

**Approved**  
17<sup>th</sup> February 2016.  
**Proposed:**  
Richard Pitt  
**Seconded:**  
Sundari Joseph

# CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

## CAIPE BOARD MEETING NCVO, London

**Thursday 5<sup>th</sup> November 2015, 11.00 am**

Board Present: Richard Gray (RG) Chair, Hugh Barr (HB), Sundari Joseph (SJ), Elizabeth Howkins (EH), Kate Parkin (KP), Pip Hardy (PH), Jenny Ford (JFo), Helena Low (HL), Marion Helme (MHe), Pat Bluteau (PB), Maggie Hutchings (MHu), Shobhana Nagraj (SN), Jayne Frisby (JFr), Scott Reeves (SR), Richard Pitt (RP), Veronica O'Carroll (VO), Emma Beal (EB)

Guests: Margo Brewer, Curtin University, Marion Huber, Zurich

### **1. APOLOGIES** Ivan Birch (IB), Liz Westcott (LW),

- 1.1 Apologies were received from Ivan Birch, Liz Westcott and Angus McFadyen.
- 1.2 RG opened the meeting by welcoming guests Margo Brewer from Curtin University in Australia and Marion Huber from Zurich in Switzerland. They have been invited to observe the meeting and to join the Chair's Event the following day. Both guests were warmly welcomed by CAIPE and thanked for attending.

### **2. APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING**

- 2.1 An amendment was made to item 6, 5.2 on page 3. Police was amended to policy.

The minutes of the meeting were accepted as a true and accurate records of the board meeting held on 2<sup>nd</sup> July 2015.

Proposer: Marion Helme  
Secunder: Helena Low

### **3. MATTERS ARISING NOT ON THE AGENDA**

There were no matters arising.

#### **4. CHAIR'S REPORT FROM EXEC GROUP MEETINGS (20/8/15 & 15/10/15)**

4.1 RG reported to the meeting a summary of items that had been discussed at the previous two Executive Group meetings in August and October. Notes of these meetings had been sent out to all board members. The August notes have been approved and are available on the Intranet, the October notes are still in draft format ready for approval at the next Exec Group in January.

4.2 The following items had been discussed by the Exec Group.

- Clarification of the function of the Exec Group including updating and clarifying CAIPE board roles. A final paper is being developed and will be presented at the February board meeting. JF suggested a specification for both Service Users and Student Reps. She said that Tom Shakespeare has offered to advise the Service Users group. KP clarified that Tom Shakespeare is a Senior Lecturer in Medical Sociology and has research interests in issues related to disability and advocacy.
- CAIPE position paper on continuing interprofessional development
- Draft policy for co-opted board members
- Draft policy for workshops and consultancy work
- The development of IPE in Ireland. RG reported that he had attended a conference hosted by regulators in Ireland which had been very successful with over 300 participants. CAIPE had been promoted

#### **5. WCC AND CAIPE**

5.1 MHe and SJ updated the meeting on the work they have been doing with the WCC. MHe said that following discussions the committee is starting to develop. With group members from all over the world it is impossible to convene a meeting for everyone at the same time, so two separate Skype meetings had been held.

5.2 MHe and HB will take part in the first Middle East IPE conference in Qatar in December. HL asked if a network had been formed in this area. HB responded that there have been challenges; however efforts are being made to form a network. He also mentioned that a network was being formed in Brazil and SR had attended their inaugural conference in Natal.

5.3 The case study of the All Together Better Health Conference series and the development of the World Coordinating Committee for interprofessional education and collaborative practice is now on the World Health Organisation Transformational Education website: <http://whoeducationguidelines.org/blog/all-together-better-health-world-coordinating-committee-interprofessional-education-and->

0. The WHO welcomes the submission of further Case Studies from WCC members and CAIPE would encourage members to consider this.

5.4 MHe stated that the way forward for the WCC will be to appoint a chair and implement a more formal structure and strategy to enable future developments. It was hoped that the nominating and voting process would be agreed by Christmas.

5.5 RG congratulated MHe and SJ on their work with the WCC which he felt was a difficult task.

## **6 CAIPE PROMOTION GROUP – UPDATE & WEBSITE DEVELOPMENTS & 7.**

6.1 RP reported that the Promotion Group had met in September to discuss the website issues and had finalised a specification that can now go out to tender. The Exec Group have agreed on 3 organisations to tender to and will set a one-month deadline for response. It is expected that a decision will be agreed at the next board meeting in February aiming to have the new website up and running by April 2016. RP asked that a clear mission statement and strategy be agreed for CAIPE so that the web can be built around this.

6.2 RP said that the group had also discussed promotion leaflets which had led to a discussion on the CAIPE colour scheme and font type and size. It was felt that a single leaflet encompassing all membership levels might be more efficient than separate leaflets. It was agreed that the Promotion Group would come up with suggestions at their next meeting ready for the board to agree in February.

