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

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

**AGENDA: Tuesday 12th February 2019**

Venue: D’arrys 1900-2215

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| **Item no** | **Agenda Item** | | Presenter | Timing |
| 1. **1** | **Introduction, apologies, conflict of interest** | | **AM** | **5** |
|  | **Minutes from the last meeting** | | **AM** | **5** |
|  | **Committee positions** | | **AM** | **5** |
|  | **CTOC Account handover** | | **JG / PHK / NK** | **5** |
|  | **Fundraising 2018-19** | | **AD** | **10** |
|  | **Website, webmaster handover** | | **MB / RF / NK** | **5** |
|  | **Communications** | | **RF** | **5** |
|  | **Membership fees** | | **NK** | **5** |
|  | **Teaching, curriculum, delivery of teaching**  **Teaching committee** | | **NK** | **10** |
|  | **Merchandise, CTOC designs, EOE logo** | | **MP** | **10** |
|  | **Mentoring in T&O** | | **LS / PGP** | **5** |
|  | **BOTA update** | | **RF** | **5** |
|  | **ORCA update** | | **RB** | **5** |
|  | **STC update and training issues** | | **MB / AM** | **5** |
|  | **CTOC meeting 2019** | | **AM** | **10** |
|  | **Other business - transparency** | | **AM** | **5** |
|  |  | |  |  |
|  | | **Next meetings:**  TBC | | |

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|  | **Introduction, apologies, conflict of interest** | **Present: NK, AD, PGP, JG, MP, AM, PHJ****Apologies: Lynette, Rumina, Mike, Rachael** |
|  | **Minutes from the last meeting** | **All present happy** |
|  | **Committee positions** | **Pam is going to be on the committee to lead mentoring. Lynnette return to training** |
|  | **CTOC Account handover** |  |
|  | **Fundraising 2018-19** |  |
|  | **Website, webmaster handover** |  |
|  | **Communications** |  |
|  | **Membership fees** |  |
|  | **Teaching, curriculum, delivery of teaching**  **Teaching committee** |  |
|  | **Merchandise, CTOC designs, EOE logo** |  |
|  | **Mentoring in T&O** | Essentially we have the survey results from the st3 induction day and are going to feed them back to the st3s at the arcp day. |
|  | **BOTA update** |  |
|  | **ORCA update** | apart from getting the book chapters done and Majax project submitted, we are working on organising research day for March/ April. |
|  | **STC update and training issues** |  |
|  | **CTOC meeting 2019** |  |
|  | **Other business - transparency** |  |

ACTION points are listed throughout and again at the end.

2. Minutes:

All present are happy with the previous minutes

3. Committee positions:

Clarification that Pam and Lynette will both be on the committee in separate positions. Lynette as return to training lead while Pam is going to lead mentoring

4. Account handover:

NK and PHJ have now successfully managed to have the account transferred to their names. ACTION: JRG arrange *checking* access for treasurer. ACTION: JRG to create a budget. AM has CTOC budget which he will send to JRG. PHJ has said he thinks there maybe another bank account called the East of England trainee account which Mr Bowditch has and which PHJ should take over. PHJ has highlighted that ideally there should be separate accounts one for educational funds and another for social funds (e.g. CTOC dinner).

PHJ explained there are 3 main funding streams for EOEO education and social activities:

1. Sponsorship from industry for educational events
2. Deanery funding, this money is used to book facilities and never goes into any of the EOE Ortho accounts, it cannot be used to fund lunches at teaching
3. CTOC social account for the club dinner

Can we pay for admin support? Kerry Jo-West (and where would the money come from possibly industry funds)

PHJ proposes we have two accounts: One for the CTOC dinner and one for education. NK highlighted that cannot pay for trainee lunches.

1. Fundraising:

AD has done an outstanding job at contacting industry reps, securing funding and drawing up contracts to meet expectations about what industry will get for their sponsorship. Having contacted over 100 companies thus far ~£20.5K in funds have been raised with a few more large companies yet to confirm.

6. Website, webmaster handover

Webmaster: RF has been doing the website for the last 2 years and has been unable to find a replacement for the role. ACTION: PHJ and NK will aim to recruit a new webmaster the ideal time would be for an ST3 or ST4 to do a 2 year term.

Website: Mike Barrett owns the website. Before he leaves the training programme within the next year the ideal would be for EoE Ortho to acquire the website.

7. Communications officers

This should be a separate role from webmaster but is currently also performed by RF.

