



CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

**CAIPE BOARD MEETING  
OXFORD BROOKES UNIVERSITY**

**Tuesday 14<sup>th</sup> February 2012**

**11:00 am**

Present: Elizabeth Howkins (EH) Chair, Helena Low (HL) Vice Chair, Angus McFadyen (AKM), Jenny Ford (JF), Sarah Hean (SH), Liz Westcott (LW), Dan Kinnair (DK), Margaret Sills (MS), Richard Gray (RG), Bryony Lamb (BL), Jayne Frisby (JFr), Aatif Patel (AP), James Selby (JS), Isha Janneh (IJ), Emma Beal (EB)

**1. APOLOGIES**

Apologies were received from Hugh Barr, Richard Pitt, Debbie Craddock Doug Rae and Ann Jackson

**2. MINUTES AND MATTERS ARISING (November 17th)**

2.1 Minutes of the Board Meeting, 17<sup>th</sup> November 2011

Page 5, item 12.1. Amend title of Peter Carter to Chief Executive & General Secretary, Royal College of Nursing.

Page 6, item 16.2. Actionee AF should read AKM.

With the above changes the minutes of the previous meeting were agreed as a true and accurate record of the Board Meeting held on Thursday 17<sup>th</sup> November 2011.

2.2 Matters Arising

LW discussed the next ASPIH conference to be held at Oxford on the 7<sup>th</sup> and 8<sup>th</sup> November 2012. She said that ASPIH does not have a group that specifically covers IPE but any members interested will be directed to CAIPE. The ASPIH website will have a link to CAIPE. Claire Merriman will represent CAIPE on the ASPIH board.

**3. CHAIR'S REPORT FROM EXECUTIVE MEETING**

3.1 EH told the meeting that many of the items discussed at the Executive Meeting had been put on the agenda for the board meeting.

- 3.2 A new Executive Officer for CAIPE was discussed at the Executive Meeting and it was decided that this should now be put on hold and will be re-examined at later date. EH said that she had spoken with Sarah Baxter at Coventry but did not think that what they had offered would be appropriate at this stage.
- 3.3 The Chair's Event for 2012 was discussed. Suggested themes were Simulated Learning and Transition from Education to Practice.
- 3.4 The Calendar of Events is in progress.
- 3.5 RG raised the idea of more competitions to get more people involved in CAIPE.

#### **4. MEMBERSHIP UPDATE: DATE RENEWAL CHANGE**

- 4.1 Membership numbers were confirmed as follows:

22 Corporate members  
28 Individual members  
308 Student members

- 4.2 EH told the meeting that EB had suggested the idea of changing the membership renewal date from the 1<sup>st</sup> January to the 1<sup>st</sup> February for one calendar year. In the past it has been difficult to renew the corporate members over the Christmas period as they are on holiday for approximately one month. EB said that she would set up a process for renewals which would begin much earlier this year so that everyone could be renewed in time for January 1<sup>st</sup> 2013 to see if this will work.

**ACTION: EB**

- 4.3 A discussion took place on how to encourage students to become an individual member when their course has completed and they move into practice. Ideas discussed were:
- Half-price for the first year – ensuring the cost of JIC is covered
  - Different options for different levels of membership that include access to JIC or not to include access to JIC.
  - Poster prizes for newly qualified professionals at the AGM.
  - Promoting a network of support for professionals who are new to practice.
  - More website information with case studies available, videos, mentors.
  - October event for newly qualified members – it was suggested this could be incorporated into the Student Conference.
  - Encourage Post Grad students to become mentors.

#### **5. STUDENT REPRESENTATION FOR BOARD : STUDENT CONFERENCE**

- 5.1 JF reported that she and Debbie Craddock had received five applications from students who wanted to become Student Representatives on the Board. All five were invited to this Board meeting but in future only two of the five will be present. They had a meeting in January in London and explored what CAIPE can offer students and the plans for the Student Conference, November 2012.

