

**University Partnership - Joint Management Committee
Annual Report 2023-2024**

**Report prepared by Jennifer Godwin
Partnership Manager
May 2024**

1. Progress towards Key Performance Indicators

KPI	Metrics	Progress at 31 st March 2024
KPI-1. Innovative Workforce Development and Transformation	<p>Embed newly developed workforce roles into Trust workforce including Physician Associate, Nursing Associate (RNA), expansion of Non-Medical Prescribing and Advanced Clinical Practitioners.</p> <ul style="list-style-type: none"> - Collaborative workforce planning to inform requirements for future training demands. - Increase uptake of other transformational workforce roles such as Advanced Clinical Practitioners. <p>Increase collaboration between Trust Faculty of Leadership and the Business School to support staff development and talent management.</p> <ul style="list-style-type: none"> - Career Conversations underpinned by coaching and talent management. - IT solutions for recording of continuous feedback. - Explore further the support for a joint leadership lab. 	<p>2 cohorts of students have graduated on the apprenticeship career pathway from Clinical Support worker to Registered Nurse via RNA.</p> <p>The Trust continues to train Physician Associates but have not established this role into the current workforce.</p> <p>Trust appraisal system has been redeveloped to include career conversations; more forward-thinking discussions is generating more interest in apprenticeships and training.</p> <p>Leadership and mentoring collaborations taking place across the ICB.</p>
KPI-2. Enhanced Student Experience	<p>Evidence of enhanced student experience will be assessed through the University's Annual Monitoring and Evaluation Report and reviewed by Joint Management Committee.</p> <p>Development of Clinical Educators including Ward Managers and Ward Leaders in line with the requirements from the NMC and other relevant professional bodies.</p> <p>Work towards a more integrated and collaborative approach to location of training and sharing of physical, clinical and teaching resources. This may include UH endorsement of Trust in-house courses.</p> <p>Recognition of clinical experts and trainers including honorary contracts and time-in-job plan. Increase the numbers of clinical subject matter experts and percentage of courses delivered by them.</p> <p>Renewal and revision of the Practice Placement Agreement (PPA) between the Trust and UH which expires in March 2020.</p> <p>Sustainable access to Non-Medical Prescribing (NMP) course for Pharmacists and other staff groups to support Trust objectives.</p> <p>Increase the range of students on placement within the Trust for example:</p> <ul style="list-style-type: none"> - Ensure Trust placement opportunities reflect the full range of fields of study on offer at UH. - Placement of 'sandwich' students e.g. Biosciences students currently employed as Clinical Trials Assistants at Mount Vernon. - Joint PhD students. 	<p>Continued demand for NMP for pharmacists with direct benefits on Trust capacity for ward based TTOs and time to discharge, a key element of the Trust response to unprecedented demands on services. Changes to curriculum will mean UH graduates will be NMPs from September 2024.</p> <p>Work is ongoing as to how to reflect clinical academic work for non-medics on Trust systems including electronic staff record.</p> <p>Looking to expand the intern / sandwich placements beyond the research and strategy teams and into less obvious areas such as I.T./business intelligence as funding allows.</p> <p>Planning for renewal of PPA for December 2024 is underway, this will need to include students from more schools that HSK and LMS and should include research and clinical placements.</p>
KPI-3. Research, Innovation and Service Improvement	<p>Increase the number of collaborative research projects, joint publications and an assessment of their contribution to UH and ENHT objectives and strategic drivers. Including an assessment of the impact of joint research on patients and patient care.</p> <ul style="list-style-type: none"> - Monitor breadth of projects across disease areas and academic schools. - Optimisation of Trust IM&T services and further digitisation of Trust systems will give rise to additional opportunities for collaboration. - Develop and strengthen Patient Public Involvement (PPI) activities between UH (national experts in PPI)/ENHT. 	<p>Number of joint publications has increased year on year. We recognise the lag period involved between establishment of research and the publication of results and the partnership is now beginning to see real results for patient benefit.</p> <p>5 established joint research groups in renal, urology, cardiology, critical care and gastroenterology which make up the vast majority of joint research and publications.</p>
KPI-4 Strategic Planning	<p>A strategic plan will be in place covering the first six years of the partnership until the planned revalidation in 2023. This will encompass establishing project themes, facilitation of wider engagement between the Trust and Schools across the whole University, risk management and the sustainability of the partnership.</p>	<p>Strategic plan now required to reflect Trust application for Teaching status and UH medical school.</p>

1.1. KPI refresh

The Joint Management Committee (JMC) dedicated their January 2023 meeting to instigating a refresh of the key performance indicators (KPIs) and other performance metrics.

