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Fareham and Gosport



Primary Care Trust

* PPE

* COSHH

* DISPLAY SCREEN

* HHS Unit.

**MINUTES OF A TRAINING & EDUCATION STEERING GROUP MEETING HELD
ON 12/08/2004 AT 13.00 - 15.00 IN BOARD ROOM, FAREHAM REACH**

Present:

Fiona Cameron (Chair)

Linda Batty

Code A

Code A

Code A

Ann Dalby

Babs Gray

Jan Peach

Mike Drake

Director of Nursing & Clinical Governance, F&G PCT

Clinical Team Manager HV

Organisation & Staff Dev Cons, St James Hosp.

OT District Advisor, F&G PCT

Learning Adviser

Team Development Facilitator, F&G PCT

DN - Service Manager, The Potteries

Service Manager, GWMH

Residential Services Manager, LD Team

Item Number	Item	Action
44/04	<p>Apologies for Absence Apologies were received from Jane Parvin, Code A and Code A</p>	
45/04	<p>Minutes of the Last Meeting The minutes of the previous meeting were agreed as accurate.</p>	
46/04	<p>Matters Arising</p> <p>a) Post-qualification Funding Code A reported that the residue of £2,248 was being considered by Elizabeth Emms.</p> <p>b) NHSU Code A reported on 2 CDs related to this. One is the hour long Induction and the other is a 4-module CD entitled 'Working for the NHS'. A third product, 'The First Contact Masters Programme'. Further information is awaited. NHSU Advertising will take place in IWL Road shows and in September Briefing. Work is underway to include the NHS CD one-hour Induction in the PCT Induction, with a view to considering 'Working for the NHS' in the future. The one-hour Induction programme was agreed would be shown in a shortened form at the next meeting on 9th September.</p>	CG

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c)	<p>Mentorship Ann Dalby reported back on work that she and Richard Webb had been undertaking in relation to scoping the mentors and associate mentors currently within the PCT, and this is attached as Paper 1.</p> <p>Southampton University Hospitals Trust has developed their own course towards Associate Mentorship, which under some circumstances can be APL'd to full mentor status. This paper is attached as Paper 2.</p> <p>The view from Ann and Richard was that we do have enough mentors and associate mentors currently. However, we do need to decide on the future. Two options are immediately evident, the first is to follow the Southampton University Hospitals Trust programme, and the second would be to adapt current in-house clinical supervision workshops.</p> <p>The following process was agreed:</p> <ul style="list-style-type: none"> • Ann Dalby will pull together a Reference Group with representatives from Learning Disabilities, Children's Services, District Nursing, Practice Nursing and the New Generation Project to review the outline programme available. • Following this Ann will further develop the outline such that discussions can be had with the WDC re'Pathway To Mentorship'. • These proposals will be reviewed at the Training & Education Steering Group. 	AD
	a) Mandatory Service Specific Training Schedule	AD
	Those present were asked to review this, to ensure that it fully captured all mandatory training requirements. A copy is attached to these minutes.	ALL
47/04	<p>WDC</p> <p>a) Post-graduate Study Fiona reported that all requests for graduate and post-graduate funding had been agreed.</p> <p>b) Operating Plan This had previously been circulated and although not everyone had yet seen it, people were happy with this method of distribution.</p> <p>d) Trainee Child Psychologist Code A asked the meeting to confirm that the WDC had agreed funding for this, and Elizabeth was moving towards recruitment.</p> <p>e) Primary Care Health Care Support Worker Training This item was deferred to the next meeting.</p>	

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48/04	<p>Training & Development Shared Services</p> <p>a) Annual Report Code A briefly took people through the Annual Report and answered questions.</p> <p>b) M PET Funding/Post-qualification Breakdown This was noted.</p> <p>c) Foundation Degrees Nil to report.</p> <p>d) CPD Work Plan Code A and Fiona would be completing this work plan for the WDC. It appears the WDC are keen to respond to previous criticism that some courses required and not provided, and some courses provided and not as useful as they might be. The CPD Work Plan document will be circulated to the Training & Education Steering Group on completion.</p>	
49/04	<p>Strategic Directions The view of the group was sought on the draft Training & Development Strategic Directions paper and the suggestion was that this be moved on to the next stage. Fiona agreed to discuss this with Jane on her return from leave.</p>	FC
50/04	<p>Clinical Supervision Ann Dalby updated the group on progress across the PCT, and the documentation to support this. Children's and District Nursing Services are working with a course outline and an evaluation tool designed to evaluate the process. There was considerable discussion regarding the need to take the evaluation on to outcomes.</p>	AD
51/04	<p>Any Other Business</p> <p>a) Room Booking in Portsmouth City PCT It was confirmed that a charge was made for this.</p> <p>b) National Training Awards Code A reported that the Icon Centre had been rejected this year, largely due to an inability to identify impact. Charlotte will be working on this with a view to resubmitting next year.</p> <p>c) Individual Learning Accounts Code A issued a warning regarding an organisation entitled Pro Smart International as a number of requests had come from this organisation in relation to ILE support for the ECDL.</p>	CG

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d)	Pre-registration Students in Primary Care Code A noted that the WDC had funded a placement from Primary Care.	
e)	Locality Mentorship Conference Days The WDC are proposing a number of these in the autumn. Those present felt that this was unlikely to be supported at this stage.	
52/04	Date and time of Next Meeting The next meeting will be held on 9 th September 2004 at 13.00 – 15.00 in the Board Room, Fareham Reach.	