

**UNCONFIRMED**

**DRAFT Minutes of the Education, Commissioning and Quality Committee  
held on 9 April 2020  
Via Skype/Teleconference**

**Present:**

Dr Ruth Hall                      Chair and Independent Member  
Tina Donnelly                      Independent Member

**In Attendance:**

Dafydd Bebb                      Board Secretary  
Stephen Griffiths                      Director of Nursing  
Martin Riley                      Head of Education, Commissioning and Quality  
Prof. Pushpinder Mangat                      Medical Director  
Dr Tom Lawson                      Postgraduate Medical Dean  
Eifion Williams                      Director of Finance  
Dr Chris Jones                      HEIW Chair  
Dr Heidi Phillips                      Independent Member (Observer)  
Kay Barrow                      Corporate Governance Manager (Secretariat)

<b>PART 1</b>	<b>PRELIMINARY MATTERS</b>	<b>Action</b>
<b>ECQC: 09/04/1.1</b>	<b>WELCOME AND INTRODUCTIONS</b>	
	The Chair welcomed everyone to the meeting and, in particular, Dr Tom Lawson (Postgraduate Medical Dean) who was attending his first meeting of the Committee; Dr Chris Jones (HEIW Chair) and Dr Heidi Phillips (Independent Member) who was an Observer. A quorum was confirmed present.	
<b>ECQC: 09/04/1.2</b>	<b>Apologies for Absence</b>	
	There were no apologies for absence.	
<b>ECQC: 09/04/1.3</b>	<b>Declarations of Interest</b>	
	Dr Chris Jones, HEIW Chair declared an interest in agenda item 2.3 as a retired GP returning to practice.	
<b>ECQC: 09/04/1.4</b>	<b>To Receive and Confirm the Minutes of the Committee held on 16 January 2020</b>	
	The minutes of the meeting held on 16 January 2020 were confirmed as an accurate record.	

<b>ECQC: 09/04/1.5</b>	<b>Action Log</b>	
	<p>The Committee <b>received</b> and <b>considered</b> the Action Sheet from the meeting held on 16 January 2020. The following verbal updates were received:</p> <ul style="list-style-type: none"> <li>• <b>ECQC 21/10/2.2 KPMG Review of Health Professional Education:</b> It was confirmed that the delivery of courses through the medium of Welsh was being explored as part of the contract specification and tendering process with the involvement of Huw Owen, Welsh Language Services Manager.</li> </ul>	
<b>Resolved</b>	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the update;</li> <li>• <b>requested</b> that Bangor University be approached to make their Welsh clinical dictionary available to other universities in Wales;</li> <li>• <b>requested</b> that the Chair of the Audit &amp; Assurance Committee be approached to discuss whether a joint meeting of the Committees was required with Procurement and Legal &amp; Risk.</li> </ul>	<p><b>SG</b></p> <p><b>SG</b></p>
	<ul style="list-style-type: none"> <li>• <b>ECQC 21/10/2.3 Review of Medical Deanery Visits – Lessons Learnt from other Countries:</b> It was confirmed that the approaches taken by the Deaneries of Scotland and Northern Ireland to their Medical Deanery visits were materially similar to HEIW’s approach. HEIW would be sharing its approach.</li> </ul>	
<b>Resolved</b>	The Committee <b>noted</b> the update.	
	<ul style="list-style-type: none"> <li>• <b>ECQC 21/10/3.1 GMS National Trainee Survey – Complaints Handling:</b> A written update to be provided at the next meeting.</li> </ul>	
<b>Resolved</b>	The Committee <b>agreed</b> that the complaints handling feedback from the visit to Scotland be presented to the Committee in July 2020.	<b>PM</b>
	<ul style="list-style-type: none"> <li>• <b>ECQC 16/01/2.2 Future Funding of Health Professional Education:</b> It was confirmed that a Communication Strategy following the strategic Review had been implemented as part of the contracting and engagement process.</li> </ul> <p>It was highlighted that the engagement events and meetings of the Sub Groups had been deferred due to the impact of the COVID 19 Pandemic and would be reinstated when it was safe to do so.</p>	
<b>Resolved</b>	The Committee <b>noted</b> the update.	
	<ul style="list-style-type: none"> <li>• <b>ECQC 16/01/2.4 Major Trauma Network – Training Needs:</b> It was confirmed that this item had been scheduled for the March Board Development Session however, due to the COVID 19 Pandemic, the Major Trauma Centre launch had been deferred. This item would be scheduled into the Board Forward Work Programme when possible.</li> </ul>	
<b>Resolved</b>	The Committee <b>noted</b> the update.	