**ACTION: PROMO GROUP**

6.3 PH suggested that CAIPE employs a professional photographer to take pictures of events and also set up a photo bank for use on the web site and leaflets.

6.4 It was agreed that CAIPE will need to be promoted at ATBH 2016 as this will be a major opportunity for recruitment.

## **8. RESEARCH GROUP UPDATE**

8.1 SR reported that he had discussed with RG and HB about how to take the group forward. He said that he had agreed to remove the word Advisory from the title of the group which will in future be known as the Research Group.

8.2 The theme for the Chair's Event on Friday will be Research in Interprofessional Education and Practice and SR will chair this. This will be an ideal opportunity to promote the group to our members and also to provide an opportunity for members to be involved with planning for the future. This will include open discussion and comments on the final evaluation forms.

8.3 SJ said that there will be a Research tab on the website.

## **9. IPE REVIEW**

9.1 HB said that he has seen the Keele University study and that this has now been submitted to the HCPC.

9.2 HB also discussed the IPE Scoping Exercise undertaken by Zoe Scullard at Health Education Thames Valley. This has been circulated to CAIPE board.

9.3 HB suggested that the IPE Review exercise was completed by the next CAIPE AGM in June 2016. He is also in the process of drafting new guidelines to replace the previous green book published by CAIPE.

## **10. ATBH CONFERENCE**

10.1 Registration is now open for ATBH 2016. A number of universities have registered for their students.

10.2 Abstract submissions can now be submitted. Five have been received so far. RG said more reviewers are required for this and asked for volunteers.

**ACTION: ALL**

10.3 SJ asked how sponsors register the students they have free places for. RG said he would ask this at the next steering group meeting.

**ACTION: RG**

10.4 SJ said that the planning for the Health Care Team Challenge was progressing well. Book tokens will be given as prizes which have been covered from a sponsor. It was agreed that it would be good to have photographs and video footage of the challenge for our website.

## **11. TREASURER'S REPORT**

10.5 EH reported that in previous years we have been using our reserves and that we had set a target of new membership to boost our funds for 2016. She confirmed that most targets were almost reached and particularly Corporate Membership had exceeded the target number.

10.6 EH is working on a new Business Plan.

10.7 VO asked if students are covered by Corporate Membership if they belong an institution that is a CAIPE member. It was confirmed that this is the case.

10.8 RG thanked EH for her work as treasurer which gives him the freedom to concentrate on strategic work for the group.

## **12. EXEC GROUP DEVELOPMENTS – CLARIFICATION AND FUTURE**

12.1 The Exec Group draft policy document was discussed. MHe asked how Vice Chairs are appointed. RG said that it was the choice of the chair to appoint as he will be working closely with them. The final policy document on the function of the exec group and updated policy document on being a CAIPE board member will be produced for the next board meeting. JFo asked that the document includes the criteria for Exec Group membership and also the process by which Vice Chairs are chosen.

**ACTION: EXEC GROUP**

12.2 RG told the meeting that there will be two vacancies in the Exec Group next year when Helena Low and Marion Helme complete their term of office. He asked board members to contact him if they are interested in applying to join the group.

**ACTION: ALL**

## **13. PRIORITIES IN CONTINUING INTERPROFESSIONAL DEVELOPMENT**

13.1 The CAIPE Position Paper was discussed and updated. It is proposed that CAIPE produce a CIPD guide. PB said that this will be very useful for her. SJ agreed.

13.2 After a lengthy discussion RG asked that any board member interested in being part of a working group should contact him directly. PB and PH showed interest in helping the group but not leading it.

**ACTION: ALL**

## **14. IPE IN PRACTICE**

14.1 KP discussed her work on IPE in Practice and said that it has been difficult to collate the work together. She said she has begun to build a database of examples which are anecdotal. It was discussed that these didn't have to be examples of good practice, all examples have merit to them. KP agreed to produce a document for the new website.

**ACTION: KP**

## **15. WORKSHOP AND CONSULTANCY POLICY**

15.1 RG stated that CAIPE has increased the number of workshops requested by external organisations. It is apparent that more CAIPE facilitators are required. He asked board members to contact him if they would be interested in being involved including specific areas of interest. A rigorous system of quality assurance will be required. It was agreed to start the process by using board members only with the possibility of evolving it out to members in the future.

**ACTION: RG.**

- 15.2 RG said that currently we have bookings from North Tees (HL to facilitate) and Imperial College. Corporate members receive a 10% discount on the fee and Imperial College have now decided to become full Corporate members.
- 15.3 RG confirmed that CAIPE invoices the institution for the full amount charged and the facilitator can claim 75% of the fee, CAIPE keeps 25%.
- 15.4 A discussion took place about the value of CAIPE facilitating set workshops to members.
- 15.5 It was agreed that if any CAIPE member facilitating such workshops was unable to claim their income from CAIPE (eg pension arrangements) then additional reasonable expenses could be claimed by the appropriate person from this amount within CAIPE to cover any costs that exceed the normal claim limit.

