

NHSE WT&E London Healthcare Science Expert Panel for 2024: STP, ETP and HSST commissions

18 September 2023

10.00-16:00

**NHSE London WT&E Healthcare Science Expert Panel
for 2024 STP, ETP and HSST commissions
18th September 2023
MS Teams
Agenda**

1	10.00-10.15	Welcome and Introductions Permission to record meeting	Danielle Johnson (Chair)
2	10.15-10.30	Multi-professional Education and Training Investment Plan (METIP) and Workforce Planning	Ruth Vickerstaff
3	10.30-10.40	Expert Panel Aims and Remit (Terms of reference, panel review rules and declarations of conflicts of interest)	Aarti Makan
4	10.40-10.50	Presentation of Total EOI Numbers	Danielle Johnson
5	10.50-11.00	London Healthcare Science Trainee Network (HCSTN) survey overview	Catherine Teenan
Break			
6	11.10-13.15	Scientist Training Programme (STP) Applications will be reviewed by division and then by specialism in alphabetical order. Panel should: <ul style="list-style-type: none"> - Review the applications from longstanding accredited training centres with history of training. - Review the applications from new training centres. - Highlight any concerns regarding the quality or capacity of training not raised by initial NHSE WT&E London review, considering HCSTN survey results. - Confirm EOIs to take forward and agree any further actions required. 	Danielle Johnson
Lunch			

7	13.45-14.00	Echo Training Programme (ETP) Applications will be reviewed in alphabetical order according to organisation. Panel should: <ul style="list-style-type: none"> - Review the applications from longstanding endorsed training centres with history of training. - Review the applications from new training centres. - Highlight any concerns regarding the quality or capacity of training not raised by initial NHSE WT&E London review, considering information on training infrastructure and prior training experience to BSE accreditation. - Discuss the centres where initial NHSE WT&E London review highlighted need for further clarification. - Confirm EOIs to take forward and agree any further actions required. 	Danielle Johnson
8	14.00-14.45	Higher Specialist Scientist Training (HSST) Applications will be reviewed in alphabetical order according to specialism: <ul style="list-style-type: none"> - Review the applications from longstanding accredited training centres with history of training. - Review the applications from new training centres. - Highlight any concerns regarding the quality or capacity of training not raised by initial NHSE WT&E London review. - Discuss the centres where initial NHSE WT&E London review highlighted need for further clarification. - Confirm EOIs to take forward and agree any further actions required. 	Danielle Johnson
9	14.45-15.00	Feedback on the expert panel review process and plan for future years	Aarti Makan, Ruth Vickerstaff & Danielle Johnson
10	15.00-15.15	Feedback on changes to EOI process for 2024	Aarti Makan, Ruth Vickerstaff & Danielle Johnson
11	15.15-15.30	AOB	Danielle Johnson
Close			

1. Introduction: NHSE WT&E London Healthcare Science Expert Panel for 2024 STP, ETP and HSST commissions

This expert panel will act to critically review and assess the expressions of interest for healthcare science commissions for the Scientist Training Programme (STP), Echocardiography Training Programme (ETP) and Higher Specialist Scientist Training (HSST) programme for 2024 in London. In addition, the panel will review training projections for 2025-2028, evaluating whether predicted numbers are realistic and sufficient to meet workforce needs, also exploring ways to increase training capacity in target areas.

The panel has been selected to represent all ICS's and London NHS Trusts, including Lead Healthcare Scientists and Education and Training Leads where possible. A sample of non-NHS training centres are also represented. The panel is multi-specialist, with the aim of pooling regional insight and evidence to ensure informed and collaborative decision making with a focus on the ability to provide high quality training.

The forum aims to promote discussion and to allow an opportunity to challenge decisions on expressions of Interests.

