

# MINUTES

## SVT EDUCATION COMMITTEE Minutes

Date Thursday 26<sup>th</sup> September 2019

12.30-4.30pm

The Flying Scotsman Boardroom

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

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

1.	<b>Apologies</b> Laura Haworth, Sophie McDermott (ML), Davinder Virdee, Asif Dilshad. Helena Edlin.	
2.	<b>Review of previous minutes</b> No amendments	
3.	<b><u>Update from the Exec Committee 21<sup>st</sup> June 2019</u></b> <ul style="list-style-type: none"> <li>Treasurer roles and responsibilities will now be outsourced to a private company, Bourne &amp; Co. All expense claims need to be submitted to Bourne &amp; Co directly, but first committee members need to register details with them (ID for trustees are not required for education committee members). Registration form and new expense claims form attached in email.</li> <li><b><u>Expenses</u></b></li> </ul>	HA

	<p>Claims process....</p> <ol style="list-style-type: none"><li>1. Fill in new expense claim form (also attached in email).</li><li>2. Submit to Bourne&amp;Co by 7<sup>th</sup> of each month. I.e. August expenses submitted by 7<sup>th</sup> September.</li><li>3. SVT treasurer signs off by 21st.</li><li>4. Expenses should be reimbursed around 21<sup>st</sup>.</li></ol> <p>2019 ASM 27-29<sup>th</sup> November.</p>																	
4.	<p><b><u>THEORY EXAMS</u></b></p> <p><b><u>2020 theory exam dates now confirmed and published on SVT website.</u></b></p> <p>SPRING 2020</p> <table><tr><td>ARDMS Applications Window</td><td>11<sup>th</sup> Feb-7<sup>th</sup> April</td></tr><tr><td>Pearson Registration Window</td><td>11<sup>th</sup> Feb-14<sup>th</sup> May</td></tr><tr><td>Pearson Examination Window</td><td>21<sup>st</sup> April-21<sup>st</sup> May</td></tr><tr><td>Exam Results release date</td><td>20<sup>th</sup> July 2020</td></tr></table> <p>Autumn 2020</p> <table><tr><td>ARDMS Applications Window</td><td>4<sup>th</sup> Aug-13<sup>th</sup> Oct</td></tr><tr><td>Pearson Registration Window</td><td>4<sup>th</sup> Aug-26<sup>th</sup> Nov</td></tr><tr><td>Pearson Examination Window</td><td>27<sup>th</sup> Oct-26<sup>th</sup> Nov</td></tr><tr><td>Exam Results release date</td><td>25<sup>th</sup> Jan 2021</td></tr></table>	ARDMS Applications Window	11 <sup>th</sup> Feb-7 <sup>th</sup> April	Pearson Registration Window	11 <sup>th</sup> Feb-14 <sup>th</sup> May	Pearson Examination Window	21 <sup>st</sup> April-21 <sup>st</sup> May	Exam Results release date	20 <sup>th</sup> July 2020	ARDMS Applications Window	4 <sup>th</sup> Aug-13 <sup>th</sup> Oct	Pearson Registration Window	4 <sup>th</sup> Aug-26 <sup>th</sup> Nov	Pearson Examination Window	27 <sup>th</sup> Oct-26 <sup>th</sup> Nov	Exam Results release date	25 <sup>th</sup> Jan 2021	HA LH
ARDMS Applications Window	11 <sup>th</sup> Feb-7 <sup>th</sup> April																	
Pearson Registration Window	11 <sup>th</sup> Feb-14 <sup>th</sup> May																	
Pearson Examination Window	21 <sup>st</sup> April-21 <sup>st</sup> May																	
Exam Results release date	20 <sup>th</sup> July 2020																	
ARDMS Applications Window	4 <sup>th</sup> Aug-13 <sup>th</sup> Oct																	
Pearson Registration Window	4 <sup>th</sup> Aug-26 <sup>th</sup> Nov																	
Pearson Examination Window	27 <sup>th</sup> Oct-26 <sup>th</sup> Nov																	
Exam Results release date	25 <sup>th</sup> Jan 2021																	
5.	<p><b><u>Item Development Workshop (IDW)</u></b></p> <ul style="list-style-type: none"><li>• <b>Tech IDW June 2019</b></li></ul> <p>Questions surrounding how to get more people involved in the IDWs.</p> <p>Heather was unable to discuss at the Heads of Service meeting at the 2019 AGM, ran out of time.</p> <p>Brainstorm with attendees at next IDW?</p> <p>Include advert in Newsletter?</p> <ul style="list-style-type: none"><li>• <b>Physics IDW running Oct 2020</b>-update at Jan 2020 meeting.</li></ul>																	
6.	<p><b><u>Any updates from Inteleos</u></b></p> <ul style="list-style-type: none"><li>• Planned theory examination fee (£100 to £125) postponed from Autumn 2019 to Spring 2020.</li></ul>	HA LH																
7.	<p><b><u>Practical Exam</u></b></p> <p>Addition to accreditation document.</p> <p>Kelly will be heading away on maternity leave 2020, need to look at who will cover.</p> <p>Plan for practical examination results review in 2020. Collate and discuss at April 2020 meeting?</p>																	
8.	<p><b><u>CPD</u></b></p> <p><b><u>CPD</u></b></p>																	

