

**Centre of Excellence  
Education & Training Sub-Group meeting notes  
23<sup>rd</sup> June 2021  
1.00pm – 2.30pm**

**Attendees:**

- (TG) Trish Gray, (Chair) Senior Project Lead/RRHEAL
- (RM) Ros MacDonald, Administrative Assistant/RRHEAL
- (JM) Jacqui Neil, NHS Forth Valley
- (JK) Jean Ker, Clinical Lead, CSMEN
- (AU) Alison Upton, Workforce Planning Manager, SSSC (CM) Catriona MacDonald
- (JM) Julie Mardon, NHS Forth Valley
- (HM) Hannah MacLeod, GP Portree
- (CC) Charles Crichton, Retired GP, Portree
- (CM) Catriona MacDonald, Community Member

**Apologies:**

- (ST) Sara Twaddle, Community Member
- (PN) Pam Nicoll – Programme Director/RRHEAL
- (AB) Andrea Baker, Manager, CSMEN
- (AS) Annetta Smith, University of Highlands & Islands
- (CT) Clare Tucker, Specialist Lead, Grief and Bereavement NES
- (SW) Sheena Williamson, Scottish Care
- (AR) Amanda Ross, CHEF/Nurse Director, NHS Fife
- (MM) Maggie MacDonald, West Highland College, UHI

**Minutes**

Agenda item	Description	Action no.
<b>1.</b>	<b>Welcome and Introductions</b>	
	TG welcomed everyone to the meeting.	
<b>2.</b>	<b>Previous meeting notes/actions</b>	
	<p>TG noted that Catriona had amendments to make from the previous minutes and these have now been actioned by Ros.</p> <p>JK – noted her name is spelled with one R, not two.</p> <p>TG advised she has added Campbell Grant to group membership and confirmed the MSU Bus has been booked together with the Skyelab for 28<sup>th</sup> March to 10<sup>th</sup> April 2022.</p>	

	<p>AU – missed minutes from last meeting and unable to access chat so if anything comes up for her to send please email. <b>Action for RM to email Alison Upton copy of minutes by email.</b></p>	1.
3.	<p>JN - apologising for not attending previous meetings and highlighting no access to chat. <b>MSU /CSMEN update – Including Skills Bus Visiting Skyelab 2022</b></p>	
	<p>TG – meeting in May re. skills bus with Kate Earnshaw, Cathy Shaw, Andrea Baker and Lynn from MSU. Have agreed that Skyelab booked and supportive of skills bus visiting. Put together Survey for feedback on types of training required and posted on to Teams for feedback by 30<sup>th</sup> June preferably. Currently setting up meeting with colleagues on small MSU working group for July. TG will send feedback from survey to key stakeholders i.e. members of this group, CoE Working group and other 3 subgroups with links into voluntary sector, care at home and care home training. <b>Action for TG to draw up list for sending survey and will post on Teams for feedback from group to add further suggestions.</b></p> <p>JK – reinforcing MSU coming to festival and thinking about who is going to be hosting and if they are registered for faculty development course? TG has list of trained colleagues with email addresses to attend events planning meeting and will discuss further with Andrea and Lynn at small working group meeting in July. <b>Action for TG to take forward list of trained colleagues to July meeting and send email re. uptake of training and refresher training.</b></p> <p><b>Action for TG to link in with JK teams re. dates for refresher training and sending email with dates.</b></p> <p>JM – Flexible and suggesting TG to keep in contact for availability for March and if big enough numbers can do some bespoke training as priority to success of festival and happy to facilitate.</p> <p>CM – asking if TG has local contacts for care at home and care home for sending survey and TG confirming she has contact for lead for care at home and will come back to under festival of learning.</p> <p>TG – checking with Jean re. refresher training and if this would be on first day of festival in March but JK adding it would be best to have a bank of people being trained and maybe first day not appropriate as crucial for success of visit to Skye. <b>Action for TG to take forward and liaise with Lynn and Julie.</b></p>	2. 3. 4. 5.
4.	<p><b>Input from local GP practice and community member for palliative care</b></p>	
	<p>TG asking if Charles wishes to add anything further.</p> <p>CC advising Highland Hospice in Inverness have active desire to be involved in development of medical education in remote and rural areas and suggesting group keep an eye on remote and rural education developments such as i.e. ECHO project. <b>Action for TG to consider Highland Hospice for festival of learning.</b></p>	6.

