**EOE Orthopaedic Teaching & Education Association (EOETEA) /**

**Cambridge Trauma and Orthopaedic Club (CTOC)**



**AGENDA: Tuesday 11th June 2019**

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Venue: Red Lion, Cambridge

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| **Item no** | **Agenda Item** | | Presenter | Timing |
| 1. **1** | **Introduction and apologies** | | **RB** | **5** |
|  | **Minutes from the last meeting** | | **RB** | **5** |
|  | **CTOC Account update** | | **JG / PHJ / NK** | **5** |
|  | **Fundraising 2019-20** | | **AD/ JG** | **10** |
|  | **Website, webmaster** | | **MB / RF / NK** | **5** |
|  | **Communications handover** | | **RF** | **5** |
|  | **Teaching, curriculum, delivery of teaching**  **Teaching committee** | | **NK/AS** | **10** |
|  | **Merchandise** | | **MP** | **10** |
|  | **Mentoring in T&O** | | **LS / PGP** | **5** |
|  | **BOTA update** | | **RF** | **5** |
|  | **ORCA update** | | **RB** | **5** |
|  | **STC update and training issues** | | **MB** | **5** |
|  | **CTOC meeting 2020** | | **PHJ/RB** | **10** |
|  | **Any other business** | | **RB** | **5** |
|  | | **Next meetings:**  November on a date after FRCS part 1 (6th Nov) – possibly on the evening of EAOC | | |

1. **Introduction and apologies:**

Thanks to RF to arranging venue. RB to chair meeting. Apologies from AD, AS, AM, WN and Humza

1. **Minutes**

Minutes approved. Action points completed.

1. **CTOC accounts:**

In a healthy position thanks to the phenomenal work of AD.

Total cost of CTOC £19634.69.

Money from dinner tickets £7638.90.

£19634.69 minus £7638.9 = £11995.79 (deanery contributed additional £3K direct to Clare College).

PHJ was successful in applying for £3K from the deanery for CTOC however the deanery is unlikely to pay for this in the future.

There are enough lanyards for next year.

Should we continue to use paypal? In short yes. The Barclays CTOC account does not have an internet account to reduce the risk of fraud. Therefore, it is difficult to check when people have paid for things like the CTOC evening reception. It is easier for small payments that need to be checked to be paid into the paypal account despite a small fee this is the best value service (MB).

JRG explored getting checking access for the Barclays CTOC account however this would involve both NK, PHJ and the current treasurer arranging a physical meeting with Barclays. As there will be turnover of the treasure this was not felt to be worthwhile given the current system of NK sending JRG electronic copies of the statements.

PHJ handed JRG a large bag of old COC statements which JRG will review and streamline. Action JRG to review previous paper accounts

1. **Fundraising 2019-2010**

Summary from AD. AD and WN will work together on sponsorship for the coming year with AD supervising WN.

Total Sponsorship for 2019: £37000 + 3x Zimmer factory visits + S&N Cadaveric date.

Total Paid thus far: £28,667

Total due: £8334 + 3x Zimmer factory visits + S&N Cadaveric date

Difficulties encountered + caveats:

Majority of sponsors complained about trainee AND consultant engagement at CTOC 2018 and 2019. Some companies refused to attend CTOC 2019 because of this. Some said 2019 would be their last event. Only 12 trainees answered the iPAD quiz.

Politics of coordinating teaching and sponsors. Some sponsors have preferred their own sponsors vs EOETEA sponsors at their sessions. Most of these teething issues have been navigated, but some created unnecessary drama (most with Melborn). Should organising teaching sessions remain the responsibility of Industry Liaison?

Sponsorship agreement is that sponsorship is not used for dinner/drinks. Faculty/trainee dinners have been left as additional at discretion of convenor + sponsor. E.g @ spine teaching in November, Zimmer Spine will take trainees + consultants for dinner in addition to their sponsorship. @ADMIT cadaver day SI-BONE provided faculty meal as separate sponsorship agreement.

PHJ reiterated that it is important that the money is used. JRG queried if there were restrictions to what the money could be spent on. AD Agreements re: money have been explained in previous emails. Summarised below:

No contracts specify what funds can/should be spent on.  The invitation to sponsor did say that money would not be spent on after teaching drinks/meals, however this was not a contract.   I have left spending to the discretion of the consultants, which is in keeping with the following statement:

Funds are only used for training purposes ratified by the training committee, overseen by accountable consultants. Funds will not fund faculty meals or post teaching drinks, socials or meals.

As mentioned in discussion with PJ and SNK, going forward we can omit what funds will and wont be spent on.

Excellent ideas included funding peri exam trainees orthobullets subscriptions (SK). Other ideas included text books for ST3s Ramachandran / Miller etc.

1. **Website and webmaster and**
2. **Communications**

Communications and website should be one job as they overlap (RF). A number of individuals have expressed interest in taking on the role of webmaster and communications but a formal handover has not yet occurred. If formal handover of the role does not occur then the role may need to be re-advertised. Action RF to discuss with those who have thus far expressed interest about their intent on taking on the role.

RF the website needs and eventbright plugin. MB thinks this can be done. MB thinks it would be sensible to incorporate the CTOC website into the EoE website. How much work this would be was not discussed.

Currently the EoE website is on a domain name owned by MB. Moving the website would likely break some of its current functionality. MB is happy to continue to host the website. PHJ expressed the MB should be paid for hosting the website.

Job descriptions for committee. In the future EoE committee hustings to vote for all positions.

