

**Department of Paediatrics
Management Committee Meeting
Wednesday 22nd March 2017 - 10.00am
Paediatrics Seminar Room
Level 2, Children's Hospital**

1. Apologies for absence

Philip Goulder, Anindita Roy

**2. Director of Graduate Studies Report and Graduate Studies Committee items
(AP/CJ) [Paper 1]**

AP reported the following to the committee:

- New group of students started in October and the Departmental Induction (now the 3rd to have taken place) appears to be working well and feedback is good.
- Admissions cycle is now over and it appears to have been a successful exercise with regards to funding. DB is on the Committee and the group agree that it is useful to have inside knowledge of the processes that take place. GH informed the group that there is a decrease in income when practicing physicians become DPhil students and receive a University stipend. Most other Departments handle this in the same way as Paediatrics, either student with bursary/stipend or employee with salary who pays fees. AH suggested making it more explicit at the application stage. The consensus view was that the current approach of offering either a full "fees and stipend" studentship or a salaried staff member remaining responsible for their own fees was correct; however GH and AH are happy to discuss this in a separate meeting in the future, should circumstances dictate.
- Training needs analysis. AP and IR met regarding supervision. It was agreed that the WIMM approach is gold standard, however, Paediatrics is too small to replicate this. AP reminded the group that all students need to have 2 supervisors assigned to them. Whilst this is the responsibility of the student to organise we should be actively following this up. AP will speak with David Hyland regarding issues of supervisors not being on the system.
- Transferable Skills. Paediatrics are showing good attendance at this course, but we should still be reminding students that it is essential for them to attend.
- An Athena Swan Survey specifically designed for DPhil students has been circulated and AP suggested that Paediatrics may like to adopt this for our own use.
- Transfer of status and confirmation of status: AP asked the group if they are happy to continue with the current practice of using internal assessors for this exercise. On occasion external assessors are able to assist, but it is felt to be a large task for them to undertake if they have to attend on 3 occasions. The group were happy with the current practice, but that external assessors can be asked to assist where wished and possible.
- Employability. Mentoring for students who have gained their DPhil needs to be put in place to assist in preparing them for employment. It would be useful for students to receive guidance on what a successful career looks like. It was suggested that a 1.5hr session is provided to students in order to provide them with guidance and to offer personal experiences from the senior members of the

Department. DB explained that NDORMS have a Research Day where career experiences of senior staff are shared is especially for students.

3. Minutes of meeting 14th December 2016

The minutes of the meeting 14th December 2016 were confirmed as an accurate record.

4. Matters arising and Action Points from meeting 14th December 2016 (not covered elsewhere)

None.

5. External Review of Paediatric Clinical Exam (PS) [Paper 2]

- PS informed the group that the new external examiner had now attended the Paediatric Clinical Exam and sent in a report with her findings. Unfortunately, the report indicated that the exam is sub-standard, at times poor and not to GMC recommendations. PS explained that it had already been noted that an update and adjustment for both the practical and the written examination are long overdue. Plans are now underway for this to take place. A new selection of questions for the written exam are to be provided from experts which will be inline with the teaching and learning objectives. New scenarios will also be provided for the practical exam. The external examiner will be back to do a further report in the future (expected in the course of the next 12 months). PS will be responding officially to the report and will indicate that Paediatrics are aware of the issues raised and that both examinations are currently being overhauled. PS will ask the examiner if she wishes to view the written examination used to date, but will also indicate that this is in the process of being rewritten. PS is meeting with Jane Moore from Obstetrics and Gynaecology as soon as possible with the intent to combine the clinical Paediatrics examination with that of Ob/Gyn. This would reduce the number of exams by 50% but would require that a full day needs to be reserved for these exams. PS requested that this be a standing item on the Management Committee Agenda until the examinations have been finalised.

ACTIONS:

- PS to report to group after response has been written to External Examiner.
- PS to report to group on outcome of meeting with Jane Moore from /Gyn.
- AH to add as Standing Item on Management Committee Agenda until further notice.

6. University Research Lecturers and Honorary Senior Clinical Lecturers (GH)

GH informed the group of the following:

- There have been several requests for the title of University Research Lecturer and Honorary Senior Clinical Lecturer over the last year. These titles can also now be applied to by NHS consultant that have not yet been in post for 2 years as long as they meet set criteria.
- A request had been received from Dr. Charles Roehr for an Associate Professorship. This is a Distinction Award and reviewed by a Divisional process, which happens once a year. Part of the criteria to be eligible for this award is to have a significant research output. The application for Dr. Roehr is currently being coordinated. AP queried who the members of the committee

are and thought it would be useful to find out in order to have a clearer understanding of the process.

- Prof. Alan Lucas has been awarded a Visiting Professorship associated with the Department of Paediatrics. Prof. Lucas is an Emeritus Professor whose speciality is Nutrition and Early Development. Prof. Lucas will be bringing a variety of datasets and possibly biological samples with him to Oxford. GH noted that the Visiting Professorship had no expenditure from the Department. MS queried whether the biological samples had the correct approvals in place to be used at Oxford, and explained that this would need to be clarified before use.

7. Financial Report (AH) [Paper 3]

AH informed the group of the following:

- Overall performance against the budget is currently better than anticipated. However, there is still a deficit of approximately £450k. The Division are aware of this and are expecting the deficit.
- Research income is tracking lower than budgeted for. There are two reasons for this, 1) Hard target set by the Division; 2) It is more usually during the second part of the year where the majority of overhead income is received.
- Spending from reserves and PI reserves is still an issue. As a Department we are performing poorly and we need to significantly improve. AH explained that we need to budget better in the future and provided insights into how this could be achieved. AH/GH will meet individually with PI's over the coming weeks to discuss reserve spending.

ACTIONS:

- AH/GH to have meetings with individual PI's.

8. Athena SWAN update (IR)

IR informed the group of the following:

- Since the last Athena Swan meeting a further survey has been completed by members of the Department. This was to provide further granularity on the 3 issues which were raised from the previous survey. This review will aid the application for the next award and help with the creation of an action plan. IR explained that the recently completed survey had also highlighted a further issue, Bullying and Harassment. Whilst this issue is important and requires adequate response, it is important to know that only a small number of people who completed the survey highlight this point. IR asked the Committee if they would agree to have the issue of Bullying and Harassment as a standing item on the agenda for future Management Meetings. IR proposed that we have either the Bullying and Harassment Officer for the Department present for the up to 3 meetings per year or that we ask for a written overview from the officer ahead of the Management meeting. The Committee welcomed this proposal in general and opted for a written reporting by the Officer to be presented by the Chair at the Management meetings. The information provided will need to be completely anonymous.
The other issues highlighted include cohesion of the department, workload allocation and training.
- Cohesion: 3 pages of comments were noted from the survey regarding cohesion of the department. The Committee agree that this issue is to be taken seriously and plans to create a Social Committee. It was suggested that either individuals are sought from each research group to make up the

committee or, alternatively, that a request for volunteers is circulated. Preference was given for the second option. A budget would be provided for the Social Committee to work with.

- Workload allocation was briefly discussed, however, whilst the Committee appreciate this is an important issue they feel this is easier to tackle individually via the PI's for their respective groups. AH added that workload allocation will also be covered by the new electronic PDR system.

- Training and PDR were discussed at length. Sarah Jones is currently leading on an electronic PDR initiative with other departments. The roll out of this is yet unknown, however, the Committee felt strongly that electronic PDR should be adopted by the Department as soon as possible regardless of the cost implications, not least as the information gained allows for an efficient transfer into training reporting relevant for the next Athena SWAN application. AH assured the Committee that he will look into the costs and put it into the budget for next year. The Committee acknowledge that as a Department we perform less well than we could regarding PDR. This is something which needs to be acted upon urgently, not least as it is relevant for the next Athena SWAN application.

- Transparency in the Department was also discussed after being raised as an issue in the survey. IR noted that this seemed to be a 50/50 split with the response rate. The Committee will now ensure that draft minutes of the Management Meetings are available from the Departmental website, terms of reference for the meetings are made available and that key points or a summary of the meetings is added to the newsletter.

ACTIONS:

- AH to add Bullying and Harassment to the agenda for at least 3 meetings per year.
- AH to begin the process of setting up a Social Committee
- AH to look at cost implications of the electronic PDR system and add to the budget for 2018.
- AH to provide Terms of Reference for the Management Meetings and add summary/key points to the newsletter. Full minutes will continue to be placed on the website.

9. Clinical Lecturer Appointments – for information (AH)

AH informed the Committee that no new appointments have been made this year, but both Dr Robin Basu Roy and Dr Seilesh Kadambari, who were appointed at the end of 2016, have now taken up their posts in the Department as of January 2017.

10. AOB

- MS noted that ACF had previously been a standing item on the Management Committee agenda. MS explained that the recent round of interviews had been unsuccessful for Paediatrics who had been competing with Obstetrics. MS reported that the existing ACF for Paediatrics is now staying for longer than anticipated.