## **16. POLICY REGARDING CO-OPTED BOARD MEMBERS**

- 16.1 RG discussed the policy for Co-opted Board Members. This has been written to clarify the situation on how we co-opt board members and the length of time they may be co-opted for.
- 16.2 It was asked who decides who to co-opt people to the board. RG said that anyone can suggest someone to him who he will then bring to the next board meeting for ratification from the board.
- 16.3 It was agreed that this process needs to be made explicit and to be added to the policy.

**ACTION: EXEC GROUP**

## **17. STUDENT SECTION**

- 17.1 JFo reported that the situation regarding student membership is changing. As corporate membership includes many students the number of members within the student section is dropping. She said that in the past numbers have increased with a student conference but that now universities hold their own conferences, there is not such a need for CAIPE to hold their own student conference. It was suggested that smaller regional conferences may be more popular.
- 17.2 RG suggested that the money that CAIPE spends on a student conference could be split to support CAIPE involvement at other conferences held by universities (eg NAIPE- March, Practice Educator Forum- Scotland and Dublin)

- 17.3 It was agreed that prizes are important to student members. JFo asked if we will offer bursaries for students to attend ATBH this year and RG confirmed that this will happen. There is likely to be a poster competition at the AGM in June.

## **18. SERVICE USERS/PATIENTS/CARERS**

- 18.1 JFo said that it has now been agreed by the Exec Group to offer charities corporate membership at a rate of £850 per year. It is also agreed that Service Users and carers will be given membership at the rate of £10 for three years. EB will ensure this is co-ordinated from 1<sup>st</sup> January 2016.

**ACTION: EB**

- 18.2 JFo said that she would like to nominate two service users to be co-opted to the board. Emma Smith from De Montfort University and Yvonne Clark, Chair of Service User Group, University of Nottingham. The board agreed to them being co-opted to the board. JFo that Tom Shakespeare has also offered to act in an advisory role for CAIPE.

**ACTION: RG**

- 18.3 The board discussed the policy that has been written for Service User board members.

**ACTION: EXEC GROUP**

- 18.4 It was requested that in future there be an item on the agenda for Service Users & Carers.

**ACTION: RG**

## **19. CAIPE FELLOWSHIP**

- 19.1 RG said that the details for the CAIPE Fellowship were agreed at the board meeting held in February 2014 and that he now needs to implement this. He said that it will be promoted for six months from January 2016 on the web site and through emails. Frances Gordon and Liz Anderson who were instrumental in setting this up have now left the board so SJ and RP will help with this project.

**ACTION: RG**

## **20. FUTURE DATES AND VENUES INCLUDING MARCH FORUM**

- 20.1 Huddersfield will hold the next CAIPE forum in March 2016. RP said that the 10<sup>th</sup> March was the requested date but Huddersfield have not confirmed this yet. He agreed to confirm as soon as possible to ensure that planning and promotion can be started.

**ACTION: RP**

## **21. ANY OTHER BUSINESS**

- 21.1 MHe said that CAIPE has been working with publishers Radcliffe for over three years to develop a series of books on collaborative practice aimed at newly qualified workers and students. In summer 2015 Radcliffe Press was taken over by CRC Press, a member of the Taylor and Francis Group (which also publishes JIC). This has accelerated production of the first two books, which are expected to be in print in early 2016. These are: Collaborative Practice with Vulnerable Children and their Families written by Julie Taylor and June Thorburn, and Collaborative Practice in Public Health, written and edited by Dawne Gurbutt. Prepublication publicity is on <http://www.tandf.net/books/details/9781846198946/>. Plans are in progress for the next group of books. If you would like further information, please contact Marion Helme or Hugh Barr.
- 21.2 PH said that the project ongoing with Health Education North East is progressing well. There are 13 stories currently complete. She said that they need to pilot this and anyone interested in taking part should contact her. She warned that the content can be very emotional.
- 21.3 PH said that NHS England have been gathering stories from staff. There will be five workshops available which are free. If you wish to attend then please contact her. The five workshops will help to learn about:
- critical incidents and never-events
  - clinicians in distress (wounded healers)
  - staff who are also carers
  - leading change across boundaries
  - compassion
- 21.4 SJ told the meeting that board members are invited to An Awareness Event on Public Protection to be held at the Scottish Parliament on Thursday 17th December 2015 at 5.30 pm.
- 21.5 EB reminded board members that it is almost time to begin renewing memberships. Please ensure your institution is aware and send on any purchase orders to EB as soon as possible.

## **22. DATE AND VENUE OF NEXT BOARD MEETING**

Wednesday 17<sup>th</sup> February 2016, Pilgrim Projects HQ, Cambridge.

There being no other business the meeting closed at 16:00.