



THE SOCIETY FOR
VASCULAR TECHNOLOGY OF
GREAT BRITAIN AND IRELAND

SVT EDUCATION COMMITTEE

MINUTES

Thursday 27th September 2018 13.00-16:00

John Gibbs Flats, The Great Hall

St Bartholomew's Hospital, West Smithfield, London EC1A 7BE

Attended	Chair: Naavalah Ngwa-Ndifor (NN) Heather Anderson (HA), Amy Bolsworth (AB), Alison Dumphy (AD), Laura Haworth (LH), Coleen Franco (CF), Sophie McDermott (SM), Kelly-Marie Swagell (KS), Ryan Ward (RW), Davinder Virdee (DV), Ming Yeung (MY)
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Actions	By whom
Find out how to register for conference workshop and check that an agenda has been sent to heads of service for meeting at ASM	NN
Develop criteria for reflective practice	HA / HL / AB
Edit CPD upload page to detail need for reflective practice, clarify that submission dates can be amended, inform members at ASM	HA / HL / NN
Find out exam/important dates of trainees and inform NN/ADi/DV/HA	AB
Finalise trainee breakout session	AB / RW
Advertise Fundamentals Day	ADi
Investigate cost of room options and patient recruitment and how CPD is normally allocated to different working groups for Intro to VU Course	DV
Feedback for President to investigate CPD point for RCS and use of anonymous images	NN
Send blanket email to members requesting examiners	LH / NN
Find out if a reference upload box can be added to the practical exam application within the £500 and to go live on from the ASM	NN
Practical exam guidelines to be updated to go live from ASM	KS
Add a tick box to the examiners assessment sheet to ensure patients have significant disease	KS
Send CPD document to KS to rework a practical exam document in the same format	HL / NN

Check with Darlene that a tick box for STP trainees can be added to theory exam registration for audit of pass/fail rates	NN
Check whether exam registration is functional	RW
Obtain stats on email marketing drive for theory exams and send to Matt Carbone	NN
Get IDW delegates to provide a review of the days	SM / MY
Send any spare questions to DV/ADi for creation of mock exams for study days	SM / MY
Discuss at heads of service promoting labs taking on more STPs/ vein numbers	NN
Trainee competition / crossword	RW / LH
Change trainee prize to Amazon voucher instead of book token	NN
Investigate room costs for HA	NN

6.	Training Trainee breakout (45 minute) session ideas: Panel discussion about vein numbers Minimising WRULD Doppler waveform interpretation Vertebral waveform and subclavian steal Finalising decisions for end of October. ACTION	AB AB/ RW
7.	Fundamentals Days Due to run in January. No known clashes though AB needs to check with trainees/uni. ACTION ADi to advertise. ACTION	NN for ADi AB ADi
8.	Tutorial Days Very positive feedback. Due to run again in April. Full complement of tutors with ADi and DV no longer having to lecture and can just run the days instead. AB to check with trainees/uni for any potential clashes as DV would like to run days in the first 2 weeks of April. ACTION	DV AB
9.	Introduction to Vascular Ultrasound: Program simplified and agreed by all. Due to run in 18 th -19 th June 2019 - £350-£375 Expecting a group of 30. Had planned to book/pay deposit for room tomorrow however DV had envisaged 4 machines (supplied by Tracey from MIS) however for 30 delegates paying a premium it was felt that more 8+ machines and larger room would be required. DV to investigate room sizes/more rooms and more equipment OR can reduce numbers and to look at other locations. ACTION Should promote theory exams to delegates attending the course. Advert can specify who the course it is suitable for. Still want to advertise at the upcoming conference so need to push things through. Need to investigate recruitment of patients as would want normal and disease. Contact medical school and vascular surgeons. ACTION Delegates would get certificate of attendance. Need to investigate CPD points via vascular surgeons and find out about use of images. NN to raise with President. ACTION Davinder to check on how CPD points are allocated. ACTION	DV for DV/ ADi DV DV NN DV

