



Centre for the Advancement of  
Interprofessional Education

## **AGENDA: EXECUTIVE MEETING Thursday 19/1/17**

**BENUGA BAR, NATIONAL FILM THEATRE, SOUTH BANK LONDON**

**11am to 3.30pm.**

**Present:** Richard Pitt (RP), Richard Gray (RG), Hugh Barr (HB), Jenny Ford (JF), Sundari Joseph (SJ)

**Apologies:** Elizabeth Howkins (EH), Pat Bluteau (PB)

Notes of last exec meeting (13/10/16) were accepted.

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>Matters arising &amp; actions from 13/10/16 (notes attached)</b>		
1.1.1	CAIPE History: Marion Helme (MH) has made a start on a timeline. RP and EH to meet with her shortly to progress this in time for the CAIPE anniversary. Storage of historical documents still to be decided.	<b>RP</b>
1.1.4.	CAIPE statement of purpose now on website	
1.1.5	2016 IPE Guidelines and covering letter and leaflet now sent out to all UK universities with relevant courses.	
1.1.6	Taskgroup proformas presented at board and on website	
1.1.7	ATBHVIII follow up actions completed	
1.1.8	Policy for co-opted national and international members completed	
1.1.11	Bulletin – JF and RP to work on January edition jointly then JF to take over for 3 months.	
1.1.15	Conclusions on membership level of Fellow, reported to Board.	
1.1.18	Collaborative twitter chat with HEA completed as planned.	

	Summary of the twitter chat is now on the HEA website. Link to be included in the Bulletin and on our website. CAIPE could use this format in future. Outcomes: promotion of CAIPE, sharing resources, opening up relationship with Kate Cuthbert at HEA. Possibility of a similar future event	
1.2 Website	Events template for the CAIPE calendar drafted by JF, follow up where this has got to. Possibility that members (and external people?) could enter events into a template on line for checking by Emma before posting.	<b>JF</b>
1.3.1 Promotion and marketing	Medway talk done in November by Amira Chaudhry, follow up for feedback.	<b>JF</b>
1.3.2.	SCSN in Dundee in May. Veronica O'Carroll (VO) organising a competition for 2 funded student places. The original off included one free non-student place – we need to check whether this still applies. Sundari and Veronica to liaise to agree who will man the stand and clarify whether someone attending to man the stand is in addition to the free place. If we have a free full place this could be offered to individual members on a competitive basis	<b>VO/SJ</b>
1.3.3	Western Sussex Hospitals student conference 14 <sup>th</sup> March. JF has clarified that external students are welcome. JF has drafted item for the calendar and an invitation to go out to student members. A proposed application process for 10 students to receive up to £50 towards travel has been circulated. EH to confirm the amount (max. £500) before the information is posted. The student committee has been informed.	<b>EH/JF</b>
1.3.4	Newcastle University request for CAIPE stand at their IPE day 17 <sup>th</sup> March. JF has sent a holding response. Now invite members of the student committee to volunteer to attend.	<b>JF</b>
1.4. Post ATBH	Further discussion of Interests/conflict of interest of members – Board members need to be aware of potential conflicts of interest. RG to check this is clear in the document “becoming a board member” and RP to check whether any guidance from Charities Commission	<b>RG/RP</b>
1.4	RG going to Singapore Medical School in February. The visit will comprise meetings including other health and social care schools and a one day workshop on IPE and Values based practice, also, a presentation on IPE and	<b>RG</b>

	Patient Safety. RG to send item to Bulletin afterwards.	
1.4	Links between Values Based Practice (VBP) and IPE - RG observing an interprofessional VBP workshop in Oxford and also invited to help prepare an IPE/ VBP workshop with Pip Hardy.	
1.11 Workshops	Agreed to promote CAIPE workshops more actively and approach HEE to encourage funding	<b>RG</b>
1.15	Chair's event November – small amount of feedback received (electronic), positive response. Ideally the link to electronic feedback should be available on the day. Paper feedback as an option might increase response rate	<b>EB</b>
1.19 CAIPE 30 <sup>th</sup> Anniversary	– Chair's event November 2017 to be the date of a celebration. Discussion of possible content including short presentations from key people. A list of all chairs and key people throughout the lifetime of CAIPE is needed.	<b>HB/All</b>
1.AOB.	RP has made link with OCB Media to discuss possibility of using digital resources e.g. online CPD. RP to maintain contact	<b>RP</b>
<b>Main Agenda Items</b>		
2.CAIPE strategy (JF document)	Discussion paper by JF. This is based on the draft Strategic Plan July 2016 but aims to be more succinct document. At present none of the content has been removed although the strategic aims have been simplified and condensed. Discussion of the process for revising the strategic document –it was proposed that the overall Mission Statement, values and principles should be the starting point and the short and long term aims should follow on. Current discussion paper attempts to reflect all discussions of aims (e.g. from Task Groups and Awayday). Suggested that a smaller working group meets for an awayday concentrating first on the top level i.e. Mission statement, values and key aims and produces a draft for rest of executive to consider.	<b>RG, RP, EH, JF and PB</b>
3.Business plan (EH Document)	The document written by EH was considered. Everyone commended EH on a clear document. It was agreed that the revised Strategic Plan should makes links to the business plan clear.	
4. Website up-date	RP would like more input on website content for different membership groups. Survey Monkey can be used to gain feedback from membership to inform content. Currently	