	<ul style="list-style-type: none"> <li>• <b>ECQC 16/01/3.1 Performance Report of Education Contracts:</b> It was noted that the consideration for holding celebratory events with service providers will be explored once the current emergency had passed.</li> </ul>	
<b>Resolved</b>	The Committee <b>noted</b> the update.	
	<ul style="list-style-type: none"> <li>• <b>ECQC 16/01/3.2 Quality Assurance Review of Post Graduate Medical Education (PGME):</b> It was clarified that not all of the Quality Team had been reallocated to support Scheduled Care. While the Quality Team had suspended all quality visits, they continued to undertake the basic core activities virtually which included the quality management processes. Those areas within Health Board that were in enhanced monitoring and/or where targeted visits were planned, were being reminded that they were still being observed.</li> </ul>	
<b>Resolved</b>	The Committee <b>requested</b> that a short summary report be added to the minutes to provide assurance in relation to the extent of the HEIW quality function during the COVID 19 Pandemic.	<b>TL</b>
<b>ECQC: 09/04/1.6</b>	<b>Matters Arising</b>	
	There were no matters arising.	
<b>PART 2</b>	<b>STRATEGIC ISSUES</b>	
<b>ECQC: 09/04/2.1</b>	<b>Update on COVID 19 and its Impact on Impending Tender of the Health Professional Education Contracts</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Martin Riley explained that the engagement and procurement activity was crucial to the tendering process for the new contracts. However, due to the impact of the COVID 19 Pandemic, the regional events for interested parties scheduled for the last 2 weeks of March had been cancelled. This had major implications on the procurement plan timescales designed to meet the September 2022 student start date.</p> <p>The procurement and tendering timetables were revisited in light of the government advice around COVID 19 and the uncertainty of the length of the current crisis. Due to the significance of the procurement exercise, it was felt that universities should be given as much time as possible during this period to give due consideration to the tendering process without compromising the quality of the bids being submitted.</p> <p>The revised timescales were discussed at the Executive Team. It was felt that delaying the key actions in the tendering process until October 2020 would provide much needed headroom for key stakeholders in the tendering and bid submissions. This revised</p>	

	<p>timetable would not jeopardise the September 2022 start date for students.</p> <p>The Committee considered the revised timescales. Whilst disappointed that the procurement plan needed to be revised, it acknowledged that the decision had not been taken lightly and that due consideration had been given in light of the current situation.</p> <p>In response to the query raised about whether the October 2020 deadline could be delayed any further, should the need arise, it was emphasised that any further delay could undermine the September 2022 student start date.</p> <p>Concerns were raised as to whether current contracts could be rolled over for a further year, given that the contracts had already been extended by one year. It was recognised that these were unprecedented circumstances and that there could be the option to take an extraordinary case via Procurement Services to roll the contracts forward for a further one year period.</p> <p>The Committee highlighted that the current lessons being learnt, for example from revised ways of remote and distance learning, could potentially influence the digital delivery agenda and be reflected in the contract specification for training and education programmes.</p> <p>The Committee was supportive of the pragmatic approach to the revisions to the procurement plan timetable which would assist in working towards the attainment of a September 2022 student start date.</p>	
<b>Resolved</b>	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>supported</b> the revised timetable subject to the caveats around the prolonged impact of the COVID 19 pandemic;</li> <li>• <b>requested</b> that the matter be brought to the Board's attention.</li> </ul>	<b>RH</b>
<b>ECQC: 09/04/2.2</b>	<b>Impact of COVID 19 on Nursing and Midwifery Education Provision and the Role of Students in Helping During the Crisis</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Martin Riley updated the Committee in relation to the impact of the COVID 19 Pandemic on nursing and midwifery education. He provided an overview of the guidance and options for students to assist the health and social care system in response to the current crisis. It was emphasised that this was a voluntary 'opt in' scheme for students who met the specific criteria. For those not able to, their university would provide support to consider other options available. Student choice was being collated and recorded onto a database to monitor placements. It</p>	

	<p>was clarified that 'opt in' students would not have supernumerary status but remain students during their clinical placement.</p> <p>Concerns were raised in relation to appropriate supervision and support for students during their temporary clinical placement. It was clarified that students were able to raise any concerns regarding their placement and level of support with their university. It was the responsibility of the university to receive assurance in relation to the quality of the placement: it held the authority for the removal of the student if necessary.</p> <p>In terms of student mental health and wellbeing during and after the crisis, it was suggested that there could be learning from the military to assist with dealing with matters in this regard.</p> <p>A COVID 19 recruitment hub had been established to process the 'opt in' students and returners to practice. These individuals would be afforded all the same rights under the NHS Terms and Conditions which included the entitlement to Death in Service.</p> <p>Martin Riley informed the Committee that national guidance was due to be issued for Allied Health Professionals and Health Care Science students for a similar 'opt in' scheme to that being offered for nursing and midwifery students once the process had been finalised.</p> <p>The Committee was pleased to see how the students and universities had responded to the crisis, and also the changes that had been embraced to ensure the continuation and delivery of student training and education.</p>	
<b>Resolved</b>	The Committee <b>noted</b> the content of the report.	
<b>ECQC: 09/04/2.3</b>	<b>Impact of COVID 19 on Medical, Dental and Pharmacy Education Provision and the Role of Trainees in Helping During the Crisis</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Pushpinder Mangat provided an overview of the national changes agreed and affecting university students and postgraduate trainees in Medicine, Dentistry and Pharmacy, in response to the COVID 19 Pandemic.</p> <p>The Committee noted the actions that had been put in place in relation to medical students, Foundation Year 1 (FY1) doctors, and other medical trainees to allow them to support the NHS workforce during the crisis. The financial implications of deferring final exams and medical trainees taking up placements early were discussed. Whilst the cost of these measures had not been fully quantified, it was estimated that for the 340 FY1 posts in Wales, the anticipated</p>	

