

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE Board Meeting 15th February 2011 at Sunley Management Centre, The University of Northampton

Present

Elizabeth Howkins (EH) (Chair), Suzanne Lindquist (SL), Liz Anderson (LA), Helena Low (HL), Angus McFadyen (AM), Margaret Sills (MS), Ann Ewens (AE), Richard Pitt (RP), Charles Champion-Smith (CCS), Jenny Ford (JF), Lynne Clouder (LC), Deborah Craddock (DC), Hugh Barr (HB)

Agreed Actions

Agenda item	Action	Who Responsible
3	Contact University College Plymouth about becoming a corporate member of CAIPE	HL
4	Approach NCVO to see if they can recommend an accountant to be the Independent Examiner of the accounts	EH
	Explore possibility of using Podcasts on the CAIPE Website	RP and LA
	Assistance to be given to HL in getting pictures onto the CAIPE website	AKM
	Encourage people via bulletin to provide items for website	RP
	Look at format of consenting forms for permission to use material and photos	LA
5	Send Board members the flyers for the John Horder Lecture as soon as available, all to promote this event	HL
6	Letter to Andre Vyt regarding the future of EIPEN	EH
7	Circulate to Board members details that can be sent out to students about joining CAIPE	DC
	List of organisations and the number of students to be sent around to the Board	EH
	Look at what student groups are currently in place that CAIPE might link into	DC
8	Write a brief request for RP to put into bulletin asking for reviewers of e-learning book. Reviewer can be given a copy of the book	LC
	If willing LW to be asked to do the same regarding her book on OSCEs	AE

12	Notice to CAIPE membership on CAIPE website asking for nominations to the CAIPE Board including the paper on roles and responsibilities	HL
	Notice via Emma to CAIPE members requesting nominations to the CAIPE Board including the paper on "Becoming a CAIPE board member: weighing the responsibilities.	AE
	Inform current Board members if they are at the end of their term of office and if they are eligible to stand again	AE
13	Confirm details of speakers from Action Homeless for AGM	LA
17	Circulate list of HEI where it is unknown if IPE taking place within pre-registration programmes for Board members to advise upon for the survey being undertaken at Warwick University	HL
	Send HL contact details of the IPE chair at Glasgow Caledonian University	RP
	Place on autumn Board meeting agenda an item for link Board members to update on their corporate links	EH

1. Apologies

Bryony Lamb (BL), Richard Gray (RG), Chris Green (CG) Melissa Owens (MO), Marilyn Hammick (MH), Jill Thistlethwaite (JT), Siobhan Ni Mhaolrunaigh (SN), Liz Westcott (LW), Lesley Hughes (LH), Jatinder Minhas (JM), Charles Iwegbu (CI), Chris Green (CG)

2. Minutes and matters arising (November 18th 2010)

Amendments:

Pg. 2 No 5 should be Kings College London and not University

Pg. 3 Subject Centres to stop from 2011 not 2012 there may be a transfer period. Remove the last sentence as does not make sense.

Minutes were agreed as correct record with these two amendments.

Re item 8 MS had discussion with Director of Psychology Subject Centre nothing to report.

Action	Who Responsible	Progress
Tony Perry to be asked to add gift aid to accounts	EH	EH has asked for this to be included
Provide information and data on membership	EH	On agenda
Discussion at next Board meeting on Inter Fed	JT	On agenda

Contact Clare Stewart about CAIPE leaflets	EH	Completed
Consider how resource section of website might be developed	MH	No report on this item
Work with JIC on John Horder Annual lecture	MS and CCS	On agenda

3. Membership update

21 members corporate are renewing their membership 5 just to complete the process. Northampton and Bournemouth are still in process of renewing. We have lost Middlesex University and Buckinghamshire New University. Buckinghamshire New University are reviewing IPE and may join at a later date. University College Plymouth has tried to join via EBSCO Library system but they can't do this. HL will contact them. Ireland HSE have renewed but investigating about putting on filters on their website due to large number of people who can access CAIPE via HSE (e.g.150, 000 people). This is technically difficult so we will look at how many access the login details and review in a year's time. CAIPE will be advertised on the HSE website as a promotion activity.

112 student members and 22 Individual members as of today.

20 Southampton University students joined CAIPE yesterday and DC is trying to get the University to join CAIPE. DC happy to circulate the information she sent out to students.

4. Chairs Report from executive meeting

Almost everything is on the agenda today items not covered include:

We have to submit our accounts to the Charity Commission and we intend at the AGM to change the constitution to say that accounts will be independently examined rather than audited as this is a less expensive option. CAIPE needs to find an accountant to carry out an independent examination. It was agreed to approach NCVO to see if they can help identify someone for CAIPE.

CAIPE resources and access: Decided that resources need to be accessible to everyone whether members or not. CAIPE have no restricted resources. MS said this is in line with the trend that learning resources are increasingly open.