1.1.1.New KPIs:

KPI 1. Training and Education

- To ensure the partnership is a key stakeholder in the development of the new medical school at UH; the opportunities for our partnership will be explored further throughout the application and establishment process.
- Collaborative workforce planning will inform requirements for future training demands and the development of clinical apprenticeships. Working to ensure a sustainable workforce including opportunities for Trust staff development and efficient use of the apprenticeship levy.
- Increase collaboration between Trust and the wider university beyond existing arrangements with School of Medical and Life Science and School of Health and Social Work for example:
 - Business School – Explore opportunities for leadership and talent management.
 - Creative Arts – Joint working may include display of student arts projects in the Trust or joint projects for film, media and journalism students.
 - Computer science – joint projects and research to support digital enhancements and the use of big data.

KPI 2. Student Experience

- Evaluate current processes for recording student experience across schools and programmes of study. Continuous enhancement planning may be useful as a starting point.
- Explore opportunities for expansion of facilities at the Trust site to ensure the infrastructure is fit for students both now and in the future.
 - Including impact of new medical school.
- Recognition / register of clinical experts and trainers including honorary contracts and time in job plan. (Consideration will be made of GDPR restriction and the contractual arrangements in place for the partnership.
- Renewal of the Practice Placement Agreement which expires in December 2024.
 - Expand the scope of the PPA to include all schools of study
 - Ensure research students are included in the PPA to reduce time and bureaucracy around joint students and student projects (including service evaluations).
- Maintain sustainable access to non-medical prescribing course for pharmacists for as long as required following undergraduate curriculum changes. Consider expansion to other registrants as supported by the relevant royal colleges and governing bodies.
- Increase the range of students on placement within the Trust for example:
 - New fields of study including non-medical e.g., biomedical sciences students
 - Placement of 'sandwich' students
 - Joint postgraduate research students

KPI 3. Research, Innovation and Service Improvement

- Increase the number of collaborative research projects, joint publications and an assessment of their contribution to UH and ENHT objectives and strategic drivers.
 - Including an assessment of the impact of joint research on patients and patient care.
 - Contribution of Joint research to REF.
- Ensure joint research is aligned to local needs and continues to be more inclusive.
- Increase the number of consultant supervisors for MSc and PhD projects.
- Ensure the governance structures do not inhibit the use of data for research. Increased digitisation of data systems will give rise to additional opportunities for collaboration including the use of big data processes and AI.

KPI 4. Strategic Planning

- As UH plans to open a new medical school and the Trust applies for teaching status a strategic plan for the partnership will ensure that we make the most of these opportunities.
 - Appointment of University Non-Executive Director to the Trust board as part of the application for teaching status – Dean of Medical School, Prof Zoe Aslanpour is the nominated candidate.
 - Appointment of ENHT Non-Executive on UH board – Medical Director, Dr Justin Daniels is the proposed candidate.
- The partnership should be a platform for supporting sustainability and promoting the journey towards net zero.

1.1.2.Measuring value added

As a mechanism for monitoring the value gained from partnership working we will monitor:

- Joint posts – for teaching and research across different staff groups and subject experts. Ensure appropriate recognition and opportunities for staff development.
- Joint projects – including income generated from joint working
- Joint outputs – publications, presentations, case studies
- Impact on organisational strategic priorities

1.1.3.Workstreams

The KPIs and deliverables are supported by workstreams, there are currently 8 workstreams endorsed by the Joint Management Committee with the proposal to add facilities as a ninth:

- Medical
- Nursing
- Education & Training
- Pharmacy
- Research & Development
- Digital & Data (formerly I.T)

- Leadership & Management
- Placements & Student Experience
- Facilities

2. Reporting and Governance

2.1. Membership of the Joint Management Committee

During the reporting period, there have been changes in personnel at both the Trust and UH. Dr Micheal Chilvers resigned as Medical Director and was replaced on 17th April 2023 by Dr Justin Daniels who will now co-chair the JMC. Prof Jackie Kelly left her post as Dean of the School of Health and Social Work at the end of January 2024 with Dr Julia Warrener taking up the post of interim Dean.