1. **Teaching**

Tom Marjoram is organising a bone tumour day in September (NK). NKs plan is to run a bone tumour and bone infection teaching day on alternate years.

Research methodologies currently not covered but may be in the pipeline Rosie Tansey and Mike Dunne (Orca) date planned for September (Andy Metcalf).

The committee were asked if they felt there were any gaps in the curriculum covered by the current teaching programme. LS has suggested human factors teaching should be covered in the curriculum. NK will explore the possibility of hosting this at the CUH simulation centre.

PHJ there is the potential for two mock FRCS courses in the region, one in CUH and one in NNUH.

PHJ would like the committee / trainees to identify and encourage exceptional educators to get involved in delivering regional teaching days / set up new teaching days so that for example a speciality day may be organised at different institutions in different years or after a 3-year term.

The committee expressed that they were happy with the current curriculum and plans for delivery of teaching in the future.

Teaching: Why do people not attend teaching? PHJs ethos is to make teaching a positive experience. Encourage individuals to reflect on the teaching attended but do not beat people with a stick to attend. That said attendance at teaching might be taken into consideration when funding for study leave is considered.

The general decline in local teaching throughout the region was noted – this was attributed the lack of time during the working week where a significant number of trainees and consultants are free at any one time.

Action PHJ to remind AESs of their obligations to provide local teaching / journal clubs. CTOC account could contribute money to help if funding is required.

1. **Merchandise**

All present felt that the lanyards and badges were an outstanding success. MP might have enough lanyards left over for next year. The gifts for visiting speakers and prizes were all well thought out. Ties can be posted or distributed at teaching.

If a CTOC membership scheme developed MP has further ideas for CTOC merchandise which could be incorporated into this scheme.

1. **Mentoring**

Mentoring event at ST3 ARCP was a resounding success. Peer to peer mentoring received positive feedback in particular and is an ideal time for a mentoring event as trainees are in the mindset of career development. PHJ informed others at the regional meeting of TPDs and other speciality may follow suit.

PGP has been recruiting mentees and mentors. All ST3 have been contacted only 4/12 have returned mentee profiles. And 6 mentors have been recruited.

Other TPDs in EoE are looking to the T&O programme as trailblazers and the initiative should not fail, but draw on the strength of all those with skill and interest in this area. PJ and SNK will now need to support this group in cooperative working, for the overall benefit of the programme. Recruitment of additional member(s) of a “mentoring committee” should be considered, possibly adopting a “hustings” method along the same line as the other committee roles.

ACTION: SNK, PJ, & AS to meet to discuss way forward and report to the EOETEA

1. **Bota update**

Humsa has taken over the role of Bota rep from RF. The plan is for Albert to take on

Humsa was not present as he was in theatre 16. RF had agreed in advance to give an update on his behalf: The regional Bota update has been completed. Bota have been updated re the regions trainer of the year (NK). Action Humza to enquire if there is voting for a TPD of the year award (NK). MB and SK both expressed that it would raise the profile of the deanery for the East of England to have a representative on the Bota committee. In order to be voted on to the Bota committee there needs to be a EoE presence at the Bota congress SK. EoE trainees should be encouraged to attend Bota congress. Action Humza and Albert should be invited to the next EOETEA meeting.

Humza is liaising with other BOTA reps around the country to find out how other deaneries are dealing with winter pressures.

1. **ORCA (RB)**

A number of the ORCA committee are senior trainees and therefore the ORCA committee are recruiting. ORCA have successfully completed a collaborative regional preparedness for Majax audit which has been submitted for publication as. ORCA have also coordinated publication of an orthopaedic text book and are in the process of recruiting more authors for a second text.

1. **STC update (MB)**

The trainee survey has proved successful, hospitals in the region have made changes as a result of survey results in a effort to improve performance.

MB has ideas for further developing the trainee survey for instance measuring hospitals by elective and trauma operating number split.

1. **CTOC meeting 2020**

CTOC 2019 was a huge success and fantastically well attended.

CTOC date for 2020 is Friday 20th March. Downing college has been booked. RB is in communication with a number of high-profile speakers. Kevin Fong TV celebrity doctor has been suggested as a potential speaker.

Speakers should have minders to look after them. Taking this further there may be appetite for a social programme on Saturday such as a walking tour and or punting (MP, SK).

The EOETEA should aim for a formal AGM at CTOC (MB) and all agree. Time keeping would be essential as AGMs tend to overrun (JRG). In order to have an efficient AGM. Manifestos could be published in CTOC brochure along with reports from the outgoing committee. Electronic voting for positions could be performed live to elect the new committee. Action this should be rehearsed at next EOETEA meeting.

1. **Any other business**

Date for next meeting: November sometime after FRCS part 1 (6th November) – it was suggested that the meeting could take place after EAOC.

As part of the industry sponsorship AD negotiated three Stryker factory visitis; two in Bridgend and one in Galway.

Actions:

* JRG to review previous paper accounts
* RF to discuss with those who have thus far expressed interest about their intent on taking on the role.
* PHJ to remind AESs of their obligations to provide local teaching / journal clubs. CTOC account could contribute money to help if funding is required.
* Humza and Albert should be invited to the next EOETEA meeting.
* Humza to enquire if there is voting for a TPD of the year award.
* SNK, PJ, & AS to meet to discuss way forward and report to the EOETEA
* Trainee reps/RB to lead rehearsal of voting for EOETEA AGM at CTOC