2. Panel Members

Trust Lead HCS/HCS Lead Representatives

ICS region	Employing Organisation	Trust Lead HCS	HCS Specialism	Theme	Contact	Attending?
South East London	Guy's and St Thomas' NHS Foundation Trust	Sarah Allen	Medical Physics	Physical Sciences	Sarah.Allen@gstt.nhs.uk	Yes
		Mark Squirrell	Cardiac Science	Physiological Sciences	mark.squirrell@gstt.nhs.uk	
	King's College Hospital NHS Foundation Trust	Gill Clarke	Medical Physics	Physical Sciences	g.clarke@nhs.net	Yes
South West London	St George's University Hospitals NHS Foundation Trust	Bruce Walmsley	Medical Physics	Physical Sciences	Bruce.Walmsley@stgeorges.nhs.uk	Yes
	Kingston Hospital NHS Foundation Trust	Sarah Davie	Clinical Biochemistry	Life Sciences	sarah.davie1@nhs.net	
	The Royal Marsden NHS Foundation Trust	Sue Alexander	Pathology	Life Sciences	sue.alexander@rmh.nhs.uk	Tentative
	Epsom and St Helier University Hospitals NHS Trust	Helen Johnstone	Clinical Biochemistry	Life Sciences	h.johnstone@nhs.net	Yes
	Croydon Health Services NHS Trust	Lesley Perry	Biochemistry	Life Sciences	leslieperry@nhs.net	
	Barking, Havering and	Funmi Akinlade	Clinical Biochemistry	Life Sciences	funmi.akinlade@nhs.net	Yes

North East London	Redbridge NHS Trust					
	Barts Health NHS Trust	Rasheda Choudhury	Respiratory and Sleep Science	Physiological Sciences	rasheda.choudhury1@nhs.net	
North West London	Chelsea and Westminster Hospital NHS Foundation Trust	-				
	Imperial College Healthcare NHS Trust	Emma Walker	Clinical Biochemistry	Life Sciences	emma.walker15@nhs.net	Yes
	London North West University Healthcare NHS Trust	Rosalind Cornford	Clinical Biochemistry	Life Sciences	rosalind.cornford@nhs.net	
	Great Ormond Street Hospital for Children NHS Foundation Trust	Stuart Adams	Molecular Haematology & MRD	Life Sciences	stuart.adams@gosh.nhs.uk	Yes
	University College London Hospitals NHS Foundation Trust	Patrick Maw	Clinical Bioinformatics	Physical Sciences	p.maw@nhs.net	Yes
	North Middlesex University Hospital NHS Foundation Trust	Drushtee Ramah	Clinical Engineering	Physical Sciences	drushtee.ramah@nhs.net	
	Moorfields Eye Hospital NHS Foundation Trust	Magella Neveu	OVS	Physiological Sciences	magella.neveu@nhs.net	No
	Royal Free London NHS Foundation Trust	Ved Ramnani	Vascular Science	Physiological Sciences	ved.ramnani@nhs.net	Yes
	Whittington Health NHS Trust	-				

Representatives from Non-NHS organisations

Employing Organisation	Name	HCS Specialism	Theme	Contact	Attending?
Centre for Reproductive and Genetic Health	Suzanne Cawood	Reproductive Sciences	Life Sciences	suzanne.cawood@crgh.co.uk	Yes
Synnovis	Andrea Wilson	Pathology	Life Sciences	andrea.wilson@via.path.org	Yes
Care Fertility	Lynne Nice	Reproductive Sciences	Life Sciences	lynne.nice@carefertility.com	Yes

Additional Representatives

Employing Organisation	Name	HCS Specialism	Theme	Contact	Attending?
Barts Health NHS Trust	Richard Pottinger	Neurophysiology	Physiological Sciences	richard.pottinger@nhs.net	
Guy's and St Thomas' NHS Foundation Trust	Terry Fox	Critical care Science	Physiological Sciences	Terry.fox@gstt.nhs.uk	
Imperial College Healthcare NHS Trust	Clare Hardiman	Clinical Scientific Computing Clinical Bioinformatics	Physical Sciences	claire.hardiman@nhs.net	Yes
Great Ormond Street Hospital for Children NHS Foundation Trust	Anthony De Souza	Microbiology	Life Sciences	anthonymanuel.desouza@gosh.nhs.uk	