8. Membership fees:

NK is keen to set up a scheme like as per the POTS rotation whereby trainees contribute an annual donation. For POTS the trainees contribute £50. A number of ways to do this were discussed. From inviting post exam trainees to sign up to getting 1st years to sign up. The benefits for members would be money off their ticket each year. JRG the downsides would be inhibiting consultants who only come on occasion to return the positive would be accruing money to subsidise the event for trainees. It was felt that it is too short notice to arrange for this year. There was discussion regarding a list of email addresses of all past and present trainees. PHJ said when he was secretary 10 years ago a list existed. ACTION AM to email the last 10 secretaries to trace this list.

9. Teaching, curriculum, delivery of teaching, Teaching committee:

PHJ and NK asked for feedback about the current teaching programme from those present. Some of the points raised by the trainees were:

* Teaching is well received
* The 2 days paeds course should be a model but it is recognised that Mr Sangirajka is a outstanding educator
* Prosections at the recent cadaveric lab worked well
* Teaching concepts rather than content is most useful for basic sciences

PHJ and NK would like to further develop the syllabus and course. There are currently the correct amount of courses per year. PHJ has suggested offering to those running courses if they continue to want to do so and if they need any more support / feedback or guidance. PHJ cadaveric days should be for taking advantage of cadavers and these resources are expensive long lectures should be reserved for cheaper facilities where it does not take away from cadaveric time.

NK asks why some trainee never attend? And how to get honest feedback from those that never attend. Getting feedback at ARCP was discussed but it was felt that the feedback might be skewed by the occasion. It was suggested that people should exception report if they are not given leave for regional teaching for anything but on call commitments.

Iceni was expensive and it is a simulation centre and possibly not utilised appropriately.

Although the lectures in the morning were very good. AD Norwich has a simulation centre.

PHJ suggest the leaders of teaching days pitch whether they want to continue delivering teaching or whether they are open to ideas of how it could be improved.

10. Merchandise:

MP had been incredibly proactive and presented multiple logo designs for:

CTOC and EOEO

For CTOC the crest received wide approval from the committee. A short moto would need to be added and as well as the clubs name to this

For EOEO design incorporating joints in the Os was the preferred design.

MP had done lots of work looking at merchandise for CTOC. PHJ pointed out that many travelling fellows come with some form of stash.

It was felt that purchasing of stock would be expensive and timely for MP and therefore it was suggested to explore ways that individuals could purchase items direct from suppliers and this is something that could be explored for next year.

All the committee were interested in lanyards for CTOC if this is something that could be turned around in time with the crest on. NK requested the colour be Cambridge blue.

11. Mentoring.

PG highlighted that there is clearly a challenge getting people to engage. Initial induction day was a success however only one of the ST3 signed up to the follow up day. PG is planning to re-arrange a further meeting with the ST3s on the day that they will attend their ARCPs as everyone will be there.

PHJ is keen for compulsory mentoring all ST6s become mentors. Needs to be led from PHJ and NK to motivate people to be involved. ACTION PHJ / NK suggested they will inform all ST6s that they will be mentors. The finer points of how this will be done and how PG will support and train mentors was not discussed. 2 acronyms for the mentoring scheme were discussed Power and Osteoma.

12. BOTA update

Deferred until next time.

13. ORCA

No ORCA presence

14. STC meeting.

Arman going to ask trainees for feedback

15. CTOC

Update from AM. So far only 33 tickets sold for the day.

ACTION: PHJ to email AES to ask if they are coming to CTOC

Adam Kay has confirmed attendance. And Bob Crawford will do the Bernard Meggate lecture. Orca slot and mentoring will have shorts slots to present their work.

AD has requested up to 25 tables for industry. AD to liaise with AM as a number of companies are yet to confirm. Companies have been asked to prepare 60s presentations to promote themselves and their work in the EOE as a way to engage with SpRs and consultants.

PHJ will be the president of CTOC next year. He was asked where he would like it to be held. As he is an alumnus of Downing College he was encourage to explore hosting it there. PHJ will select a suitable secretary.

16 Other business

PHJ and NK kindly paid for the evening. There might be scope for this to be paid for from one of the accounts in the future.

ACTION points:

JRG arrange *checking* access for treasurer

JRG to create a budget

PHJ and NK to recruit a new ST3 or ST4 webmaster

AM to contact previous CTOC secretaries to locate the email list of former trainees

MP to investigate / buy lanyards for CTOC

PHJ / NK to assist PG in the recruitment of mentors

PHJ to email AES to ask if they will be attending the CTOC academic programme