

Minutes of CASE Meeting, 17th November 2017
University of Derby
Commencing 11.00 am

Present:	Simon Richards - Chair (BMUS) Heather Venables (BMUS) Jai Saxelby (COP) Mike Smith (CSP) Crispian Oates (IPEM) Gill Dolbear (SCoR) Anna Jerram (SVT) Mel Williams (SVT)	Apologies:	Catherine Kirkpatrick (BMUS) Stuart Wildman (CSP) Carolyn Mason (CSP) Neil Pugh (IPEM) Adam Lovick (IPEM) Gill Harrison (SCoR) Vivien Gibbs (SCoR) Valda Gazzard (SVT)
Attending:	Sally Hawking		

1. Declarations of Interest

Ref. item 9.ii - Gill Dolbear is Course Leader
Ref. item 9.iii - Mike Smith is a guest Lecturer

2. Minutes of Previous Meeting

Minutes for the meeting of 19th July 2017 were accepted with no amendments.

3. Matters Arising

- 3.1 Gill D. is conducting the Teesside interim review **GD/SR**
- 3.2 Handbook guidelines regarding clinical hours and the expected student 'milestones' was discussed further; the key factor is to demonstrate a robust assessment process for clinical competency and "consistency of exposure", recommended hours and support mechanisms should be noted. Gill D to draft a paragraph for inclusion in the Handbook. **GD**

4. Notification of AOB

- i. Format of future Committee Meetings (SR)
- ii. General Data Protection Regulation (GDPR) (SH)
- iii. Apprenticeships (GD)

5. Treasurers Report

- i. The approved Management Accounts from year-ending 30th September 2017 was presented; there were no questions.
- ii. The draft budget for year-ending 30th September 2019 was presented; there were no questions.

Mike queried why there were no meetings between the MO's and the Committee, Gill gave some historical context as to how the meeting structure had evolved and it was suggested that a joint meeting between the two groups would be useful.

6. Member Organisations Meeting Update

i. Simon provided an update on the MO meeting of 16th October:

- CASE has received a formal invite to be the External Quality Assessor (EQA) of the end-point assessment (EPA) of the sonographer apprenticeship. The MO's have responded with a letter outlining their concerns about the development of the apprenticeship standard while offering continued support
- The finance model will be re-assessed at the next meeting in April 2018
- The Integrated Imaging Workforce task-group has provided a suggested career progression framework that was presented to the MO's by Pam Parker (BMUS, 'Scope of Practice' work-stream lead); the framework was shared with the Committee.
- The MO's have agreed to CASE supporting the development of a PgCert for Veterinary Ultrasound

7. Nomination of Officers

None

8. APMR Report

The APMR team have reviewed the 2015-16 submissions and all final letters were issued.

A new format for the APMR has been introduced from October 2017 whereby the universities complete a spreadsheet rather than using the online form.

9. Course Accreditation

i University of the West of England - MSc programme

Request to defer re-accreditation by one year to July 2019 - approved

SH

ii Canterbury Christ Church University - MSc programme

Peter Cantin assigned in first Lead role, mentored by Heather, Jane Dixon to shadow

SH

iii Brunel University & The Ultrasound Site - PgCert MSK (new)

Gareth Bolton to Lead, Mhairi Brandon as Co-accreditor and Dawn Fraser to shadow

SH

iv Sheffield Hallam University (SHU) - MSc and BSc (new)

Gill H. and Gill D. assigned to the undergraduate course, Simon and Vivien to the new post-graduate course but the four are to work together as a team for transparency and to ensure consistency across programmes.

Katherine Barton and Liz Chapman will be asked to shadow.

