



## SVT Education Committee

**Friday 29<sup>th</sup> September 2023 10:00 – 16:00**

**Board Room – Cosy Club, Birmingham and online via MS Teams**

### Minutes

**Attendees:** Hannah Williamson (HW) – Chair, Michael Davies (MD), Amy Bolsworth (AB), Helena Edlin (HE), Alex Webb (AW), Louis Alexander (LA), Ana Morais (AM), Laura Haworth (LH), Shannon Halliwell (SH), Sophie McDermott (SM)

**Apologies:** Caroline Dainty (CD)

<b>1000</b>	<b>Welcome and review of previous minutes &amp; Actions</b>	<b>Hannah Williamson (HW)</b>
<b>Actions</b>		
<ol style="list-style-type: none"><li>1. Hannah Lines to handover to Hannah Williamson – DONE</li><li>2. Meet with inteleos and review exam questions before contract terminates end of year – Ongoing</li><li>3. Find alternative theory exam provider – Ongoing</li><li>4. Write ideas for CPD for newsletter – DONE, went into Summer newsletter</li><li>5. Review and update accreditation and CPD documents – CPD DONE and published, accreditation doc needs to be finalised and published</li><li>6. Discuss with Exec query around having to retake theory exams after 5 years, particularly for those returning to work – Ongoing, declaration of conflict of interest from HE: Person in contact is a friend.</li></ol>		
<b>1015</b>	<b>Education Committee Role Updates</b>	<b>Hannah Williamson (HW)</b>
<p>HE is stepping down from her role as Education Pathways Lead – Thank you Helena for all your hard work and dedication. Your knowledge, expertise and experience will be greatly missed by the SVT Education Committee. MD stepping in as Education Pathways Lead – HE to support in handover/transition period.</p> <p>MD stepping down as Study Days Officer – to be advertised</p> <p>HW is stepping down as Practical Exam Co-Officer. External member expressed interest – their application read out to Ed Comm who agree to appoint Emma Blair as new Practical Exam Co-Officer alongside LH.</p> <p>Following roles identified as vacant:</p> <p><b>Educational Pathways Support/Shadow Officer</b></p> <p><b>Revision Days Officer (previously Study Days Officer)</b></p> <p><b>Study Days Officer (new position that covers any Study Days ran by SVT including Surgical Training Days)</b></p> <p><b>Non-Portfolio member</b></p> <p>To confirm the above vacancies with SVT President and if agreed, HW to arrange advertising vacancies on SVT Website and via mailing list before SVT AGM in November</p>		

**1. Conference**

- Final programme confirmed and now online, bar the submitted abstracts which are currently being reviewed, and SVT social event venue confirmed

**2. Treasury**

- Issues for multiple people renewing membership. Ben Freedman contacting world pay and SVT accountant to rectify
- If people lapse their membership, it is confirmed they will need to pay £200 to Circulation Foundation (deterrent)

**3. Membership**

- 1 case where CPD points not registering on overall summary. Exec aware and taking to Steve W for help
- Clarification sought re: BSc qualifications from abroad. Gov.UK equivalence tool allows you to check degree credibility and then employer should be vetting degree

**4. Education**

- 2x members highlighted concerns with grading system of theory exams. Is our pass mark still 70%, are people being failed <80%? Scoring system used by Inteleos works on a scaled scoring system, not an exact cut off point. For further review. Slightly irrelevant going forward as moving to new system but need to ensure scoring system is clear going forward.
- Paid for administrator for CPD discussed. President stated this is not an availability.
- Gloucester BSc: need to write an endpoint assessment and scope of practice document with SVT help
- Any vacancy in SVT Ed Comm/all SVT committees needs to be advertised externally going forward

**5. PSC**

- IQIPS and quality documents being created.
- Band 6&7 JDs up on website. Needs Band 8a and higher. Anyone willing to send their JDs to PSC anonymously to aid this?

**6. Newsletter**

- Half of membership clicked on newsletter
- Bitesize research pages most popular
- Looking to go back to booklet style PDF

**7. Study Days**

- GCS day huge success
- March 2024 will likely be EVAR
- Need to fill Study Day vacancy in Ed Comm

**8. Website**

- Rob James redoing all pages
- Any ideas from Ed Comm for our pages? (*Today CPD team ask for alerts for those nearing lapsing on points*). Please send your ideas either to Rob James or HW or both. HW to review with Rob James before changes go live.

**9. BMUS**

- No updates

**10. Research**

- Steve Rogers to attend theory exams question writing workshop next year to help write the research questions
- New Research Committee Chair needed in 12 months time

**11. PBC AHCS**

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- Anyone from SVT who would like to submit a piece on their journey to leadership/experience of leadership to the VOX Healthcare journal?

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**1045 Study Days (Revision Days – MD, Fundamentals Days AW)**

**Michael Davis (MD)  
Alex Webb (AW)**

**Fundamentals Study Days:**

- AW to run next Fundamentals Study Day in Bristol in Jan/Feb 2024
- AW asks is this location accessible? Suggestion made that Bristol may not be as accessible to those living East of the country, however majority felt location accessible. MD offered Coventry as an alternative venue, as has been venue used historically for this event, should Bristol not be doable
- AW feels that invited speakers from Bristol region will be more likely to attend should it be in Bristol. Ed Comm also suggest that expenses for the invited speakers would also be lower if from local region
- AW to cost up the event and send draft expenses to SVT President (Emma Waldegrave with Kamran Modaresi (VP) cc'd due to President handover being soon) for sign off

**Revision Study Days:**

- MD presented feedback via both Word document and Powerpoint slides from the Revision Study Days. Overall, well received days with lots of compliments and some suggestions for improvements also stated. Please see accompanying documents attached to email for full information
- MD stepping down from this role to step into Education Pathways Lead role. Study Days Role to be advertised

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**1115 Educational Pathways**

**Helena Edlin (HE)**

**SVT Education Committee Report**

**Sept 2023**

**Helena Edlin – Educational Pathways**

**HCS Associate Apprenticeship (Level 4)**

No update – for follow up with Becca Harris to see where she is up to with her fellowship project regarding reviewing the credits for the vascular units.

**Degree apprenticeship (level 6)**

I understand there are 6 direct entry and 4 apprentices on the first intake which I think is great for the first year.

Lecturer now in post. This is Mike from our very own education committee. Well done Mike.

I believe Emma W is in communications with Gloucestershire Uni re writing the scope of practice, EPAs and external examiner roles. I have not had any comms regarding this.

There is further work to be done around educating the members about this level within our workforce so that it can be considered in workforce planning.

**STP (level 7)**

Further work is underway by the NSHCS regarding the assessments of the new curriculum.

I am awaiting an update.

The final IACC will take place in July 2023. ? Andrew Beech still leading on this?

? need to do some more recruitment ready for July as struggled to get trained IACC assessors.

**Handover**

This is my last SVT education committee meeting!

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I am handing over to Mike but have said that I am happy to be involved as a helper as things progress I just don't have the time to lead on this now that it is set up.

I am writing a JD and will transfer SVT email account over by Nov when my term finishes.

It has been a pleasure working with such a great group of people. Please do keep in touch.

Further discussions at Ed Comm meeting today:

- MD to create a working group with SVT President for SVT input on BSc Level 6 End Point Assessments and Scope of Practice. MD to update Ed Comm at next meeting

<b>1145</b>	<b>Break</b>	<b>All</b>
<b>1200</b>	<b>CPD Update</b>	<b>Amy Bolsworth (AB) Ana Morais (AM)</b>

- Update on the ongoing CPD audits
- Interesting question from a member about whether there is a need for members to attend the AGM every 3 years as a mandatory requirement of maintaining AVS. Ed Comm not aware of this rule – HW to ask Exec
- Updated CPD section of the accreditation doc which needs updated generally and in line with CPD doc update.
- Number of members with too few CPD points has decreased this year. Do we take away the process of ongoing CPD point checking and perform CPD audits only like other professions, such as HCPC? Discussed:
  - Members should be responsible for ensuring they have enough points
  - If we take away ongoing CPD point checking should we increase percentage of membership audited?
  - No conclusion today. HW to take to SVT Exec for comment and to bring back to next SVT Ed Comm
- Re-instatement of members after a break in practice again discussed today (brought up at last Ed Comm meeting). Current case where a member has many years' experience but has had a long break in practice (approx. 8 years) for personal reasons. Currently, all lapsed members should retake all theory exams and practical exams to regain accreditation. Is this reasonable? Should we not be encouraging those returning to practice? Do we need a different process for those having a break for valid reasons rather than those who have 'just lapsed'. Need to keep in mind that someone who had 2 years experience before a 8 yr break is very different to someone who had 10 yrs experience before a 8 yr break. LH looked up what HCPC do – <https://www.hcpc-uk.org/registration/returning-to-practice/our-requirements/> and <https://www.hcpc-uk.org/standards/standards-of-proficiency/clinical-scientists/>. SM suggested the following scoring system:

Supervised days before sign off = points awarded for years experience x years out

(points awarded for yrs experience: 0-5 yrs = 7 days, 5-10 = 5 days, 10yrs+ = 3 days)

SVT need clarity and a clear process for members - HW to email SVT President and membership secretary for input.

- HE declared a conflict of interest during this discussion based on the member asking how to return to practice being a close friend of HE
- Off the back of this declaration of interest, HE suggested that the Ed Comm have a 'Declaration of Conflict of Interest' form to be filled out at each meeting should it be needed. HW to create ready for next meeting and communicate this to the Exec Comm.

<b>1230</b>	<b>Online CPD Questions</b>	<b>Louis Alexander (LA)</b>
	<p>- LA experienced an administrative/IT error in his membership lapsing earlier this year leading to a delay in CPD questions being released. Now rectified by SVT. Consequently, LA publishing 2 lots of CPD questions in next couple of weeks – thanks LA!</p> <p>- 135 members took the winter/spring CPD questions</p> <p>- 57 members took the summer CPD questions</p> <p>- LA informed to ask SVT Ed Comm members if he ever needs help to increase the bank of CPD questions</p>	
<b>1300</b>	<b>Lunch</b>	<b>All</b>
<b>1330</b>	<b>Trainee Rep Updates</b>	<b>Shannon Halliwell (SH)</b>
	<p>-SH relayed suggestions received from pre-AVS members of useful information they'd like SVT to provide:</p> <p>1) to 'include more working towards AVS information in next 'Trainee Breakout' session at the ASM'. Ed Comm agreed. Discussions led to the following actions:</p> <p>- HW to ask Conference Secretary (KB) for documentation/comms to be changed from 'Trainee Breakout' to 'Working Towards AVS Status – Breakout Session' or of similar wording. Also, to suggest a session time change (currently at an unfavourable time). If unable this year, to be changed for 2024 AGM. (HW emailed KB 02/10/23)</p> <p>- Agenda for 2023 Breakout Session to cover the accreditation process/pathway, what experience those working towards AVS should be obtaining, wellbeing resources (including RSI) and QA sessions with a practical exam assessor and a recently passed AVS. SH, AB and LH to lead Breakout Session on behalf of HW (Chair) as HW will be presenting in AGM session.</p> <p>- HW to email Conference Secretary to ask for at least conference day ticket to be paid for by SVT for SH, AB and LH. (HW emailed KB 02/10/23)</p> <p>2) 'to have a mock practical exam day' run by the SVT. Discussed:</p> <p>- this should be the responsibility of the training department however, can help by advertising to the SVT members where to seek advice, e.g. Practical Exam SVT website pages, assessors can contact practical exam team to shadow an exam before assessing one, trainee can arrange a mock exam within department with their internal assessor, trainee without an internal assessor can contact local Trusts to enquire for help and/or contact Practical Exam team for recommendations./contacts/help in finding a mentor in the process towards sitting their Practical Exam.</p> <p>- Members feedback to be reviewed again at next Ed Comm meeting (Approx. Jan 2024) alongside starting process of creating Practical Exam Assessor Training Days</p>	
<b>1400</b>	<b>Theory Exams</b>	<b>Caroline Dainty (CD) Sophie McDermott (SM)</b>
	<p>Inteleos will support our transition over to new provider. Need to confirm with Inteleos what input we want from them going forward.</p> <p>SM, CD and HW recently went through bank of Qs on Inteleos system to ensure we keep our bank of Qs. Off the back of this, SM and CD are creating a bank of practice questions of our SVT members, which is an ongoing request.</p> <p>SM and CD are working hard looking into alternative providers with HW support. SM presented information following a recent meeting she has had with a company called Mittl. Please see presentation attached to email along with these minutes.</p> <p>Pearson Vue ideal on paper as offers flexibility – lots of locations around the country to sit exam at any time of year, but expensive for what they offer and in practice not flexible as locations often booked up months in advance/no availability at all for candidates</p>	

Complaints from members using the current online system due to internet and IT issues and inability to write with a pen and paper during the exam.

SM asked whether a poll should be sent out to members re how they'd like the new theory exams to be sat e.g. in person, online at home, online at test centre etc. Ed Comm suggests finding what options are available to offer first before asking this question, if needed (ie. There may only be one feasible option).

Search for new provider ongoing. Plan to have this confirmed before ASM ready to go live in the new year. In meantime, SH highlighted need to inform members asap. HW to arrange general comms email to all members (with SVT President input) ASAP to inform members of *possible* cessation of theory exam taking between Jan-March 2024.

<b>1430</b>	<b>Practical Exams</b>	<b>Laura Haworth (LH) Hannah Williamson (HW)</b>
HW stepping down as Co-Officer. Ed Comm agree to SVT accredited member Emma Blair to step into this role. HW to inform Emma Blair and HW, LH and Emma to have handover meeting in October.		
No further updates.		
Suggestions made by Ed Comm to make passing practical exam more of a celebration - ?to announce those passed at ASM? To upload AVS cert online when candidate passes exam but to present hard copy at ASM each year for ceremonial/celebratory purposes? All agreed. HW to discuss at next SVT Exec meeting to action at 2024 ASM		
<b>1500</b>	<b>Surgical Training Days</b>	<b>Hannah Williamson (HW)</b>
Surgical Training Days to become every other ASM. So next one will be 2024.		
Felicity has stepped down from this role. Vacancy to be advertised.		
<b>1530</b>	<b>AOB</b>	<b>All</b>
Multiple SVT members and multiple members in the Ed Comm highlighted that it is very difficult to get a response from SVT Membership email. HW to escalate to SVT Exec.		
Everyone to write a JD for their own role. HW to send a template out, created with HE, within next couple of weeks for everyone to work with.		
2 members from the SVT Exec committee suggested our own LA as a good person to take over Study Days (as now newly called – please refer to beginning of Ed Comm meeting mins) vacancy. LA informed during Ed Comm meeting. LA to go away and have a think and to apply when advertised should he decide he wants to.		
Discussed whether everyone happy with location of Ed Comm meeting. Everyone happy. May alternate it between two different venues going forward, however HW will update everyone if a change is to be made.		

**Next meeting Jan 2024 – exact date and location TBC**