In addition, the Trust Board now has a new chair, Anita Day.

The JMC has taken the opportunity to update their membership to reflect the formation the School of Medicine and a new research centre within the School of Health and Social Work.

From the Trust (optional) <ul style="list-style-type: none"> • Medical Director (Co- chair) • Director of Nursing and Patient Experience • Chief People Officer • Director of Medical Education • Associate Director of Research and Development • Assistant Director – Communications and Engagement • Associate Director of People Capability 	From the University (optional) <ul style="list-style-type: none"> • Dean of LMS (Co- chair) • Dean of HSK • Dean of Medical School • Associate Dean Academic Quality from either LMS or HSK • Head of Centre for Health Services and Clinical Research (CHSCR) • Head of Centre for Applied Clinical, Health and Care Research (CACHE) • Head of Centre for Research in Public Health and Community Care (CRIPPAC)
External Scrutiny <ul style="list-style-type: none"> • Service User • External Advisor (from similar partnership) 	In attendance <ul style="list-style-type: none"> • Partnership Manager.

2.2. Reporting timelines

We have also updated the reporting timelines to remove duplication previously caused by beginning the annual report process mid-year.

Reporting Year 1st April to 31st March		Proposed
Meeting	Version	Date of meeting
Joint Management Committee	V0.1 (draft)	April (for comment)
UH LMS Senior Executive Group	V0.2 (draft)	June
ENHT People Committee	V0.2 (draft)	July
Joint Management Committee	V0.3 (draft)	July
UH LMS School Academic Committee	V0.4 (final draft)	November
ENHT Board	V0.4 (final draft)	September

3. Teaching Status

Trust board approved the change of direction from university status to teaching status in January 2023 after it became apparent that our partnership does not currently meet the University Hospital Association criteria for membership (essential for university status).



The Trust Executive team and Chair approved the new name, East and North Hertfordshire Teaching NHS Trust, in September 2023.

**East and North
Hertfordshire Teaching**
NHS Trust

Teaching is a protected word that requires ministerial approval to use with 2 main actions required to in addition to the usual requirements for changing the name of an NHS organisation.

- Firstly, the Trust must demonstrate a 'significant teaching commitment'. There is no specific definition of what constitutes a 'significant teaching commitment' so we have followed the example set by Trusts recently successful in completing this process by producing a showcase document with this aim. (West Hertfordshire Teaching Hospitals NHS Trust gained teaching status in December 2021 and Mid Yorkshire Teaching Hospitals NHS Trust gained teaching status in May 2023.)
- Secondly, the Trust must appoint a non-executive director (NED) from the University
 - Schedule 4 of the 2006 NHS Act provides at paragraph 5(1)(d) that *"where the NHS trust has a significant teaching commitment, a provision to secure the inclusion in the non-executive directors referred to in paragraph 1 of a person appointed from a university with a medical or dental school specified in the order"*

The new Dean of Medical School, Professor Zoe Aslanpour, has been nominated by UH; she met with the new Trust chair, Anita Day, in March 2024 to begin this process. The university NED will be an additional member of the board thereby not impacting on the current portfolio of NEDs; the constitution of the board will be changed on the Trust establishment order at the same time as the change of name.

In addition, the Trust must follow the NHSE 7 step process for changing an NHS Trust's name:

- Check with your regional NHS England communications team that your proposed new name follows NHS naming principles.
- Check with NHS stakeholders that your proposed new name won't conflict or be confused with the names of neighbouring NHS organisations or services.
- Engage with patients and the public to check your proposed new NHS name is clear and understandable.
- Your NHS Trust board must then email the Department of Health giving the reasons for changing your NHS Trust name. Explaining how you have engaged with patients and the public regarding the name change confirming that the NHS stakeholders support your proposed new NHS Trust name *
- If agreed, the Department of Health will draft the change to your NHS Trust's Establishment Order, via an Amendment Order, for your NHS Trust board to approve.
- The Amendment Order then has to be approved and signed by a Minister. This process takes a minimum of two months from the date the Department of Health receives all the information required in step 4 of this process.
- Inform your key stakeholders

* Trust board approved the application on 1st May 2024 with email to be sent outside the reporting period.