	<p>we are developing resources and presentations. Previous minutes etc. will be posted in the governance section. There is potential for board members to have secure access to documents not in the public domain.</p> <p>Some problems with using Thunderbird to set up email accounts on university systems. Sundari is testing using of Outlook instead. Will report back and the information will be shared if successful.</p> <p>RP to contact Lincoln to see if we can access a photographer through them at next board meeting.</p> <p>Remind all groups to consider what they would like on the website</p>	<p><b>RP/CD</b></p> <p><b>SJ</b></p> <p><b>RP</b></p> <p><b>Promotion Group</b></p>
5. Post ATBH (RG 2 documents)	<p>General report and financial report circulated. General report to be posted on ATBH website. Suggest a link on CAIPE website to the document with brief introductory statement.</p> <p>Financial report – CAIPE sought financial advice with the aim to avoid putting CAIPE at financial risk. Cautious approach taken with the result that CAIPE received a significant sum out of surplus conference funds. Surplus funds paid to the conference partners must be spent in keeping with CAIPE principles i.e. on IPE. Reports from each partner to be sent to CAIPE within 12 months to confirm this. In July 2017 part of surplus to be spent on a national workshop series. A report will be presented to the board in March and will then be posted in the governance section.</p> <p>RP as Chair elect of CAIPE to write to all partners to congratulate them on the successful management of the conference</p>	<p><b>RP</b></p>
6. WCC update	<p>A planned virtual meeting in December deferred and has not been re-scheduled. SJ believes that a Skype call is planned to include RP, RG and MH if available. The group needs to appoint a Vice Chair. Lesley Diack continues to manage the WCC website subject to other work pressures. Some ATBH surplus money could support the WCC website though it is unclear how these funds would be managed. CAIPE Skype meeting to discuss how to engage with the</p>	<p><b>MH, RP, RG and SJ</b></p>

	WCC	
7. Student expenses policy (JF Document)	JF circulated a draft addendum to the expenses policy. Students who travel to promote CAIPE can request reasonable costs provided these are agreed in advance. The proposal was agreed, to be forwarded to EB for incorporating the expenses policy.	<b>JF/EB</b>
8. Tracking of students in corporate member institutions	A proposal was circulated by RP but there are technical difficulties which mean that we cannot proceed. Corporate members will continue to have a single log in. Remind all corporate members of their log in and encourage them to share with staff and students. Remind all students when they renew that there is one year's full membership at a discount rate when they leave their course	<b>EB</b>  <b>EB</b>
9. Service user group membership (JF document)	JF circulated a proposal including a suggestion that service user groups in corporate institutions should have their own log in and other benefits. There might be technical difficulties with implementing this. We will revisit the discussion when CD has advised on the technical side.	<b>RP</b>
10. CAIPE IPE guidelines	Work is ongoing (RG and HB). HB is leading on "Addenda" to 2016 Guidelines on practice based learning and on CIPD. Alison Machin (AM) and Maggie Hutchins (MHu) have agreed to become involved and work is progressing on practice based learning as first step. Completed work will be posted alongside 2016 Guidelines. At the next re-write these sections will be incorporated.  Discussion of policy of charging for guidelines. Proposed that downloads are free but hard copies are sold.	<b>HB, MHu &amp;AM</b>  <b>RP/EB</b>
11. Adoption of handbook by HEE	HB and RG met with HEE – looking to prepare a joint handbook with CAIPE especially for CCGs. JF and RG had written a handbook on how to develop and deliver IPE for the RSM which will not be used. It was therefore offered to HEE who had proposed working with CAIPE to develop resources. The book needs to be up-dated and positioned in relation to the 2016 IPE Guidelines. The response from HEE was very positive. JF and RG are prepared to modify this slightly for adoption by HEE. Now waiting for a response.	
12. CAIPE response to	A draft Document responding to report by Liz Anderson on behalf of CAIPE was circulated for discussion and	

<p>Report on Patient Safety by Commission on Education and Training</p> <p>(LA document)</p>	<p>comment. We agreed that this a very strong response to the Commission. In the longer term CAIPE should consider how to engage with the Patient Safety agenda.</p> <p>We will respond to LA and thank her with any feedback. Feedback to be sent to RG.</p> <p>Consultation Task Group to be informed.</p> <p>When finalised the Response to be posted on CAIPE website and in Bulletin</p> <p>Send to HEE to Lisa Bayliss Pratt and Medical Director with a copy to HEE Thames Valley</p>	<p><b>RP/RG</b></p> <p><b>RG</b></p> <p><b>RP/JF</b></p> <p><b>RG/RP</b></p>
<p>13. IPE in South America</p> <p>(RG document)</p>	<p>Following a conference in Bogota in December 2016, IPE input has been invited from University of Washington and Spain (Juanjo Buena - JB). JB has been invited to 4 SA countries. Documents circulated 1) email from JB – he is willing to provide IPE input as a representative of CAIPE with our agreement and support. He suggests alternatives as to how he might represent CAIPE including using CAIPE logo and sharing his ideas with us.</p> <p>2) Summary of Skype meeting between RP and RG discussing how to support developments in South America.</p> <p>IT was proposed that JB should be asked to represent CAIPE in South America with support, this is appropriate from a geographical, linguistic and cultural perspective. We will need dialogue to ensure that he can reflect CAIPE principles. Proposed that there should be follow up with colleagues in SA to ascertain what continued support they will need.</p> <p>We agreed that JB might be asked to talk about these developments at the AGM. He is planning to attend the CAIPE Awayday and might be also asked to present to the board.</p> <p>RG to write to JB welcoming his offer to represent CAIPE and offering to support him especially by sharing resources and suggesting discussion of whether key resources could be translated into English.</p> <p>A similar approach might be relevant to developments in Africa and elsewhere.</p>	<p><b>RG</b></p>

14. Research Group developments	<p>Scott Reeves is resigning from his role as a chair of the CAIPE research group due to pressures of work.</p> <p>Discussion of implications 1) New arrangements for chairing the research group are needed 2) CAIPE needs to discuss how to maintain a relationship with Scott and how to support him to engage with us. It was proposed that some formal link with CAIPE would be appreciated by RS and would reflect his importance to IPE research.</p> <p>Email research group thanking them for their work and letting them know that SJ will be in touch to discuss future arrangements.</p> <p>Check whether Honorary Fellowship would be an appropriate role to offer.</p>	<p><b>RG</b></p> <p><b>RG</b></p>
15. Membership	Up-date on numbers and renewals. We will follow up corporate members who have not renewed.	<b>RG</b>
16. Future Planning	<p>John Horder lecture: Lord Adebawale (Turning Point) to speak on Supporting the vulnerable: an Interprofessional perspective. Chair will be Prof Rick Ledema</p> <p>AGM: our two co-opted international board members - Juanjo Buenza and Marion Huber to be invited to speak about their perspectives of IPE.</p>	<b>RG</b>
17. Transparency (MH & KP document)	The document written by MH and KP was reviewed and we agreed that governance is already built into many CAIPE structures and processes especially financial and in relation to our responsibilities as a charity. We agreed that we need to continue to review the key points of this proposal in our daily business but that no additional role or processes were required. Report to Board.	<b>RG</b>
18. Discussions with Deputy Chief Nurse, PHE	RP has established contact with the Deputy Chief Nurse in PH England, who also has close links with HEE and is very supportive of IPE and IPCP. Due to meet shortly to discuss possible collaboration with CAIPE.	
19. Financial support for administrator and web manager	We discussed whether CAIPE should provide a laptop and software to our administrative officer and web manager. Will need to check with Treasurer for estimated costs and clear responsibilities and arrangements must be outlined e.g. insurance, security etc.	<b>RG</b>

20. Policy for online discussion  (JF document)	Proposed Board Policy for online discussion and confirmation of documents with a deadline for responses – document circulated by JF. We agreed to put this proposal to the board. Secure access to documents on the website will facilitate our ability to comment on documents.	
21. Contact with Mental Health network	RP has contact with Critical Values Based Practice Network at Nottingham (mental health) <a href="http://www.criticalvaluesbasedpracticenetwork.co.uk/">http://www.criticalvaluesbasedpracticenetwork.co.uk/</a> One member of the group has co-published with Bill Fulford (VBP). RP to make contact to explore common ground for the future.	
22. Financial support for EIPEN 2017	CAIPE can offer £500 each for up to 4 people to attend  Discussion of possible student bursaries . Check financial position with EH and contact EB for process used for previous years.	<b>JF</b>
23. AOB	RG Information: Leadership initiative from honorary fellows. LA has put in a bid to the Leadership Foundation for a study into collaborative leadership with a letter of support from RG on behalf of CAIPE. SJ Information: Interested in preparing a bid for funding to explore collaboration in the integrated health and social care agenda. Aim to set up a multi-centre study with a focus on health outcomes. Several CAIPE board members are involved in the exploratory discussions. RP Question as to whether we will still have a separate category of “corporate international membership” agreed that this is still needed. Confirm with EB.	<b>RP</b>
24. Diary dates	Circulated. Next Board meeting on 7 <sup>th</sup> March in Lincoln followed by Forum on 8 <sup>th</sup> March.	
25.	Date of next exec. meeting: Thursday 20/4/17.	

Notes by JF