HL asked that all Board members to provide material for the CAIPE Website, this can include events etc. We tend to get more information about what is going on overseas than in UK so we need to try and capture some of the activity that is taking place in the UK. MS suggested that CAIPE set up an automatic feed from the HEA. Podcasting is also a possibility and some Universities have this facility. RP and LA will look into this. HL is having difficulty up loading picture and AKM has offered to help, HL to send pictures to AKM. RP will also put this into bulletin to encourage people to send in items for website and send to admin@caipe. To look at possible format of a form for consenting for material, photographs to be used etc, LA will provide the format currently used in her organisation.

5. John Horder lecturer

This will be on 22nd June in the evening with speaker Lord Nigel Crisp at St Georges, there will be discussants after Lord Crisp's presentation; it takes place the night before the AGM. The theme will be changing the professions in a changing world. HL is targeting through CAIPE e-mails. St Georges will also be targeting invitation from their lists. All Board members are to extend invitations to colleagues to

try and ensure a full audience. MS requested that the blurb is sent to her or Charles and it can be advertised through the HEA bulletin. HL will send flyers to all Board members as soon as it is available.

6. Inter-Fed: EIPEN update

Letter has been received from Andre Vyt about EIPEN looking at the sustainability of EIPEN. MS reported that a number of people are willing to take forward future European bids for funding, a strong lead is needed for a country outside of UK and also Eastern European organisation to be part of this is needed as this will strengthen any bid. MS has contacted Andre and the next EIPEN conference is the 15th and 16th September 2011 in Ghent. At this conference there will be a meeting where EIPEN will look at how to take a bid forward. EH to send a supportive letter from CAIPE and emphasis the importance of consultation on how best to take EIPEN forward.

EH had hoped that JT would have been here to discuss Inter-Fed. Andre Vyt mentioned Inter-Fed in his letter but nothing is clear about how this is moving on.

7. Student network update (Susanne and Debbie)

DC has sent an e-mail to all students and organisations on DC contact list. DC will circulate details of this e-mail to Board members so that this can be circulated to all students in their organisation. DC will also contact all the Deans of Health asking for them to send to their students. DC made several suggestions on what can be done to develop the information for students on the website e.g. poster presentations, power point presentation etc.

Student conference is planned for early July 2011. SL and DC have put together a draft programme for the event. CAIPE will provide the refreshments and venue. DC asked could CAIPE instead cover travel rather than venue. EH suggested CAIPE might be able to look at a general amount that could be made available and this could be perhaps used as bursaries or help towards participants travel. MS may be able to help with a London venue at KCL, DC will liaise with MS and look at catering costs at KCL. DC and SL to look at what support they are requesting from CAIPE to support the conference and to present to EH.

It was agreed that it would be good to involve the co-opted student CAIPE Board representatives to help with the organisation of the event. In respect of student involvement LA mentioned a group of medical students called MEDICINE. This is an active and strong group of students and it would be good to be connected into these types of groups. DC will look into the different student groups that are currently in place.

Helena, Debbie and Suzanne will set up a Skype session so that Debbie and Suzanne can learn how to access Treeline on CAIPE website to change and update the student website pages.

8. Bulletin (Richard and Lesley)

This will be distributed on Friday 25th March 2011. There may be a focus on simulation and IPE if there is enough material on this. There sounds like there are a lot of events coming up so would be good to have this. It would also be good to have information from the Chairs event. The hot topic of care and compassion might also generate material.

It was suggested that a review of the books by LC on e-learning and also LW book on OSCE's be undertaken by a CAIPE member for the bulletin. RP will ask for a request for reviewers of the books and LC will write a brief for a request for people who might like to undertake a review of her book in return for a copy of the book. LW will be asked to do a similar brief request for her book if she is willing

9. Horizon Scanning: implications for IPE of the recent policy changes

- **Healthy Lives, Healthy People – Melissa**

A meeting was held in London to look at the Healthy Lives, Healthy People document. There is a follow up paper to this one to be released in March 2011 about the public health workforce. MO will be sending a response to the consultation of this document from CAIPE. Deadline for submission is 21st March.

- **Developing the Healthcare Workforce – Hugh**

HB, LA and RG have been working on a CAIPE response to this document. Two strands workforce needs of employers but professions taking responsibility for the quality of their education and training. It is questionable that any one profession should control the funding of the education and training of all the professions. Health Education England is aimed at bringing together medicine and other professions as an overarching national body. At local level another body will oversee what the GP commissioners are doing in terms of education and training. Now need to work out the implications of all this for IPE. The balance of power between GPs and Hospital medicine is being shifted towards GP and primary care; this will make them more powerful. There is discussion on multi-professional working but not on interprofessional education. There is mention that multi professional planning of placements can fall out of this new structure but it is unclear how it can happen.

LA offered further comments on the document including a key issue of who will be in the local 'skills networks'. These are likely to be people who are providers and money for education and training will go to providers, the quality string currently held with HEI and SHA is likely to be broken as the providers will be paying for themselves. These providers will have about 50% of the education budget.

LA said not clear if CAIPE should try and respond question by question, this is probably not the right format for CAIPE and some questions are aimed more at SHA etc.