4. Workstream Updates

4.1. Medical

During the past year, UH have completed the first steps towards adding an undergraduate medicine programme to their portfolio. It will be a number of years before students require placements in the Trust however the strength of our partnership is such that the Trust will play a significant role in the development of this course.

The Trust continues to train Physician Associates but have not established this role into the current workforce.

4.2. Nursing

Partnership working is key to the sustainability and development of the nursing workforce. The Trust has a long history of hosting UH students on undergraduate nursing and midwifery courses and now also hosts students on the MSc Nursing courses. This allows graduates from other disciplines to convert to nursing.

Opportunities are also available for current Trust staff to further their careers by studying at UH; Clinical Support Workers can train to become Registered Nursing Associates and Registered Nurses with the first cohort completing this pathway during 2022-23. During the year Nurses have also had the opportunity to train to be Midwives and Advanced Clinical Practitioners as well as attending continuing professional development (CPD) short courses.

4.3. Education and Training

4.3.1. Student Nursing Times Awards 2024

The Trust and UH have been shortlisted 7 times in the Student Nursing Times awards 2024 for a variety of initiatives in nursing and midwifery education. An amazing endorsement of our teaching provision. The results will be announced on 26th April 2024:



Nurse Education Provider of the Year (pre-registration)

- University of Hertfordshire - Nursing and midwifery provision

Nursing Apprenticeship Provider of the Year

- University of Hertfordshire

Partnership of the Year

- University of Hertfordshire and Keech Hospice Care with East & North Hertfordshire NHS Trust, Garden House Hospice Care, and Isabel Hospice Care - Compassionate Herts: preparing student nurses for end-of-life care.
- University of Hertfordshire and May Contain Nuts Theatre Company - Developing communication skills in students

Teaching Innovation of the Year

- East and North Hertfordshire NHS Trust - Pre-registration clinical skills training mobile (pictured)
- University of Hertfordshire - Student and staff partnership: peer mentors supporting learning through simulation
- University of Hertfordshire - Compassionate Herts: preparing student nurses for end-of-life care



This recognition builds on success earlier in the reporting period where Jerome Alagao (pictured on the left) was shortlisted in the Nursing Times Workforce awards for Practice Educator of the Year 2023. Unfortunately, Jerome did not bring home the award but another member of the clinical education team, Akeem Fernandez won Preceptor of the Year (pictured on the right).

4.3.2. Apprenticeships

In 2023, 357 members of staff or 5.2% of the workforce were enrolled in apprenticeships across the organisation from accountancy to pharmacy technician, health and safety to human resources and chef to engineering. For the first time this year the Trust has a member of occupational therapy enrolled on the level 6 apprenticeship at UH.

Our partnership with UH provides higher level apprenticeships in nursing associate, nursing degree (top-up) and senior leadership master's degrees (including MBOS and MBA).

During National Apprenticeship Week and Learning at Work Week 2024, the Trust held several events both virtual and face-to-face designed to increase awareness of apprenticeships as well as promoting stories of current apprentices to inspire others to follow in their footsteps.

4.4. Pharmacy

The Trust has 23 pharmacists undergoing post-graduate training programmes, 7 trainee pharmacists, 13 staff completing 4 different apprenticeships and 20 undergrad student placements.

Non-medical prescribing (NMP) remains a key issue for the Trust, 27 pharmacists are independent prescribers resulting in faster discharges, fewer prescribing errors and improved medicines optimisation. Timely access to NMP courses also contributes to recruitment and retention of staff, staff progression and enhanced job satisfaction. We will continue to work in partnership to ensure continued and sustainable access to the NMP course for pharmacists.

In addition to pharmacists, this year has seen the first optometrists in the Trust complete the NMP course and qualify as independent prescribers; this allows them to clinically assess a patient, establish a diagnosis, determine clinical management and prescribe for eye related conditions.

4.5. Research and Development

The number of joint publications, as an indicator of joint research continues to go from strength to strength. This metric provides a useful indicator for collaboration, acknowledging that there can be a long gap between initiating joint research and a joint research paper being published. References can be found in this report compiled by ENHT library services.