5.	<b>Engagement with NHS Highland/ other stakeholders for training &amp; education for care homes</b>	
	<p>TG – meeting on 19<sup>th</sup> May to discuss care at home and care home training and to make links other colleagues. Met with Caroline Deanne, Head of Workforce Development Scottish Care and new appointment Sheena Williamson, Independent Sector Lead which is a joint post with Scottish Care and NHS Highland. Also, in attendance were Pamela Mackay recent appointment with NES, NMAHP working in dementia issues and Fabien Camus L&amp;D Lead for NHS Highland. Overview of key points: -</p> <ul style="list-style-type: none"> <li>• Updated re. festival of learning and keen to have care home and care at home sectors involved.</li> <li>• Pamela Mackay highlighted a DSIL programme for dementia which also covers eating, drinking and frailty run by NES. It’s an 18-month person/digital blended approach on Turas Learn. At present developing a once for NES dementia site and once up and running Pamela will send small group link and this would be useful for festival of learning.</li> <li>• Sheena Williamson undertaking survey with care home staff to find out what they need. Once results ready she will share with TG who will share with group. TG will also share MSU survey with Sheena.</li> </ul> <p>AU – asking if SSSC can be involved in small group? AU oversees colleagues in SSSC who work in partnership with Pamela Mackay and others NES in promoting excellence and has shared a range of resources with the group previously. One resource is aimed at supporting those in care homes who work with dementia ambassadors so a lot of overlap. TG advised Caroline Deanne highlighted SSSC to be involved in planning group.</p> <p>JM – keen to link in work currently piloting in NHS Forth Valley with nursing home colleagues. Have done some in situ simulation work looking at end of life, shared decision making and management of deliria and what happens when there is deteriorating patient in the home. Takes around 1 ½ hours and can be incorporated into festival of learning and include in faculty development training day.</p> <p><b>Action for TG to incorporate training by Julie Mardon into festival of learning.</b></p> <p><b>Action for TG to take forward key items discussed here to form Agenda for planning meeting in August and if any others member wish to join to let TG know.</b></p> <p>CM – Care home Training concerns re. entry level for basic training for Health &amp; Social Care and Skyelab directors keen to provide facility for training purposes and asking if we can start this training as soon as possible? TG suggesting having discussion with UHI and HIE and ascertain where this training is and whether this would be face to face in light of COVID.</p> <p>AU – qualification requirements for registration for SSSC are not requirements for taking up posts but requirement to be registered with SSC after 6 months. Colleges are one use for this for SVQs but also independent trainers and different models in relation to SVQs and benchmark qualifications. If appropriate for festival, also have colleagues who promote careers in H&amp;SC which may be useful within the festival of learning.</p>	<p>7.</p> <p>8.</p>

	<p><b>Action for TG to potentially include promotion of careers in Health &amp; Social Care for SSSC in festival of learning.</b></p> <p>JN – highlighting importance of full understanding of what is involved in training prior to update. Nursing event tomorrow with Scottish Care and will provide insight into sector. <b>Action for JN to send link to Trish who will forward on to group.</b></p> <p>CM – is there anything within next month in practical terms to make connections for learning resources to use facility and links we have? TG suggesting identifying local person with links who can undertake training.</p> <p>AS – highlighting no requirement for qualifications at point of entry but there is a requirement to complete qualifications to gain registration.</p> <p>JN – requirement from induction that employers need to know they have the right person in the job. Important for staff to gain qualifications through registration but also to understand what is expected of them in the job so is there something that could be done to personalise and entice people into the sector?</p> <p>JM – could simulation be part of recruitment and has ideas of how this could be incorporated. Alison Upton will email Julie Mardon re. further discussions.</p> <p><b>Action Alison Upton to email Julie Mardon regarding recruitment simulation ideas</b></p> <p>Campbell Grant joined the meeting and TG quickly summarised that we are looking for members to join the small working group for events planning and Campbell happy to join.</p> <p>TG summarised the suggestions of simulation, shadowing opportunities for care home and getting them involved.</p> <p>CM - asking Campbell if anything relevant to Skyelab re. simulation that Julie mentioned, and Campbell advised he will link with Julie to find out more. <b>Action for Julie to take forward with Campbell and Catriona.</b></p> <p>JK – highlighting links between Skyelab and CSMEN MSU to promote opportunities for recruitment, learning and retention.</p>	<p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>
6.	<b>Orkney Festival of Learning</b>	
	Discussed above.	
7.	<b>Feedback from other groups and other relevant training resources</b>	
	Covered a lot to date nothing further to add.	
8.	<b>At distance training and education for remote and rural placements</b>	
	<p>TG – could promote via education &amp; training at festival of learning.</p> <p>CM adding important to identify someone with knowledge and expertise on the ground for recruitment and retention and TG suggesting this can be covered at the festival of learning.</p>	