- 5.2 JS (student rep) said that they wanted to get students involved in IPE and get more students to take advantage of what CAIPE can offer. He said that they wanted to look at discussion forums on the web and also mentors for students. AP (student rep) said that they wanted to use forums such as Facebook and Twitter and wanted to mix the social benefits with the professional benefits. EH said that she agreed and wanted to encourage more interaction. RG asked about the legal position of mentors and that although it was unlikely any legal action would be taken by members it was important to consider it. MS said that the mentoring system should be a buddy system and not an official mentor. JFr asked who would 'police' the forums and ensure the content was applicable.
- 5.3 JF said that the Student Conference would take place on the 2<sup>nd</sup> or 9<sup>th</sup> November, venue and final date to be confirmed. She said that they were looking for a venue in the Midlands. AKM agreed to contact University of Birmingham and Birmingham City University to ask if they could offer the venue for the event. EH said that CAIPE would pay for the hospitality costs. CAIPE will also pay 50% of student's travel expenses up to a total of £50 each.

**ACTION: AKM**

## **6. HONORARY MEMBER**

EH told the meeting that she would like to make Bryony Lamb an Honorary Member of CAIPE. Bryony has worked with CAIPE for many years and in her time as Chair she worked tirelessly to help CAIPE grow and progress through difficult times. BL thanked the Board and said that it was an honour to receive the honorary status.

## **7. CAIPE IMPACT STRATEGY: APPLICATION**

- 7.1 EH told the meeting that the Executive Group were extremely impressed by the strategy that had been written by members of the board. It was commented that it was the best strategy that had ever been put forward and she congratulated the team involved in writing it. SH said that the intention now was to divide the strategy into small areas and take it forward bit by bit. She suggested project groups. MS said that to measure success a baseline would be required and SH agreed that this would be a good place to start. EH asked if the group were willing to continue and it was agreed that they would split into two groups. Group 1 will revisit, reaffirm, update and translate the objectives of CAIPE. This group will be lead by Jayne Frisby and include Jenny Ford, Liz Westcott and Richard Gray. Group 2 will design/deliver how we measure the effectiveness of CAIPE and its impact. This group will be lead by Sarah Hean and include Margaret Sills, Dan Kinnair and Richard Gray. Meeting arranged for London on 30<sup>th</sup> April Monday.

EH will send papers to group 1 including the business plan, leaflets etc.

**ACTION: EH**

EH will email the board members not present to tell them about the strategy groups and ask them to contact SH if they are interested in joining a group.

**ACTION: EH**

## **8. COMMISSIONING GUIDE: DISSEMINATION**

- 8.1 EH handed out copies of the new Commissioning Guide that had been written by Helena Low and Hugh Barr for CAIPE. She thanked them for their hard work in producing a succinct and timely guide and congratulated them on their excellent publication.
- 8.2 EH said that the guide will be launched on the 29<sup>th</sup> March at the Council Rooms in The Strand. She confirmed that 64 influential people have been sent an advance copy of the guide and invited to attend the launch. She said that 500 copies will be sent out to a mailing list that was currently being set up and asked all board members to let her know of anyone they think should be on that list.
- 8.3 A press release was discussed and MS agreed to write this and forward to EH.
- 8.4 LW suggested that Student Representatives should be invited to attend the launch and it was agreed that this was a good idea.

**ACTION: MS**

**ACTION: HL**

## **9. DEVELOPING THE HEALTHCARE WORKFORCE FROM DESIGN TO DELIVERY AND OTHER POLICY CHANGES IMPACTING ON IPE**

- 9.1 A discussion took place following a request from HB who felt that there was little information about IPE when students move into practice. BL said that she was encouraged by meetings with the Department of Health for Human Factors and IPE projects she was working on.

## **10. SERVICE USER REPRESENTATION**

- 10.1 A discussion ensued on service user representation. JF said that this is a very complex issue. MS said that Frances Gordon at Sheffield Hallam University has been involving service users in her education work. AKM asked how many of our corporate members have service users involved. RG suggested this be brought to the next Corporate Forum to be discussed. AKM suggested patient users and agreed to contact corporate members to discuss this.