The joint publications arise from 5 established research groups:

- Urology, Cancer and Robotics led by Mr Vasdev
- Cardiology led by Prof Gorog
- Renal, led by Prof Farrington
- Nursing and Critical Care, led by Prof Pattison
- Gastroenterology led by Johanne Brookes

Over the past year, there has been an emphasis on developing a system wide approach for research and the use of research to enhance or redesign of services.



REPORT ON STAFF RESEARCH
PUBLISHED ARTICLES YEAR 2023



The East and North Hertfordshire Healthcare Partnership (HCP) has set up a group to work at place to a) support research and innovation across the HCP area and b) to promote the use of research evidence and innovation for service enhancement / development.

Members include NHS providers, Hertfordshire County Council, University of Hertfordshire, National Institute for Health and care Research. Innovation Horizon scans produced via Heath Innovation East (e.g. diabetes, heart failure) which feeds into service design. ENH HCP 'Deep Dive' review process now includes research, innovation and evaluation as part of the internal requirements.

4.5.1. Research Engagement Network Development (REND) Programme

We know that race, ethnicity, age, and sex can all impact how different people respond to the same medicine or vaccine. This is why diversity among clinical trial participants is so important. The Trust has provided leadership and capacity to secure external funding from England to work with system partners, especially Healthwatch Hertfordshire and the University of Hertfordshire, to identify ways in which to understand and identify how to make research more inclusive.

This has been in the form of REND Phase 1 (£40k), REND Phase 2 (£150k) and REN Phase 3 (£90k).

Phase 1 & 2 found that:

- awareness of research opportunities was poor, with people calling for greater promotion of opportunities, particularly outside of health and care settings,
- practical barriers can prevent people from participating, including employment, financial concerns, travel and location and time commitments, and
- the accessibility of NHS research was a concern, including issues around language, communication and digital exclusion.

We have worked with system partners to address some of the barriers to inclusion and this work has used the following approach:

- Engagement: Expanding and consolidating engagement, building trust and removing barriers through partnership working with communities.
- Awareness: We will make research more visible both to our local population and health and social care workforce to increase awareness, through language, and accessibility.
- Trusted research offer: Making every patient contact count and consolidate use of patient care record to identify potential research participants to record and promote #BePartof Research and record #consenttocontact.
- Exemplar projects: Identify and support research a number of exemplar research projects as vehicles for learning and provide full support to ensure inclusive practice is forefront and promote learning for future practice.
- Co-production: Ensure public and patient voice supports maximum impact across both the ICS strategic priorities. We will also seek to empower and connect with more research.

Gray's Surgical Anatomy Editor – Prof Nikhil Vasdev



Prof Nikhil Vasdev is a world leading robotic urological surgeon and Associate Medical Director for Cancer at the Trust. He is Professor and Chair of Robotic Surgery at the School of Postgraduate medicine, UH and is co-director of the Royal College of Surgeons of England Robotic Urological Fellowship programme.

Prof Vasdev has also been chosen as section editor for the Gray's Surgical Anatomy text and will be editing the urology and pelvis section in the next edition due to be published in 2024.

Written and edited by expert surgeons, Gray's Surgical Anatomy provides anatomical drawings and technical knowledge for the entire human body in a single volume. It is read and referenced by doctors, surgeons and consultants globally. Speaking about his new editorial role, Professor Vasdev said:

“It's a privilege to be selected for this very prestigious position and I am proud that some of amazing work that we do at the Trust is recognised internationally.”

5. Conclusion

This report demonstrates the depth and breadth of the partnership between ENHT and UH. We are now beginning to reap the rewards of years of work to build a strong foundation and a common approach. Our partnership helps us meet organisational goals and provides benefit for our staff students and patients we look forward to developing the relationship further particularly considering the developing plans for a UH medical school and the Trust application for teaching status.