	<p>cost for 2.5 months was likely to be circa £2m. This matter had been raised with Welsh Government. The costs relating to the impact of COVID 19 were being tracked and captured.</p> <p>Concern was raised in relation to the move from FY1 into F2 posts and the impact of not rotating to the final attachment. It was clarified that all core aspects of training would be undertaken to allow the move.</p> <p>As all medical education and training had been suspended, it was highlighted that Welsh Government guidance was awaited in relation to other medical students accessing other established Agenda for Change roles in the NHS.</p> <p>In terms of Dentistry, Pushpinder Mangat advised that all private and NHS practice was on hold. This was because the majority of dentistry was aerosol generating and high risk. He explained that the General Dental Council had issued guidance on how dentists could be redeployed into the temporary NHS workforce. This guidance was being reviewed for all dental registrants.</p> <p>In relation to Pharmacy, it was highlighted that national guidance was awaited for the redeployment of pharmacy students and trainees as part of the temporary NHS workforce.</p>	
<b>Resolved</b>	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the content of the report;</li> <li>• <b>requested</b> that their formal appreciation and thanks be passed to all teams for their support in response to the COVID 19 Pandemic.</li> </ul>	<b>PM</b>
<b>PART 3</b>	<b>EDUCATION PERFORMANCE AND QUALITY</b>	
<b>ECQC: 09/04/3.1</b>	<b>Quality Report of Health Education Contracts</b>	
	<p>The Committee <b>received</b> the annual report.</p> <p>In presenting the annual report, Martin Riley advised that this was the first All Wales quality report and provided a summary of the quality measures in place to ensure the delivery of high quality health professional contracts in Wales and ensuring value for money.</p> <p>It was emphasised that the annual report had been developed using a number of key reporting areas.</p> <p>The Committee received assurance that, in general, there were no areas of concern, however there were areas that could be improved upon to enhance the student experience. It was recognised that the content and format of the report was a work in progress. It was</p>	

	<p>suggested that the report could also benefit from a multi-professional focus; highlighting key successes; opportunities from lessons learnt; good practice and the areas of focus for the next year.</p> <p>The new health professional contracts would include key performance indicators and these would be included in the reporting.</p>	
<b>Resolved</b>	<p>The Committee;</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the report;</li> <li>• <b>requested</b> that Ruth Hall and Tina Donnelly provide further comments on the draft report to Stephen Griffiths and Martin Riley.</li> </ul>	<b>RH/TD</b>
<b>ECQC: 09/04/3.2</b>	<b>Quality Assurance Review of Post Graduate Medical Education (PGME)</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Pushpinder Mangat informed the Committee that many of the planned visits had been deferred in response to the COVID 19 Pandemic. He explained that the areas of enhanced monitoring remained the same as those reported in January 2020 except that Emergency Medicine in Morriston was now in enhanced monitoring. He explained that an Action Plan was in place to address the areas of concern.</p> <p>The Committee raised concern regarding the risk implications with the deferment of visits, particularly for those areas in enhanced monitoring. It was clarified that not all quality assurance processes had been postponed. Tom Lawson explained that many clinical teams and structures had changed in response to the current crisis. The Faculty Leads and Teams were continuing to monitor areas of concern and feedback received. Mapping of redeployments and staff affected by COVID 19 was being undertaken in order to maintain a balance and supervisory overview.</p>	
<b>Resolved</b>	The Committee <b>noted</b> the report.	
<b>ECQC: 09/04/3.3</b>	<b>General Medical Council (GMC) Annual Quality Assurance Summary</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Pushpinder Mangat advised that the HEIW Deanery had been used as one of two pilot sites to test the new GMC approach to quality assuring medical education and training. Following the evaluation of the pilots it was anticipated that the process would be rolled out across the UK.</p> <p>The findings from the self-assessment questionnaire submission and activities conducted as part of the pilot had not identified any</p>	

	<p>areas of concern. Three areas were highlighted as working well which not only met the GMC standards but were also well embedded in the organisation.</p> <p>The Committee was pleased with the report and the very positive outcome.</p>	
<b>Resolved</b>	<p>The Committee</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the report;</li> <li>• <b>requested</b> that their thanks be passed to all staff involved.</li> </ul>	<b>PM</b>
<b>PART 4</b>	<b>CLOSE</b>	
<b>ECQC: 09/04/4.1</b>	<b>Any Other Business</b>	
	There was no other urgent business for the open session of the Committee.	
<b>ECQC: 09/04/4.2</b>	<b>Reflection on Today's Committee</b>	
	Reflection from today's Committee will be picked up following the 'In Committee' session.	
<b>ECQC: 09/04/4.3</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting was confirmed for Thursday, 2 July 2020 at 10.00am in the Conference Room, Ty Dysgu, Nantgarw.	

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Dr Ruth Hall (Chair)

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Date: