

Fareham and Gosport

Primary Care Trust

NOTES OF TRAINING AND EDUCATION STEERING GROUP HELD ON 12 FEBRUARY 2004

Present: Chris Kelly
 Bob Smith
 Fiona Cameron
 Jane Parvin
 Charlotte Gill
 Jan Peach
 Linda Batty (in attendance for Elizabeth Emms)
 Jessie Bell
 Chrissy Harbroe-Bush

	<u>Action</u>
<p>10/04 <u>Apologies</u></p> <p>Apologies were received from Mike Drake, Ann Dalby, Justina Jeffs, Sarah Kingdon, Sue Blake, Jennie Dock, Janice Combs, Steve Osborne and Babs Gray.</p>	
<p>11/04 <u>Notes of previous meeting</u></p> <p>The notes of the meeting held on 8 January 2004 were accepted</p>	
<p>12/04 <u>Matters Arising</u></p> <p>a) <u>Foundation Degrees</u> Bob reported that the current programme was continuing. The PCTs held a meeting with the current foundation degree students to consider the job opportunities that may be available once they have completed their course. The group had a general discussion around new roles, career pathways, etc. It was agreed that Fiona would convene a meeting with Sarah Kingdon, Rosemary Salmond and Bob Smith to pursue this further.</p> <p>b) <u>Mandatory Training</u> Chrissy tabled a paper outlining the current situation regarding the scoping exercise which identified the areas of mandatory training within the PCT. Further work needed to be done in order to incorporate the therapists and practice nurses. It was agreed that once this was completed this would be widely communicated and incorporated into the induction policy and checklists. Ann Dalby and Chrissy agreed to action this.</p>	<p>FC/SK/RS/BS</p> <p>AD/CHB</p>

	<u>Action</u>
<p>c) <u>WDC Allocation</u></p> <p>Fiona reported that she and Jane had met with the WDC for the quarterly monitoring meeting, copies of the notes would be circulated once available. Still awaiting final confirmation from the WDC as to the 2004/05 Operating Plan. It was agreed that the process for allocating the Employer Programme (it should be £115,000 for 2004/05) would be similar to last year. There would be four themes based on the Nursing Allied Health Strategy and bids would be submitted via the appropriate Executive Director. Jane and Fiona to meet to action this.</p>	JP/FC
<p>13/04 <u>TDSS Annual Report Update 2002/03</u></p> <p>Jane tabled the amended TDSS 2002/03 Activity Report and confirmed that this had been provided for evidence to CHI.</p>	
<p>1404 <u>Life Long Learning Facilitator Review of 2002/03 Draft Objectives</u></p> <p>This was deferred to the next meeting.</p>	
<p>15/04 <u>Evaluation and Training Checklist Collation</u></p> <p>Jane tabled a collation of the completed forms. It was noted that there was a great deal of information provided and that Jane and Fiona agreed to meet together to pull out the key messages. Jane to provide a copy to Jessie for CHI.</p>	JP/FC
<p>16/04 <u>Pan PCT Training Forum – Terms of Reference</u></p> <p>Jane tabled the Terms of Reference of this meeting and it was agreed that Fiona would be the second PCT representative.</p>	
<p>17/04 <u>Any Other Business</u></p> <p><u>Training and Development Shared Services</u></p> <p>Jane advised that Portsmouth City had indicated their intention of giving six months notice of withdrawing from the TDSS SLA. There was a general discussion around the implications of this. Jane advised that the three Chief Executives had agreed that the most appropriate way forward was to commission an external review of provision of training across the three PCTs. Jane was in the process of organising an urgent meeting across the three PCTs to agree the remit for the review. Jane also reported that another key issues that needs to be agreed was the provision of the co-ordination of practice and admin training in primary care once the new contract was implemented in April. Discussions were currently taking place across the three PCTs.</p>	JP

ActionIWL Action Plan

It was agreed that this would be deferred to the next meeting.

Southampton Post Qualifying Course

Chris Kelly queried the flexibility of the provision of the Southampton Courses and as to whether it was possible for the WDC to purchase additional courses.

Bob responded that across the three PCTs there was very close monitoring of the uptake of courses and it was possible to request additional places if these places had not been taken up elsewhere. Bob advised that everyone should keep a back-up list.

New Generation Project

Bob confirmed that the Project Inter Professional Co-ordinator was going to be hosted by Fareham & Gosport. Interviews were going to be held on 17 February and there had been a good response.

WEA (Workers Education Association)

Bob advised that the WDC had put forward a proposal to purchase WEA courses centrally and advised that this was a sensible option. The group agreed.

E Learning

Bob advised that the PCT had been requested to participate in a questionnaire scoping E-Learning availability within Hampshire organised by the WDC. It was agreed that the person leading this exercise be invited to the next meeting.

NHSU

Bob advised that Fareham and Gosport agreed to participate in a review of NHSU and to establish a learning centre within Fareham and Gosport. There would be funding to support this for one year, which would include a post. The PCT would be piloting two programmes, the NHSU induction program and first contact programme. Further information provided to be at the next meeting.

18/04 Date of Next Meeting

Thursday 11 March 2004 in the Board Room at Fareham Reach 1 – 3 pm