Regional & National NHS England Representation

Organisation	Name	Role	Specialism	Theme	Contact	Attending?
NHSE WT&E London	Danielle Johnson	HCS Workforce Transformation Lead & Project Lead for Respiratory, Sleep and Neurophysiology (Chair)	Neurophysiology	Physiological Sciences	danielle.johnson@hee.nhs.uk	Yes
NHSE WT&E & NSHCS	Aarti Makan	Associate Dean for HCS, London	Audiology	Physiological Sciences	aarti.makan@hee.nhs.uk	Yes
NHSE WT&E London	Jennifer Ogbata	Quality, Patient Safety and Commissioning Manager	-	-	jennifer.ogbata@hee.nhs.uk	Yes
NHSE WT&E London	Oluwagbemisola Adeyefa	Quality, Patient Safety and Commissioning Senior Officer	-	-	oluwagbemisola.adeyefa@hee.nhs.uk	Yes
NHSE WT&E London	Ruth Vickerstaff	Professional lead for HCS Science & Project Lead for Apprenticeships	Audiology	Physiological Sciences	ruth.vickerstaff@hee.nhs.uk	Yes
NHSE WT&E London	Catherine Davis	HCS Project Support Officer	-	-	catherine.davis@hee.nhs.uk	Yes
NHSE WT&E London	Bridget Akande	STP Training Project Lead (Physiological Sciences)	Audiology	Physiological Sciences	bridget.akande@gstt.nhs.uk	Yes
NHSE WT&E London	Liz Sawyer	Undergraduate Training Project Lead	Cardiac Science	Physiological Sciences	e.sawyer@rbht.nhs.uk	Yes
NHSE WT&E London	Iona Silva	Practice Facilitator Echo Training Programme	Cardiac Science	Physiological Sciences	i.silva@rbht.nhs.uk	Yes
NHSE WT&E London	Rosemary Eaton	Project Lead for Medical Physics	Medical Physics	Physical Sciences	rosemary.eaton@nhs.net	Yes
NSHCS	Rachael Peters	Accreditation Casework Manager	-	-	rachael.peters@nhs.net	Yes
NSHCS	Yumna Aziz	Accreditation Casework Manager	-	-	yumna.aziz@nhs.net	Yes
NHSE London	Ruth Thomsen	Scientific Director for London	Audiology	Physiological Sciences	ruth.thomsen@nhs.net	Yes

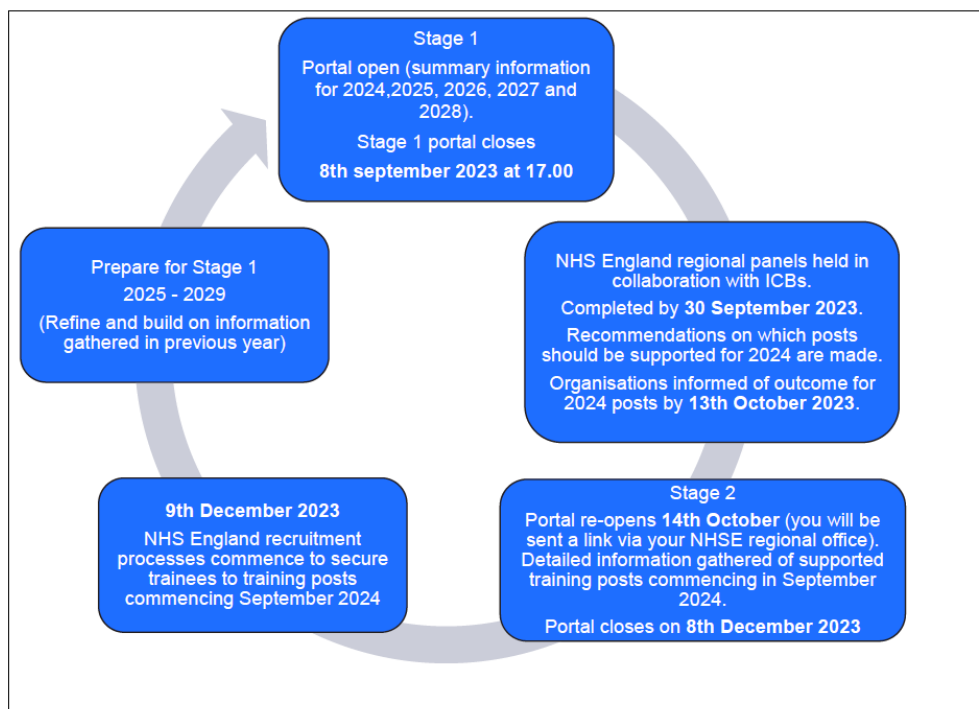
Trainee Representative

Organisation	Name	Contact	Attending?
London Healthcare Science Trainee Network (HCSTN)	Catherine Teenan	catherine.teenan@nhs.net	Yes

3. Process

The EOI process as of 2023 is as follows:

1. EOI portal opens (Stage 1)	Open to 14 th July to 8 th September.
2. Initial quality check and review of future projections by NHSE WT&E London Healthcare Science team	Reviewed with respect to training experience, quality, department accreditation status, HCSTN survey results etc. Any concerns or sensitive issues flagged. Workforce planning for 2025-2028 also reviewed; where concerns are raised, we will contact departments individually.
3. Expert panel review	18 th September. EOIs peer reviewed by healthcare science leaders from across London, providing representation from all Trusts and specialisms.
4. Departments notified of panel outcome	By 13 th October. NHSE WT&E London will inform those supported by the panel to submit additional detail in Stage 2. If this information is not provided as required, the application will become null and void.
5. EOI portal opens (Stage 2)	Open 14 th October to 8 th December. Further information sought for successful EOIs.
6. End of 2023/beginning of 2024	NHSE WT&E London will inform Trusts of outcome of EOIs.