**ACTION: AKM**

## **11. WELCOME NEW WEBSITE MANAGER AND WEBSITE ISSUES**

- 11.1 EH told the meeting that a new Web Manager has now been appointed. Debbie Holmes who will be working on CAIPE website for 12 hours a month.
- 11.2 HL handed out a document that had been sent by Debbie Holmes regarding improvements to the CAIPE website. The meeting discussed the questions on the paper and HL agreed to feed these back to Debbie. It was agreed that the website required updating and that a more contemporary scheme be applied. Particular attention was given to:

- A more contemporary colour scheme.
- Drop down menus from mouse hovering over areas.
- More photographs, updated regularly, slide shows and downloadable PowerPoint presentations. Photo carousel.
- More patient narrative, patient voices.
- Contact us page to be on home page.

11.3 EH confirmed that Debbie's email address is [webmanager@caipe.org.uk](mailto:webmanager@caipe.org.uk).

11.4 MS asked if Board members could have a CAIPE email address as this would look more professional and raise their profile when contacting people. EH agreed that this would be good and said she would discuss this with Debbie.

**ACTION: EH**

## **12. HEA/HEATH SCIENCE AND PARTNERSHIP**

12.1 EH said that they had attended a sad closing event for Health Sciences at KCL in December. She said that the head of the new department, Geoff Glover and also Craig Mahoney had been invited to be co-opted members of the CAIPE board but as yet neither has accepted. EH said that she was scheduled to have a telephone conversation with Geoff Glover on the 15<sup>th</sup> February.

12.2 EH asked the Board their views on a possible strategic relationship with the newly formed Health Sciences. Suggestions had been made over joint badged events, workshops and seminars. A discussion took place on these ideas. EH said that whatever the outcome it needs to be advantageous to CAIPE. IJ said that workshops on patient safety are needed and also workshops that are relative to what students are studying at the time the workshop is scheduled. The meeting agreed to find out what the partnership will involve and offer to be involved in a conference on E- Learning and technology on the 29<sup>th</sup> May.

## **13. AGM PROGRAMME AND ELECTIONS**

13.1 EH confirmed that the CAIPE AGM will take place on the 21<sup>st</sup> June at NCVO in London. Currently she has confirmed that Professor Iona Heath from the Royal College of GPs will make the key note speech. Pip Hardy and Tony Sumner from Patient Voices will present IP Working – Power of the Narrative.

13.2 Board elections will take place as normal. EH will contact Ann Ewens and ask her to arrange the elections.

**Action EH**

13.3 The student prize winner for the ATBH6 conference in Kobe will present at the AGM in June.

## **14. ATBHVI CONFERENCE AND STUDENT AWARD**

14.1 HL said that four abstracts had been presented for review. She thanked Sarah Hean and Lynne Clouder for their help in reviewing them. The deadline for presentations to ATBH6 is the end of March. Those that are accepted will be judged by CAIPE and the winner will be present at the AGM.

**15. BULLETIN**

15.1 Debbie Holmes will now be producing an electronic version of the bulletin each month. She will take details from the website and put links in the bulletin. It will include news, events and opportunities. EH thanked Richard Pitt and Lesley Hughes for their hard work producing previous bulletins.

**16. AWAY DAY VENUE**

16.1 EH asked if anyone can offer a venue for the next away day that is outside of London. She said that she would speak to Coventry University contacts to see if they would be interested.

**17. DATES 2012/2013**

17.1 EH discussed the list of dates for 2012 and 2013. She said that the Board Meeting set for February 2013 will be confirmed when the half-term dates are confirmed.

**18. NAEP**

18.1 RG discussed the National Association of Educators in Practice (NAEP) which he has now joined as a board member. He said that their philosophy reflects that of CAIPEs. He said that he is representing CAIPE on their board and suggested that this might be a reciprocal arrangement. He suggested using our bulleting to link to their journals.

**ACTION RG**

**19. ANY OTHER BUSINESS**

19.1 RG said that he and EH is running a CAIPE workshop 'Freedom from Torture' on 22cnd February.

19.2 MS read out the press statement for the Commissioning Guide launch that she had written during the refreshment break. All members were happy with the statement and she agreed to forward this to EH for changes and to have ready for release at the end of February.

**ACTION: MS**

**20. NEXT MEETING**

The next meeting of the CAIPE Board Members will take place after the AGM on Thursday 21<sup>st</sup> June 2012.

There being no other business the meeting closed at 3.45 pm.