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Minutes of the University Status – Joint Management Committee

18th April 2023 – MSTeams

PRESENT:

Zoe Aslanpour (ZA)	UH - Executive Lead for NHS & Public Health
Kavita Chawla (KC)	ENHT - Director of Medical Education
Justin Daniels (JD)	ENHT - Medical Director (co-chair)
Jennifer Godwin (JG)	Partnership Manager
Anne Hunt (AH)	HPFT – Deputy Director of Nursing and Partnerships
Silvana Mengoni (SM)	UH - Joint Head of Centre for Health Services and Clinical Research
Eilidh Murray (EM)	ENHT - Deputy Director of Communications and Engagement
Phillip Smith (PS)	ENHT - Associate Director for Research and Development
Richard Southern (RS)	UH - Dean of Life and Medical Sciences (Co- chair)
Shereal Webley (SW)	UH - Associate Dean Academic Quality from LMS

APOLOGIES:

Diana Gorog (DG)	UH - Joint Head of Centre for Health Services and Clinical Research
Jackie Kelly (JK)	UH - Dean of Health and Social Work
Shahid Khan (SK)	UH - Associate Dean of Postgraduate Medical Education
Stewart Kirton (SKi)	UH - Head of Clinical Pharmaceutical and Biological Science LMS
Teresa Murphy (TM)	ENHT - Chief Nurse
Namdi Ngoka (NN)	Deputy for Tom Pounds
Tom Pounds (TP)	ENHT - Chief People Officer

1 Welcome and introductions

Welcome to Justin Daniels, ENHT new medical director.

2 Minutes of the last meeting

Agreed

3 Update on UH Medical School

JD asked 'if the government changes at the next election, how would this impact?'

ZA we have two financial models, one starting with international students only should the number of funded medical schools not continue to increase with new government. Our preferred option is to widen participation and train local people.

October 2022, UH board of governors approved financial plans for medical school which included substantial forward investment.

Process consists of 8 stages over 5 years for GMC approval. Phase 1 provisional positive response in February 2023. Main partners are ENHT & HPFT with support from neighbouring NHS organisations and universities. Observer membership status for medical schools councils at local and national level.

AH asked is UH was collaborating with other new medical schools to learn from the process.

ZA we are talking to Brunel and ARU. Brunel 1st cohort of students have just started, we are working closely with ARU as local partner.

JG asked for more information about medical schools council.

ZA medical schools councils is a closed door but UH have written to them to find out more about 2 current members with postgraduate medical schools only.

4 Update on discussions with DH re. name change

Meeting with DH shortly, ENHT board confirmed change to teaching status in January.

5 Renewal of Memorandum of Understanding

MoU has been approved by legal and signed by Quentin McKellar on behalf of UH and sent to the Trust for signature.

JG to see if this was completed prior to Mike Chilvers stepping down as Medical Director.

6 Workstream Updates

Medical

ENHT have applied for Teaching Partner status with University of Cambridge medical school. Not heard back yet, but as we were asked to apply we see no reason why this won't be granted. This is separate to DH teaching status but demonstrates ENHT capability which will support both UH GMC application and ENHT DH teaching status.

Research

PS Joint appointments increasing

Issues with material transfer agreement raised at the last meeting have been resolved outside this meeting.

REND project looking at how to make research more inclusive has reported, this is an ICS wide initiative supported by both organisations and will contribute to the formation of the ICS research strategy.

SM this project dovetails well with a number of other joint projects looking at inclusivity especially in renal.

RS happy to look at suggestions for visiting lecturer, fellow and professor.

SM looking at this at the minute, happy to share if that's ok with RS. RS happy to share.

AH HPFT has a similar link on a project-by-project basis, it's currently not strategic so difficult to monitor inclusivity.

PS aspiration at the start of the partnership was that all senior appointments at the Trust should be explored for potential association and collaboration.

JG pseudo marker for partnership in the early days we did see an increase pre-covid. Great opportunity for staff development as well as recruitment and retention but potentially need a more transparent process for applications and then we could be in a position to advertise the opportunity for greater collaboration.

Education

Paper circulated, please send any comments to JG as without NG, JK and TM we are unable to answer comments in the meeting.

Pharmacy

ZA Last year we received pilot funding for new pharmacy curriculum to support the increase in clinical placement days from 8 – 65 days over 4 years including development of new workbooks etc. This year we have received funding for electronic training equipment and to deliver training for whole health economy to ensure all are aware of how training is changing and the impact for current and future workforce.

In second year of teaching the new curriculum which includes non-medical prescribing.