9.	AOB	
	<p><b>Update on Rural Advanced Practice Education Pathway</b>  TG – Launch event on 26 May online via teams and feedback good and positive. Moving forward to identify education provider and had RAP provider day with procurement team in NES yesterday to look at higher education universities. This will be pinned on platform. Will keep group updated going forward and could also be part of festival of learning</p> <p><b>High dependency and critical care</b>  Worked on this two years ago and delivered programme. In light of COVID, have had further requests to develop programme again and will start reference group and potentially could be showcased at festival of learning.</p> <p>JM – asking if linked in with critical retrieval service re. critical care aspect? JK adding to also bring up with mobile skills subgroup and highlighting paediatric and adult retrieving services and could be useful for festival of learning. JK suggesting taking forward with Andrea and Lynn.</p> <p><b>Action for TG to take forward with Andrea and Lynn links to paediatric and adult retrieving service and to contact Richard Price.</b></p> <p>TG asked the team for further AOB and JK adding links with Campbell and having Julie on Board the festival of learning will be an exciting event.</p> <p>AU keen to catch up with TG and will pick up outwith the meeting.</p> <p><b>Action for TG and AU to catch up.</b></p> <p>Campbell apologising for coming late and suggesting he catch up with Trish outwith the meeting.</p> <p><b>Action for Campbell and Trish to catch up.</b></p> <p>CC – highlighting health care assistant training and suggesting training could be brought in to the Skyelab facility. Campbell suggesting Charles and Hannah come to the facility to take this forward.</p> <p><b>Action for Charles and Hannah to meet with Campbell</b></p>	<p>13.</p> <p>14.</p> <p>15.</p> <p>16.</p>

**Actions summary from Previous Minutes**

Action no.	Action	Person responsible	Status
1.	Action for TG to take this forward –Trish to email re CHEFS in Skye to Annetta Smith, CC to John Sinclair who is lead PEF.	TG	Ongoing
2.	Trish to discuss education with Fiona skinner and Claire Pardoe	TG	Ongoing
3.	Trish to find out information of the Festival of Learning in Orkney and consider invites for planning group.	TG	Ongoing

### Actions summary from today's meeting

Action no.	Action	Person responsible	Status
1.	Action for RM to email Alison Upton copy of minutes by email.	RM	
2.	Action for TG to draw up list for sending survey and will post on Teams for feedback from group to add further suggestions.	TG	
3.	Action for TG to take forward list of trained colleagues to July meeting and send email re. uptake of training and refresher training.	TG	
4.	Action for TG to link in with JK teams re. dates for refresher training and sending email with dates.	TG	
5.	Action for TG to take forward and liaise with Lynn and Julie.	TG	
6.	Action for TG to consider Highland Hospice for festival of learning	TG	
7.	Action for TG to incorporate training by Julie Mardon into festival of learning.	TG	
8.	Action for TG to take forward key items discussed here to form Agenda for planning meeting in August and if any others member wish to join to let TG know.	TG	
9.	Action for TG to potentially include promotion of careers in Health & Social Care for SSC in festival of learning.	TG	
10.	Action for JN to send link to Trish who will forward on to group.	JN	
11.	Action Alison Upton to email Julie Mardon regarding recruitment simulation ideas.		
12.	Action for Julie to take forward with Campbell and Catriona.	JM/CG/CM	
13.	Action for TG to take forward with Andrea and Lynn links to paediatric and adult retrieving service and to contact Richard Price.	TG	
14.	Action for TG and AU to catch up.	TG+AU	
15.	Action for Campbell and Trish to catch up.	CG+TG	
16.	Action for Charles and Hannah to meet with Campbell	CC/HM/CG	

### Future Meeting Dates

Date	Time
Tuesday 10 <sup>th</sup> August 2021	1.00pm to 2.30pm
Tuesday 5 <sup>th</sup> October 2021	1.00pm to 2.30pm
Tuesday 30 <sup>th</sup> November 2021	1.00pm to 2.30pm

## Centre of Excellence Training & Education Subgroup

### List of Acronyms

AHP – Allied Health Professional

ALS – Advanced Life Support

BASICS - British Association of Immediate Care

CHEF – Care Home Education Facilitator

CoE – Centre of Excellence

CoE WG – Centre of Excellence Working Group

CSMEN – Clinical Skills Managed Education Network

E-PALS – European Paediatric Advanced Life Support

L&D – Learning & Development

MSU – Mobile Skills Unit

NES – NHS Education for Scotland

NMAHP – Nursing Midwifery and Allied Health Professional

NMC – Nursing Midwifery Council

PDA - Professional Development Award

PEC – Practice Education Coordinator

PLS – Paediatric Life Support

[Project ECHO](#) – Highland Hospice programme, aims to share specialist knowledge through mentoring and building communities of practice aided by multi-site video-conferencing

RAP – Rural Advanced Practitioner

RRHEAL – Remote and Rural Healthcare Educational Alliance

SRMC – Scottish Rural Medicine Collaborative

SSSC – Scottish Social Services Council

TEC – Technology Enabled Care

TEL – Technology Enhanced Learning

VC – Video Conferencing