	<p><u>CPD Audit 2018-2019</u></p> <ul style="list-style-type: none"> <li>• 520 SVT members</li> <li>• 262 AVS members</li> <li>• 26 members selected for audit</li> <li>• 3 exempt due to previous audits within 3 years</li> <li>• 1 on maternity (to be included in next year's audit)</li> <li>• 1 retired was not renewing membership</li> <li>• 2 have extensions granted due to extenuating circumstances</li> </ul> <p>All 19 members who have been audited so far have passed the audit</p> <p><u>CPD Lapse Audit</u></p> <p>Ongoing</p> <ul style="list-style-type: none"> <li>• 32 members contacted regarding insufficient CPD points</li> <li>• 3 of those members newly qualified AVS who need to add pre-AVS points</li> </ul> <p><u>CPD queries</u></p> <p>Submission for STP equivalence assessor - how many points?</p> <p><b>COMMITTEE DECISION: 5 CPD points. CPD team to upload option into CPD drop down menu.</b></p> <p>Email from Tim RE NAAASP (see appendix 1)</p> <p><b>COMMITTEE DECISION: NAAASP study day, Non-vascular study day=2 CPD points. (option already available on drop down menu).</b></p>	HL & AB
9.	<b><u>NEWSLETTER</u></b>	
10.	<p><b><u>Trainee rep</u></b></p> <p>Have to confirm SVT study dates and theory examination date prior to knowing STP 2020 examination dates.</p> <p>Y1 &amp; Y2 exam period 15<sup>th</sup> May-5<sup>th</sup> June 2020.</p> <p>Y3 13<sup>th</sup> Jan-24<sup>th</sup> Jan 2020.</p> <p>RW still awaiting final 2020 STP examination dates from National School. Due for release 18<sup>th</sup> Nov 2019.</p> <p>No response to trainee newsletter questions.</p>	
11.	<p><b><u>Fundamentals Study Day</u></b></p> <p>Jan 2020. Update at Jan 2020 education Committee.</p>	AD
12.	<p><b><u>Tutorial Study Day</u></b></p> <p>Planned for Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> March 2020, any date clashes?</p> <p>SVT Spring theory exams are 21st April 2020 - 21st May 2020</p> <p>Awaiting STP examination dates from Ryan.</p>	DV
13.	<p><b><u>Surgeon's Training Day</u></b></p> <ul style="list-style-type: none"> <li>• Sat 21<sup>st</sup> and Sun 22<sup>nd</sup> September in Edinburgh postponed.</li> </ul>	DV AD

