



THE SOCIETY FOR
VASCULAR TECHNOLOGY OF
GREAT BRITAIN AND IRELAND

AGENDA

SVT EDUCATION COMMITTEE

Date Wednesday 16th January 2018

The Flying Scotsman Boardroom

IBIS Hotel Birmingham New Street, 21 Ladywell Walk, B5 4ST

<u>Committee Position</u>	<u>Name</u>	<u>Initial</u>	<u>Attending?</u>
Education Committee Chair	Heather Anderson	HA	Y
Exam Registration Officer	Laura Haworth	LH	Y
Physics Theory Exam Officer	Sophie McDermott	SM	Y
	Caroline Dainty	CD	N
Vascular Technology Theory Exam Officer	Ming Yeung	MY	N
Practical Examination Officer	Kelly-Marie Swagell	KMS	N
CPD Officer	Hannah Lines	HL	Y
Co-CPD Officer	Amy Bolsworth	AB	Y
Newsletter Officer	Alison Dumphy Smith	ADS	Y
STP/Trainee Rep	Ryan Ward	RW	TBC
Study Day Organisers	Davinder Virdee (Tutorial)	DV	Y
	Asif Dilshad (Fundamentals)	AD	Y
Educational Pathways Rep	Helena Edlin	HE	Y

1.	Apologies	
2.	Review of previous minutes	
3.	<p><u>Update from the Exec Committee 28th September 2018</u></p> <ul style="list-style-type: none"> As from the 1st April 2019 memberships can only be renewed via card payment on the SVT website. Standing orders and BACS transfer will no longer be accepted. President Dominic Foy. 'How do we involve the wider vascular community into the 	HA

	<p>SVT'? PSC have developed guidance</p> <ul style="list-style-type: none"> • Endorsing other theory courses. 	
4.	<p><u>THEORY EXAMS</u></p> <p>Autumn 2018 exam results will be released 30th Jan 2019. Email to be sent out to SVT candidates 28th Jan (who sat the exams) instructing them on how to access results. Who will do this?</p> <p>2019 Theory Examinations-for your information</p> <p><u>Spring 2019</u></p> <p>Inteleos Applications Window 13th Feb-11th April Pearson Registration Window 13th Feb-22nd May Pearson Examination Window 24th April-22nd May Exam Results release date 23rd July</p> <p><u>Autumn 2019</u></p> <p>Inteleos Applications Window 7th Aug-12th Sept Pearson Registration Window 7th Aug-23rd Oct Pearson Examination Window 25th Sept-23rd Oct Exam Results release date 19th Dec</p> <p>Email to go out to SVT members a approx 1-2 week before application window opens informing them of upcoming examination period. Who will do this?</p> <p>If a member asks for additional examination requirement (i.e 25% extra exam time due to dyslexia), Inteleos will contact the theory exam officer who will contact the member directly asking for documentation. No documentation, no additional support.</p>	LH
5.	<p><u>Item Development Workshop (IDW)</u></p> <p>Update on previous meeting October 2018. Numbers of attendees, costs, outcomes re database etc.</p> <ul style="list-style-type: none"> • Venue (inc venue hire, breakfast and lunch for 4 days) £3061 • Accommodation (18 attendees) £2714 • Travel costs (await response from Kamran) • Total cost £8k of which a large portion will be paid by Inteleos. Kamran (treasurer) waiting to see if they will do the same for next meeting. <p>Next event provisionally planned for June 2019.</p> <ul style="list-style-type: none"> • How, where, who will attend the 2019 meeting? • Feedback provisional dates to Darlene at Inteleos. Inteleos have not yet decided whether to fund another meeting 2019, rather choosing every other year. Darlene would like to push for an additional 2019 meeting. Feedback to Darlene by Feb '19. 	MY, SM

6.	<p><u>Any updates from Inteleos</u></p> <ul style="list-style-type: none"> • Member asking for refund due to not sitting the theory examinations. Inteleos are strict with no refund policy. For our records, SVT have asked Inteleos to screenshot where in application process the no refund rule is stated. • Theory exam officers will view the 2019 examination paper in 'live' examination conditions mid-end Feb 2019 so that we are happy with layout, examination process and content. 	
7.	<p><u>Practical Exam</u></p> <ul style="list-style-type: none"> • New release of AVS documents, score sheets and guidance documents. Please review prior to meeting. Any queries or amendments? • Addition of skill 1, section A on exam score sheet. Please review. With the addition of another skill do we change pass/fail rate for this section, or should skill A be a screening tool? • New format for applying for practical exam now live. • Candidates now have to upload protocols, zip file of 25 scans of each modality (performed within 3 previous months) and reference at time of submission. • Only one candidate has applied using this process so far, no issues encountered. <p>How many sat the AVS exam 2018, how many passed, failed, are outstanding?</p> <ul style="list-style-type: none"> • Discuss previous practical examination candidate. Heather will supply print off for meeting attendees. 	HA on behalf of KMS
8.	<p><u>CPD</u></p> <ul style="list-style-type: none"> • Please see attachment for CPD Audit and end of year general CPD review. • IDW CPD 6 points (2 days). Removed from CPD document? • ?remove CPD options(appendix 2) from CPD document altogether and only keep valid options 'live' within the lockers? • Review and finalise reflective practice guidance. Please see attachment. • ?insert new reflective practice guidance (for review at meeting) into appendix? 	HL & AB
9.	<p><u>NEWSLETTER</u></p> <p>No issues or queries to submit.</p>	ADS

