and given 4 names (Liz McGrady, Pamela Johnston, Ros Burns and Kerry Litchfield) to join the group tasked with implementing the recommendations of “The Best Start” maternity review). Representation also required from remote and rural areas.

11.6 **Maternity Care Issues CEMD/ SASMM/ Maternity Care Quality Improvement** [Dr Willie McClymont]

Dr McClymont drew the Board’s attention to recent obstetric reports highlighting that gastric aspiration continues to be frequent factor in maternal deaths.
11.7 Scottish Academy Health Improvement – Obesity/Nutrition/Physical Activity Initiative: Verbal Update [Dr Daphne Varveris]

Work continues on supporting the organisations which are working with Scottish Government on Improving Scotland’s Health 2021 and Beyond.

11.8 Perioperative Medicine: Minute of Meeting of Advisory Board held on 21 September 2017 [Dr Alastair Thomson / Dr Rob O’Donnell]

Members noted the circulated minute and the following points of note:

- Dr Gerry Danjoux had attended to present the Preoperative Risk Education Package (PREP). This resource is available free online.
- Shared decision making (SDM) – a ‘Training the trainers’ style meeting will be held at the RCoA at the end of January 2018.
- Perioperative Medicine Improvement Programme (PQIP) – Aberdeen Royal Infirmary is contributing to this but there are issues with PQIP not being classified as a research study within Scotland and therefore sites are not able to access research nurse support.

Action: Daphne Varveris to speak to Simon MacKenzie (NHS Health Improvement) and Sarah Ramsay to speak to John Kinsella.

11.9 Scottish Colleges Committee on Children’s Services: Update [Dr John Rutherford]

The work of the short life working group looking at general surgery in childhood continues and a report has gone to the CMO to highlight concerns relating to training and the number of consultants expected to retire.

11.10 SIGN Update [Lesley Colvin]

No report received.

11.11 Scottish Society of Anaesthetists [Dr Ewan Jack]

Eddie Wilson is halfway through his presidential year. A joint meeting with the SSA and the RCoA is planned for 15/16 November 2018. Liam Brenan planning to attend the ASM Dunkeld in April. Fiona Pearisall is trying to establish a common pathway in Scotland for caring with patients with neurological conditions.

11.12 Scottish Standing Committee AAGBI [Dr David Ray – sends apologies]

The circulated report was noted.

David Ray was thanked, in his absence, for all his contributions, particularly for actively supporting a collaborative approach between the SSC AAGBI and the Board. Paul Bourke will replace him.

12 AOCB

- The newsletter will go out in the New Year. Material, particularly with a training slant, requested.
- An Update Day will be held in early June 2018 in Edinburgh, input for programme ideas welcomed.
- Hosting post-FCA day on 8 January 2018 in Glasgow. Information on College website.
- Standardised form from reporting back from meetings to be piloted.

13 Dates of Meetings 2018
Scottish Board Meetings, all held at RCPE, 10:30 – 15:00

- Tuesday 20 February
- Tuesday 19 June
- Tuesday 23 October