	Aim for early 2020. Advertise at Nov AGM.	
14	<p><b><u>Educational pathways</u></b></p> <p><b><u>Equivalence for HCPC registration (for AVS members)</u></b>  Dom is taking this forward directly with the AHCS as he attends the meetings.  Looking to have the AVS award assessed for automatic equivalence to particular areas of the Clinical Scientist curriculum. AVs members would then only need to provide evidence for areas not covered by AVS.  Heather has contacted SVT research committee for update on AVS research module. Plan to launch 2021.</p> <p><b><u>STP Curriculum Review</u></b>  Helena Edlin has been appointment the Lead Editor for Vascular stream!  Helena is pulling together a group to take this forward – please let Helena know if you would like to be involved.  1<sup>st</sup> meeting 18<sup>th</sup> November 2019  2<sup>nd</sup> meeting 20<sup>th</sup> November 2020</p> <p><b><u>Level 4 HCS Apprenticeship</u></b>  No update on the unit credits being reviewed  Macclesfield are about to start their 2<sup>nd</sup> cohort of Level 4 HCS apprentices.</p> <p><b><u>Undergraduate (level 6 )degree/apprenticeship in Vascular Science</u></b>  Andrew Williams has been in touch recently to say that he is now moving forward with the development of the curriculum, this is still very early stages.</p> <p><b><u>Masters level (Level 7) Apprenticeships</u></b>  Helena Edlin and Emma Waldegrave driving this forward</p> <p>Suddenly moving forward at a rapid rate.  HEE will fund the course, however trusts/employer will pay salary.  Different to STP where HEE fund both course and salary, therefore STP students cannot be used for service provision.  Planned to be 36 months now instead of original 24 months. Emma is hoping this will allow for students to prepare scanning logbook and be ready to sit AVS sooner after completing their apprenticeship.  Helena is attending the next meeting 26<sup>th</sup> Sept to ensure SVT/Vascular interests are kept in mind, especially with regards to the amount of practical scanning experience required from an apprentice graduate. Aim to align with new STP curriculum currently in review.</p> <p><b><u>Lead station writer role</u></b>  Andrew Beech has taken on this role, handover period with Helena to ensure good continuity.</p> <p><b><u>NSHCS Themed Board</u></b>  The next meeting is on 23<sup>rd</sup> Sept – Helena will forward on report.</p> <p><b><u>New SVT competency award</u></b>  Helena, Hannah, Heather and Laura-steering group. After last meeting to look into potential groups that would use award.</p>	

	<p>Helena has contacted Vascular Specialist Nurse who sits of the Vascular Nurses Society-welcomes award. Helena will also seek feedback from podiatry to get their opinion on whether it would be well received in their professions</p> <p>Helena/Laura-discuss with vascular associates.</p> <p>Hannah-To discuss with VNS teams.</p> <p>Heather-feedback from Diabetic foot team-not a skill they often use due to nature of diabetic cruals making results unreliable. Ward Vascular Nurses-used to perform ABPIS pre and post angioplasty but skill appears to have been lost. Not sure whether a formal training course would be beneficial unless consultants pushed for service to resume. Await response from Vascular Consultant. Await feedback from Tissue Viability Teams. Surgery recovery nurses-use CW Doppler to detected pedal pulses post op. Don't use ABPI but wonder if course would help with pulse detection and waveform interpretation?</p>	
15	<p><b>AOB</b></p> <p><b>Picture and short bio for education committee page on SVT website.</b> <b>Heather to contact Lee to re confirm what format we would send the above to be loaded onto website, taking into consideration that we would need to replace at annual intervals.</b> <b>Members who wish to participate to forward on details by 1<sup>st</sup> April please.</b></p>	<p>HA</p> <p>All</p>
	<p><b>Next Meeting: Thursday 11<sup>th</sup> April?</b> <b>Is this half term for commitee members. Need to confirm executive meeting on the 12th in first instance.</b></p>	HA

### **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.

<b>Type of project</b>	<b>Timescale</b>	<b>Suggested points awarded</b>
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