	Next release of online CPD questions will be 1 st February 2019.	
10.	<p><u>Trainees</u></p> <p><u>Main STP Events</u> STP year 2 examination period 20th May-7th June 2019 (SVT examination window 24rd April-22nd May). Is similar pattern okay for next few years?</p> <p>STP year 3 examinations 14th Jan-25th Jan 2019- No clashes. STP year three teaching dates 17th-28th September 2019 (SVT examination window (25th September-23rd October)-only 5day overlap.</p> <p>2020 STP examination windows?</p> <p>Next crossword submission date?</p>	RW
11.	<p><u>Fundamentals Study Day</u></p> <p>Taking place 9th & 10th Jan 2018. Feedback from study days to be presented at meeting.</p>	AD
12.	<p><u>Tutorial Study Day</u></p>	DV
13.	<p><u>Surgeon's Training Day</u></p> <ul style="list-style-type: none"> Provisional dates were for 17/18th June, where are we on this? 	DV
14	<p><u>Educational pathways</u></p> <p><u>LEVEL 6 APPRENTICESHIP-Helena to present update</u> Helena Edlin and Sara Causely held meeting with the National School and Manchester Met Uni re apprenticeship. UWE are also interested. Helena and Sara will continue to drive forward. Helena due to meet with Manchester Met again end of Jan.</p> <p><u>STP Curriculum Review</u> The NSHCS have advertised for lead editor and specialist writers for the STP curriculum review. The school are looking into flexibility around duration of rotations.</p> <p><u>ACHCS</u> Keen to proceed with looking at SVT award and whether some of the modules can provide evidence for parts of the equivalence process.</p>	
15	<p>AOB</p> <p>Picture and short bio for education committee page on SVT website</p>	

CPD Agenda

1. Results of 2017-2018 Membership Year 10% Audit
 - a. 2 Members failed audit both notified. One did not want to continue AVS anyway, other advised of fail and has not currently taken up remedial
 - b. One member submitted all documentation apart from clinical audit form before moved abroad. Unable to contact since have tried several times ?class as fail
2. Results of 2017-2018 Membership Year General 30 point audit
 - a. 5 failed – note made on profile, members contacted and AVS box removed
 - b. Contact from 1 regarding remedial – awaiting confirmation of donation to CF as has satisfied rest of requirements
3. Introduction of reflective practice at time of submission being mostly utilised
 - a. Dominic Foy contacted to add reflective page in ASM booklet
4. Guidelines for submission of non-listed activity using reflection drafted
 - a. See draft document
 - b. Details in table need clarification
5. Member profile deleted - trying to see if can be retrieved
 - a. Was audited 2016-2017 so possibly can retrieve items prior to Aug 2017

CPD Reflective Practice Guidelines

Continued professional development (CPD) encourages practitioners to undertake and evaluate their learning experiences, ensuring they maintain a high quality and up-to-date service for their end users. The importance of evaluating these learning experiences through reflective practice models has recently been a big shift of focus within several regulatory bodies. These models allow the user to examine their learning activities in order to gain maximum benefit from them for themselves and the service users.

CPD activity submissions

All activities that are submitted for allocation of CPD points using the drop down list of activities should include appropriate evidence AND a reflection on that learning.

This should ideally be made at the time of submission and can be done by either filling out the text relevant boxes with the CPD activity submission or by including a completed reflective practice form alongside the evidence.

Annual CPD Audit

If you are selected for the annual CPD audit you will be required to submit a reflection on each activity undertaken so it is highly beneficial to submit your reflection concurrently with your evidence, rather than trying to fill this out retrospectively at the time of audit.

CPD activities not included on the drop down list

Learning activities undertaken that the member feels will benefit both the service user and practitioner, but are not included within the remit of the drop down list of designated CPD points, can also be submitted for consideration of CPD points.

This should be done by selecting “The activity I want to record is not listed” and completing a reflective practice submission in order to describe the activity undertaken and the reflection on that learning.

There is several reflective practice models that could be utilised in order to structure your reflection and it might benefit the user to look up some of the commonly used reflective models in most healthcare disciplines, such as Gibbs (1998) or Johns (1995).

Typically a reflection could include:

- A description of the project/learning undertaken
 - For example the time frame of the project, sessions allocated per week, records of training courses/sessions, meetings attended, log books, copies of correspondence, notes on discussions
- Evaluation of the learning
 - What went well/what did not go so well
 - How did this project benefit your own practice
 - How did this project benefit the service users
- Analysis
 - Looking back at the project what would you do differently?
 - Can I use this project to enhance further learning or build on it to benefit more people?
- Conclusion
- Action plan

An example is available in the appendix of the CPD document available on the website.

Guidelines of CPD points awarded for non-listed CPD

The awarding of points is based upon the time spent on the project, the value of the learning to the service user and the practitioner themselves.

Type of project	Timescale	Suggested points awarded
A short project such as a limited service development ?????	4-6 hours total Typically 1 month total/1 hour a week	2 Points
An medium length project such as an introduction of a completely new service including planning, training, set up and audit	Typically 6 months total/ 2 hours a week	5 Points
An extensive project such as an introduction of a completely new service including planning, training, set up and audit	Typically 1 year/2 hours a week	8 Points

Further information

Gibbs G (1988), Learning by Doing: A guide to teaching and learning methods. Oxford: Oxford Polytechnic Further Education Unit.

Johns C (1995), Framing learning through reflection within Carper's fundamental ways of knowing in nursing. Journal of Advanced Nursing. 22 p226-2234