- **Social Work update – Helena**

HL did not have anything to report because her planned meeting with Graham Ixer did not take place and is postponed for a later date. HL will report back after the meeting has taken place.

HB reported that following the social work task force there was broad support for the setting up of a College of Social Work led by SCIE. BASW has fallen out with this inter-rim development group over who should be included in any membership of a College of Social Work and has announced its intention to be independent and called BASW – College of Social Work. This issue is not easily resolved.

MS reported about another consultation out at the moment is on public information on Higher Education; this involves key information sets that Higher Education Organisations will need to provide openly information about key aspects of their

provision. MS is not aware if anyone is looking at whether IPE is being discussed as part of the information to be provided in the key information sets, MS will be responding on this document.

LA outlined work that is currently being undertaken by the GMC looking at the implementation of the document 'Tomorrows Doctors'. This is the GMC warning that there will be scrutiny of what is happening in terms of the implementation of Tomorrows Doctors. LA suggested that it would be good if this scrutiny included how IPE had been implemented alongside the focus on leadership and management, user involvement etc.

10. Chair's event review and new programme

36 attended this event, including participants from a number of countries. The cost of the event was about £830. AKM said it was such a positive event and was really motivating for those attending. It would be good to repeat and involve the students again. Date for next chairs event is 18th November 2011. Need to discuss what the theme for this event should be, it was agreed it should be linked to the experiences of the audience.

MS suggested 'reflections on interprofessional experiences' as the theme and to guide the format of presentations including the possibility of using critical incidents. LC suggested that perhaps a focus on 'leadership', this lends itself to a variety of levels of leadership and can look at the issue of followership. EH asked if the event would have posters, MS said this can help bring people in who need financial support from an academic organisation. Agreed that posters would be used at the AGM but something different at the chair's event might be used. LA suggested something like a 'Dragons Den' format if posters were not used.

11. CAIPE Conference and workshops Ireland (Siobhan and Bryony)

Four workshops are now planned around Ireland, SM and BL are working with the HSE on this. 12th May 2011, 21st June 2011, 13th September 2011 and 22nd September 2011. The focus for each workshop is different; The May event is early intervention with children. Conference is now either autumn 2011 or spring 2012. HSE are aware that they will have to cover the costs of these events and this is being discussed with them.

12. Becoming a Board member and elections

EH has redrafted the short paper on the roles and responsibilities of becoming a Board member. HL will put a notice on CAIPE website saying CAIPE looking for nominations to the Board and this redrafted paper. AE will send out notices to CAIPE membership asking for nominations for Board ad include this paper and will inform current Board members if they are due to stand down and if they are eligible for re-election.

13. AGM: programme and student involvement

This will take place on 23rd June at the NCVO. EH reported that Scott Reeves the editor of JIC will be the speaker and the title of his paper is 'Employing the sociological imagination in Interprofessional Education.' Also speakers from Leicester including a director from the voluntary organisation 'Action Homeless' and an ethics lecturer will come to talk about 'Destroying the myth of homelessness'. LA will confirm who is attending and ask them to send speaker details to EH by the end of March.

14. Principles of IPE (Hugh and Helena)

Open to comments and it can be changed. This version is now on the CAIPE website but will be replaced with a PDF version.

15. Commissioning Paper

A draft is now with HL to look at the way it is being presented. It is pre-registration IPE. HL, HB and JF will meeting next week to progress this paper. It is not planning to be an academic paper but needs examples of things that are robust and are currently being undertaken. Board members are likely to be asked for examples. The document aims to be a practical approach for commissioners to help them. CCS said that the document may need to focus on the patient as this is the rhetoric and we can demonstrate that IPE is needed to enable patient needs to be met through good collaborative practice. LA said that Government agenda is focused around QUIPP and this could be used usefully within the structure of the document. CAIPE could possibly hold a series of events of commissioners.

16. Dates 2011/12

2011

10 th March	Forum, Leicester
28 th April	Executive, London
23 rd June	AGM and Board Meeting, London
14 th July	Executive, London
20 th September	Away Day
13 th October	Executive, London
20 th October	Forum
17 th November	Board meeting
18 th November	Chair's event

2012

18 th January	Executive
14 th February	Board meeting
8 th March	Forum
26 th April	Executive
21 st June	AGM

JF and RP will investigate if their organisations can offer a venue for the away day on 20th September 2011

17. Any other business

HB reported progress on the pre-registration survey that is taking place with JT at Warwick University. There are still a number of Universities who the group have not identified in terms of whether they provide pre-registration IPE. Can all Board members help with this and HL will send an e-mail around.

HL reported that Glasgow Caledonian University have renewed their corporate membership. RP said there is a new Chair of IPE at this University and knows the person holding this position. RP will send contact details of the chair to HL

EH noted that this agenda should have had an item on feeding back from Board link members about their link corporate members, this will be placed on the autumn Board agenda.

18. Next meeting: June 23rd AGM and Board meeting at NCVO London