10.	<p>Practical</p> <ul style="list-style-type: none"> - LH tried to send out a group email to recruit new practical examiners however was unsuccessful. Attempt to send again or NN to send email and explain how it is done. ACTION - Agreed by both Ed Comm and Exec Comm that external practical examiner would require 3 years post-AVS experience and internal examiner could be 1 year post-AVS. - Steve from Capability Cloud has said they can add upload boxes for core modalities for £500. Agreed that references should be submitted alongside application and practical examiner would then just confirm the reference with the referee. NN to enquire as to whether a reference box could also be added within this cost, all to go live for ASM. ACTION - Practical exam guidelines need updating in time for ASM, i.e. 25 anonymised scans to uploaded in advance and references too. ACTION - Add a tick box to the internal and external examiners assessment sheet to ensure that the patient selected has significant disease – need to find word documents to do so. ACTION - Send CPD document to KS to create practical exam document in same format and update flowcharts to explain the new routes to accreditation. ACTION 	<p>LH/CF</p> <p>LH/NN</p> <p>NN</p> <p>KS</p> <p>KS</p> <p>HL/NN</p>
11.	<p>Theory Exam</p> <p>HA provided an update of HA, President (SC) and NN's visit to Inteleos. Vice chair for SVTGBI on TCOG Assessment Committee to be a theory exams officer.</p> <p>We have asked that Darlene can add a tick box to candidate registration to see if candidates are STP for allow for audit of the new programme and pass rate. NN to chase this. ACTION</p> <p>Current exams: SVTGBI opens candidate registration on 17th October 2018 Test window is 31st October 2018 – 6th December 2018. Results out 30th January 2019.</p> <p>Physics Spring 2017 – 47 candidates Spring 2018 – 13 candidates – 77% pass Technology Spring 2017 – 26 candidates Spring 2018 – 19 candidates – 89% pass</p> <p>Ryan unable to register for exam but has not tried previous Pearson ID so will do so and report back. ACTION</p> <p>Need to get statistics from Lee for marketing results of emails sent out and send to Matt Carbone at Inteleos. ACTION</p>	<p>SM for SM/ MY</p> <p>NN</p> <p>RW</p> <p>NN</p>

	<p>Item development workshop: Technology - Monday 8th – Tuesday 9th October 2018 Physics - Wednesday 10th – Thursday 11th October 2018 Get delegates to provide a review for the newsletter after the event. ACTION</p> <p>Any spare (rejected but useful) questions to go to DV/ADi to help them create mock exams for the tutorial/fundamental days. ACTION</p> <p>Decided to allocate 6 points per IDW (3 per day)</p> <p>Next IDW scheduled for June 2019, though it was suggested that August may be better as members are after points. We can target those that are AVS to invite to the next one.</p>	<p>SM/ MY</p> <p>SM/ MY</p>
11.	<p>A.O.B</p> <p>NSHCS: Update on integrated imaging workforce working group, NSHCS themed board meeting, apprenticeships provided to Ed Comm provided. HE is now the official rep for Apprenticeships/NSHCS/OSFA station writing and will sit on the Ed Comm. Will need an official title and will hopefully be able to provide an update for the Ed Comm.</p> <p>Need to promote labs to take on more STPs as we have many applicants to the programme however not enough availability – discuss at heads of service meeting. ACTION</p> <p>Data protection guidelines and privacy policy reviewed and approved.</p> <p>New committee members/roles following the ASM: - Heather Anderson – Chair of the Education Committee - Laura Haworth – Theory Exams Officer (and also to assist Practical Exams Officer where necessary) - Kelly-Marie Swagell – Practical Exams Officer - Amy Bolsworth – Co-CPD Officer - Ryan Ward – Trainee Representative</p> <p>Trainee competition and crossword for Spring newsletter: ACTION Change book token prize to Amazon voucher with Exec Comm’s approval. ACTION</p>	<p>NN for HE</p> <p>NN</p> <p>RW/LH NN</p>
	<p>Next Meetings Dates:</p> <p>TBC</p> <p>NN to investigate cost of room for future meetings and inform HA. ACTION</p>	<p>NN</p>