As above, NHSE WT&E will process all applications prior to the expert panel. This will be done using the following four tier quality categories:

	High Quality	Known and experienced centre, successful history of training, accreditation, no major concerns OR New centre, accreditation, engaging with processes, no major concerns
	High Quality/Some areas for clarification	As above, with some questions, requirements or points to clarify.
	Medium Quality	There are concerns about the ability of the centre to deliver the training. Not yet achieved accreditation or arranged rotations. NHSE WT&E London needs further assurance before committing funding.
	Low Quality/Declined	Major concerns. Support will be offered to the department to prepare for next commissioning cycle

At this stage, further information may be required from any applicants to inform a fair process of review to inform decision making; this will be requested via email.

If at a later stage in the commissioning cycle NHSE WT&E are requested to reduce the numbers of commissions due to unforeseen circumstances and constraints imposed outside of their control, the Medium Quality EOIs, as prioritised by the panel will be the first category where reductions will be considered. Any changes will be communicated with a clear rationale and documented decision-making process for review.

4. Aims of September 2023 panel

This panel has been convened to obtain information from our London workforce on the quality of education and training of healthcare scientists in London. In this panel we will be looking at the overall numbers submitted and the quality of training for the academic year 2024/2025. For the panel, EOIs will be reviewed by healthcare science division. The NHSE WT&E team will provide the opportunity for the panel to raise concerns regarding quality of education and training not already identified.

4.1 Principles:

- Quality - In line with the HEE Quality Framework, both new and existing training centres will be subject to quality review.
- New training centres - As per all previous panel reviews, new training centres must have some experience of Masters level (STP) training prior to Doctorate level (HSST) training.

4.2 Ground Rules:

- Confidentiality - Anything discussed within the panel should not be discussed outside of the panel.
- Honesty - We would like to create an atmosphere where individuals are able to speak honestly without judgment and have collaborative discussion that will enable decisions around commissioning.
- Respect - We should respect each other's opinions and allow others to speak without interruption. Please use the raise hand facility to ask questions or contribute to discussion.

- Sensitivity – We acknowledge that some cases may include sensitive topics and recognise that some discussions may feel like a challenge, this is done with support in mind. Some discussions may not be held within this forum; for example, in the case of quality issues, they will be mentioned but details not discussed as NHSE will be conducting internal reviews.
- Due to the short timeframe of the panel, where matters require further discussion, the Chair shall decide where matters need to be tabled outside of the panel.
- Any other ground rules from the panel may be suggested and will be recorded.

5. Terms of Reference

5.1 Duties & Responsibilities

The panel will review the information presented whilst adhering to confidentiality and impartiality. The panel should advise on the general standard of the application, raising any known training concerns.

5.2 Conflicts of interest

Members are requested to declare when their own application is discussed. Any and all conflicts of interest should be identified and scrutinised as they arise. The Chair shall decide between the appropriate action to manage the conflict:

- Declare the conflict, continue to participate in the discussion but abstain from deciding a particular issue.
- Declare the conflict, abstain from the discussion and deciding a particular issue.

The decision to approve the application will be based on a panel vote. The secretariat will ensure to keep a record of decisions made.

5.3 Governance & Accountability

The panel are accountable to NHSE WT&E London HCS Leadership team and the Quality, Patient Safety and Commissioning Manager.

5.4 Reporting Function (reports to)

The panel will report to: NHSE WT&E London; Head of Quality, Patient Safety and Commissioning

5.5 Quorum

A minimum quorum of 12 members will be required to proceed with the panel. Essential attendance is required by:

- A Chair: NHSE WT&E Healthcare Science Leadership Team (1)
- Representative from NHSE WT&E (2)
- Representative for each of the 3 broad specialism categories: Physiological Sciences, Life Sciences and Physical Sciences (3)
- Representative for each of the 5 ICS regions (5)
- Representative from NHSE WT&E Commissioning Team (1)

5.6 Frequency of Panel Meetings

Annual

5.7 Date ToR Approved

To be approved at expert panel.

5.8 Review Date of ToR

Expert panel 2024 date TBC.

5.9 Process for reviewing effectiveness

Following the review, panel will brainstorm thoughts on the expert panel process, providing feedback and suggestions for improvements during the following commissioning cycle. Any comments and suggestions will be noted and action plans devised.