



## HCPC Internal Paramedic Programme steering group – Tuesday, 24 April 2018

### Minutes of the HCPC Internal Paramedic Programme steering group held in the LRC, Fulham

<b>Present</b>		
<b>Name</b>	<b>Initials</b>	<b>Role</b>
Paul Bates	PB	Higher Education Programme Manager (Chair)
Paul Johnson	PJ	Education Centre Manager
Angela Hilliard	AH	Clinical Tutor/Programme Lead
Dominic Browne	DB	Clinical Tutor/Programme Lead
Jan Marriott	JM	Patient and Public Involvement (PPI)
Hufsah Khan	HK	Support Services Manager
Joanna McMahon	JM	Resource and Planning Manager
Tim Bowler	TM	Practice Placement Facilitator
Chima Chukwu	CC	Higher Education Programme Coordinator
<b>Apologies</b>		
Peter Rhodes	PR	Assistant Director of Operations
Ian Bullamore	IB	Education Governance Manager
Julie Branson	JB	Student Representative
Polly Healy	PH	Patient and Public Involvement (PPI)
Greta Jenkins	GJ	HR Manager
Akunna Akpan	AA	Business Manager
Malcolm Alexander	PR	Patient and Public Involvement (PPI)
Tim Stephens	TS	Staff side
Martin McTigue	MM	Quality, Governance & Assurance Manager

#### 1. Welcome and apologies

1.1 The Chair formally welcomed all to the meeting and noted the apologies that had been received.

#### 2. Minutes of the HCPC Internal Paramedic Programme steering group meeting held on Thursday, 8 February 2018

2.1 The minutes of the HCPC Internal Paramedic Programme on Thursday, 8 February 2018 were approved as a true and fair record, subject to the following amendment:

2.1.1 Amendment of initials under 2.1 General update from AA to AH where appropriate.

**ACTION:** CC to send email to Peter Rhodes and Martin McTigue requesting operational representatives at meetings.

**ACTION:** Request for Mike Smith to attend future expansion meetings.

**ACTION:** Amendment of initials under 2.1 General update from AA to AH where appropriate.

### **3. Update on current recruitment**

3.1 DB confirmed advert for new recruitment was published in March, with a view to course starting in November 2018 and January 2019. There are plans to run another course to commence September 2018.

3.2 DB requested PPI involvement at the assessment centre day

3.3 DB reported there has been good support so far from recruitment

3.4 DB also confirmed volunteer patients also recruited.

### **4. Update on staff side presentation**

4.1 Chair confirmed meeting with LAS staff side where he provided an overview of the programme as well as the selection and recruitment processes. This also included discussions around the impact of the programme on staff, intake, attrition rates, public money responsibilities etc.

### **5. Semester A update**

5.1 DB confirmed Cohort 3 now completed Semester A, with just 2 resits pending to be completed.

5.2 Patient assessment OSCE day completed with support from 5 patients from the Patient Public Involvement Group (PPIG).

5.3 Also external examiner currently viewing submissions for Semester A, with a view to discussing the ratification at the progression board meeting on 4 May 2018.

5.4 AH talked about a two stand out candidates: One candidate wrote a paper relating to head injuries in elderly and not having a link to anticoagulant, which has been forwarded to CARU and the medical directorate, with a view to being part of the group reviewing the trauma pod; While the second candidate has been asked by CARU to help with work on oxygenation and COPD patients. The chair recommended requesting for the paper to be included in the article for The College of Paramedics.

### **6. Semester B update**

6.1 Cohort 3 starting in June 2018

6.2 Three module leads have now left and been replaced by 3 others.

There are plans to have periodic meetings with module leads to develop Semester B.

## 7. Semester C update

7.1 Cohort 2 currently completed Semester C.

7.2 Bob Fellows to facilitate marking workshop.

7.3 Bag day has been organised for 24 May 2018, following credentialing of the candidates.

**ACTION:** CC to invite PPI to Cohort 2 graduation ceremony on 24 May 2018

## 8. Placements

8.1 Expecting new recruits starting soon.

8.2 TB confirmed progress on formalising the process currently ongoing, with an agreement with Barts now confirmed. TB has pre booked placements for the rest of the year.

8.3 It was confirmed that the London Ambulance Service currently work with 21 providers, with 80 specialisms.

8.4 TB informed the group that appointments to the roles of Practice Placement coordinators and Practice Placement Facilitator are imminent.

## 9. Operational review

9.1 No attendance by a representative on this occasion so no update.

**ACTION:** CC to make enquiries with operations regarding having an operational representative at the meetings

## 10. External Examiner process update

**ACTION:** DB to organise a meeting with external examiners to establish a payment system.

## 11. Patient Public Involvement input

11.1 JM considers attending the meetings significantly beneficial to broadening her knowledge of programme.

11.2 PB presented the PPI website currently being developed by Polly Healy from the PPI forum and was reviewed by the group. In the interest of time, it was agreed the reviewing process would continue at the next meeting.

## **12. Any other business**

12.1 AH confirmed student representative, Julie Branson, has been authorised her participation and are in support.

## **13. Meeting close**

13.1 The next meeting would take place on Thursday, 17 May 2018 at 1000 to 1200.

13.2 The meeting closed at 11.51.