7 Date and location of next meeting

3pm on 11th July 2023 via MSTeams

8 AOB

Minutes of the University Status – Joint Management Committee

11th July 2023 – MTeams

PRESENT:

Zoe Aslanpour (ZA)	UH - Executive Lead for NHS & Public Health
Justin Daniels (JD)	ENHT - Medical Director (co-chair)
Jennifer Godwin (JG)	Partnership Manager
Stewart Kirton (SKi)	UH - Head of Clinical Pharmaceutical and Biological Science LMS
Eilidh Murray (EM)	ENHT - Deputy Director of Communications and Engagement
Namdi Ngoka (NN)	Deputy for Tom Pounds
Richard Southern (RS)	UH - Dean of Life and Medical Sciences (Co- chair)
Shereal Webley (SW)	UH - Associate Dean Academic Quality from LMS

APOLOGIES:

Kavita Chawla (KC)	ENHT - Director of Medical Education
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Shahid Khan (SK)	UH - Associate Dean of Postgraduate Medical Education
Silvana Mengoni (SM)	UH - Joint Head of Centre for Health Services and Clinical Research
Teresa Murphy (TM)	ENHT - Chief Nurse
Tom Pounds (TP)	ENHT - Chief People Officer
Phillip Smith (PS)	ENHT - Associate Director for Research and Development

1 Welcome and introductions

2 Minutes of the last meeting

Agreed

3 Update on UH Medical School

JD thanked ZA for coming to the Trust to talk to the Trust Management Group to update them about the UH medical school. ZA – SK and ZA presented and received very positive feedback. Publication of the NHS long-term workforce plan is timely as it commits to doubling the number of medical school placements. GMC stage 1 passed. Stage 2 is financial audit of the university; auditors have been assigned. Local medical school partners supportive and are already including UH as the next medical school. UH looking to have a Dean of Medical School in place by 1st January 2024.

JD – annual inspection from Cambridge medical school last week. Very pleased with the quality of teaching but concerns exist over the accommodation.

UH comms team are developing a comms strategy. They have contact details for EM and JD for inclusion in correspondence.

Memorandum of understanding renewal is complete – signed by Adam Sewell-Jones and SW has forwarded to UH legal department.

4 Update on teaching Trust

Paper went to Trust Management Group last month to decide the new name of the Trust. Once this is decided we can begin stakeholder engagement.

UH to nominate an individual to become a nonexecutive director as part of the Teaching application. This will be appointed as an associate NED and an additional NED added to the board when the establishment order was changed.

Showcase significant teaching commitment, project board is in set-up and JG will send a paper to the August education board.

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5 Renewal of Memorandum of Understanding

Complete - MoU has been signed by Adam Sewell-Jones and returned to UH

SW has sent back to UH legal for filing.

6 Update of Terms of Reference and KPIs.

KPIs were last refreshed in 2019. Terms of reference do not reflect changes to the annual report timetable.

Workstream leads should be appointed from both organisations.

KPIs should reflect NHS workforce plan especially around apprenticeships.

7 Partnership Managers report

Report and impacts of research case studies circulated

8 Workstream Updates

Research

Impact of removal of RDS funding still being assessed.

2 nominations for NIHR East of England awards, upper GI team and REND project.

SK keen to increase basic science research within biomedical sciences e.g pharmacy.

JD - Histopathologists keen to be involved in teaching and potentially research, great for making sure they remain interested. **Education**

Paper circulated, please send any comments to JG as without NG, JK and TM we are unable to answer comments in the meeting.

Pharmacy

NMP prescribing remains a priority and logistical challenges remain particularly with multiple cohorts requiring the same day for study leave makes rotas difficult. Some clarity between in person study days and self study day which could be on a different day in the week would be useful.

With new syllabus all graduates will have NMP in 2025 but existing workforce means a continuing demand.

New tutor to visit Andrew Hood with ZA to talk about requirements for study days for PGDip and NMP.

Education

Increase in simulation facilities for undergraduate and junior doctors. Funding for non-registrants remains a challenge. Uncertainty around ongoing CPD funding with HEE mergers. CPD budget same as last year, no uplift for inflation. Last year had recovery funds but that will not be repeated.

Change in pharmacy curriculum including medical or non-medical prescribers available to supervise the NMP requirement requires more clinical exposure. One generation of NMPs will train the next.

7 Date and location of next meeting

3pm on 19th October 2023 via MSTeams

8 AOB

Next meeting should be used as a working group to set the KPIs, deputies to be sent as appropriate.

October 2023 meeting was cancelled and January 2024 meeting was dedicated to KPIs as reported above therefore no general minutes available.