SH

v Hertfordshire University – MSc programme (new)

Theresa Fail to Lead, Rachel Wilson as Co-accreditor and Pauline Mitchell to shadow

SH

Focused Courses

i SHU – 3rd Trimester Focused Course (new)

In progress, there were some issues with documentation which has been resolved.

ii AECC – 4 x Focused Course

Mike and Jai are jointly assigned to look at the MSK and Podiatry courses, Allison Harris and Jacquie Torrington are jointly assigned to look at the Basic Gynaecology and 3rd Trimester courses.
Sue Halson-Brown to be the over-all Lead. SH

iii Other Accreditations Due

Both the GCU 3rd Trimester re-accreditation and the new course at Teesside will be passed to the 3T-Working Group. SH

10. Accreditors

Application from Jane Dixon - approved

Application from Pauline Mitchell - approved SH

11. CASE Handbook

- i. Mike reviewed the Handbook in light of the new policy to accredit at all levels and this was shared with the Committee for comment prior to this meeting; it was agreed to apply all the suggested updates as appropriate. CO

In addition, the following sections were discussed and agreed as follows:

- Chapter 3: there is no longer a need to have M-level standards for Focused Courses, this section to be re-worded so courses set at lower levels can apply
- Chapter 4.3: Apprenticeships are essentially an undergraduate course, the outputs are the same and therefore in theory, the course content should be the same (ie. not at M-level) so it was agreed to leave this section as it is.

The outputs of the HEE meeting on 28th November could affect the changes in the Handbook and so some areas will need to be revisited afterwards.

It was generally agreed that there should be a change in focus of the Handbook edit in order to “stiffen-up” the requirements that are specifically for Master’s levels where appropriate (eg. the learning outcomes) before it is shared with the MO’s.

Crispian and Simon agreed to have a phone call after 28th Nov to discuss how to progress. SR/CO

The Handbook edit is to be a priority for the Committee and should be progressed with input from everyone.

- ii. Crispian presented the revised version of the ‘Basic Physics and Technology Content Recommendation for inclusion in Focused Courses’. It was agreed that this section can go in the Handbook with the addition of the following sentence: “as relevant to their focused area of practice” where appropriate. CO

12. CASE Newsletter

The 2017 Newsletter will be published in December, thanks to Anna and Gill H. & Viv who have provided articles.

The 'Conditions and Recommendations' examples list prepared by Gill H. was shared with the Committee for feedback before being published via the Newsletter. The document was approved with the following amendments:

- Remove the Condition "*Clarify, within the documentation, that a member of University staff will be present at all resit assessments for consistency*"
- The first Recommendation regarding current reading lists is to become a Condition SH

13. HEE Sonography Workforce Project

Already covered under item 6.

14. Accreditor Update & Training Day

The event held at IPEM on 23rd October was well attended (14 people + 3 presenters) by a mix of current and new accreditors, Committee members and course leaders.

15. AOB

- i. A virtual meeting (video and/or telephone) will be arranged approximately two weeks before every future Committee meeting to discuss only the accreditations due for approval so that any issues can be addressed and queries answered before the actual meeting. This should allow more Committee members to join than can be at the physical meetings and also Lead Accreditors will be invited when appropriate.
- ii. The new GDPR directive comes into force from 25th May 2018 to protect all forms of personal data that is kept and used - CASE will need to be fully compliant. The first step is to ensure all Committee Members and Accreditors have signed a 'Confidentiality and Data Protection Agreement' and will abide by the rules stated therein.
- iii. Gill raised concerns over the 'Degree Apprenticeship Standard Advanced Clinical Practitioner – Level 7' document that has been created as it specifically states that "*Apprentices must complete a Master's degree in Advanced Clinical practice*" and that it seems to be written with a focus on nurses and excludes sonographers. Heather noted it also cuts out a funding stream for full-time Masters level ultrasound students.

16. Dates of Future Meetings

The idea of a joint MO/Committee meeting will be raised with the MO's in their next VT on 12th December. SR

A virtual meeting of the Committee will be arranged following the HEE meeting on 28th November. SR

Committee Meetings in 2018:

- 27th March 2018 at the IPEM Offices in York
- July 2018 at SCoR in London; a Doodle poll will be created to secure a date
- November 2018 - venue TBC (possibly CSP); a Doodle poll will be created to secure a date

Meeting ended at 3pm

S Hawking
08.12.17

DRAFT