

FACULTY OF SPORT AND EXERCISE MEDICINE (UK)

Minutes of the Council Meeting Held On 10th July 2009 at the Worshipful Society of Apothecaries, Apothecaries Hall, Blackfriars, Blackfriars Lane, London.

PRESENT:

**Prof Charles Galasko
Prof Mark Batt
Prof Peter Helms
Mr Jim Foster
Dr Richard Budgett
Lt. Col. John Etherington
Dr Andy Wakeman
Prof John Fairclough
Dr Richard Seah
Mr Michael Allen
Dr Philip Carolan
Prof David Patterson
Dr Simon Till
Dr Carrie MacEwen
Prof Stewart Hillis**

**PRESIDENT
PRESIDENT-ELECT
HON. TREASURER
Lay Representative
Elected Member
Royal College of Physicians of London
Faculty of Public Health
Chairman, External Affairs Committee
FSEM Trainee Representative
Elected Member
FSEM (Ireland)
Chairman, ISEM
Elected Member
Royal College of Ophthalmologists
Royal College of Physicians and Surgeons of Glasgow**

IN ATTENDANCE:

Mrs Yvonne Gilbert

FSEM (UK)

1. APOLOGIES:

**Dr Rod Jaques
Dr Victor Cassar-Pullicino
Prof Angus Wallace
Prof David Sowden
Dr Thomas Beattie
Dr Christopher Brookes
Prof Michael Cullen**

**Dr John Jenner
Dr Les Odiseng
Dr Ian McDermott
Dr John Wilson
Dr Kate Templeton**

**VICE- PRESIDENT
HON. SECRETARY
Royal College of Surgeons of Edinburgh
Lead Dean
Chair, Examinations Committee
College of Emergency Medicine
Chair, Specialty Advisory Committee
in SEM
Worshipful Society of Apothecaries
Faculty of Occupational Medicine
Royal College of Surgeons of England
Royal College of Physicians of Edinburgh
Royal College of Pathologists**

- 2. Minutes:** Minutes of Meeting held on 19th May 2009 were accepted as a true record.

3. Matters Arising

- a. **Exercise for Life:** Dr John Etherington had produced a draft document, Exercise for Life Draft 2 08/07/09, which was tabled. This is a discussion document produced by the working part which was set up to rewrite the text written in 1991. The Working Party was tasked with creating a document in the format of the British National Formulary (BNF). Initially this was to be a hard copy however it is now felt that this should be electronic available on the desktop of General Practitioners.

The working party are looking at how best to collaborate the information gathered from the Department of Health, the British Heart Foundation, Fitness Associations etc. The package is being funded from the Department of Health and elsewhere.

Presently the working party are to write a presentation statement outlining their views in terms of Exercise Prescription. Dr Etherington advised that this will be a brief outline of the document proposing the medical point of view of exercise for Health. Dr Etherington informed that it will become an Academy document and that the working party will need a lead from the RCPL and the Faculty.

Professor Galasko said that this was an excellent document his only comment was that FSEM (UK) should be listed along with the RCPL so that it is seen to be a Faculty document as well as an RCPL document. Dr Etherington confirmed that he had made this amendment to the document right away.

It was felt that this document could lead into the NHS Consultant in SEM document produced by Dr Seah and it should be piloted to GPs this year under the 'Lets Get Moving' plan. Prof Galasko said that it should also link to the 2012 legacy, not included in the document but that it should be discussed with the DH and others. Professor Patterson asked whether Paediatrics and Care of the Elderly are buying into it. Dr Etherington advised that Care of the Elderly are on the Committee but Child Health are not represented. Dr Wakeman said that there is a lot that Public Health can do to help with this.

Action: Dr Wakeman/Dr Etherington

- b. **Relicensing/Revalidation:** Prof Galasko reported that Dr Rod Jaques had attended an Enhanced Appraisal and Revalidation Meeting and had forwarded a report which has been sent to Council Members prior to the Council meeting. Dr Jaques has indicated areas of concern. Prof Galasko said a particular concern is that Dr Jaques had pointed out that the Faculty may be responsible for nominating a responsible officer and said that Prof Batt may need to look into this over the next six months or so. Prof Batt said that as we are the Appraisers he felt that we could not take on the role of responsible officer as we could not be both judge and jury. Dr MacEwen advised that she was under the impression that the responsible officer would more likely be a local person probably a medical director. Dr Budgett said that he would discuss this with BASEM with the possibility of the membership organisation taking on this role.

Action: Dr Budgett

It was felt that the Faculty should establish a committee to look at the task of revalidation. Prof Galasko felt that the committee should consist of Dr Jaques as Chair along with a private practitioner, NHS representative and someone from a sporting organisation. Dr Till volunteered as the NHS doctor.

It was felt that if our Appraisals are not adequate Dr Jaques and Prof Wallace may need to relook at the process.

Dr MacEwen said that they would need to be standard set then they could look at changing the documentation to incorporate the standards.

Prof Galasko said that we would need multi source feedback and that we would require reviewing the appraisal requirements in light of revalidation.

Dr Etherington said that this can be checked on the RCPL website as the GP Appraisal is a similar document. **Action: Dr Jaques/Prof Wallace**

Dr Till had been asked to find out whether Fellows and Members of the Faculty would be eligible to record their CPD on the RCPL electronic system. Dr Till advised that they had agreed to access.

- c. **Safety in Football:** Prof Hillis apologised for arriving late at the Council Meeting. He advised that discussions were still ongoing regarding temporary substitution.
- d. **Undergraduate Committee:** Prof Hillis advised that he has sent out a paper on interest in SEM to undergraduates but had not had a good response. Prof Batt has asked for the response to be brought back to Council and Prof Hillis said he will bring this to the next Council meeting. Prof Galasko thought that undergraduates should be mentioned in the Exercise for Life document and with the Physical Activity Alliance. **Action: Prof. Hillis**
- e. **Professional Code:** Prof Fairclough advised Council that he had taken some information from the GMC document and included it in the Professional Code paper he was putting together. He asked whether this should be acknowledged. It was agreed that it would require to be acknowledged by referencing it to the GMC document. It was decided that before this document is sent out or put on the FSEM website it should be seen and agreed by Council Members. **Action: Prof Fairclough**
- f. **Legal Issues:** Prof Fairclough had produced a draft programme for the Course which is planned to be held in March 2010. He advised that Medical and Legal were happy to run this course taking up both the risks and the profit although FSEM could 'badge it' use their logo. Prof Galasko asked whether they would be happy if we badge it and get some of the profit. Prof Helms said that it is better if there is no financial implication to the Faculty. It was discussed whether this would be at odds with the BASEM/FSEM Memorandum of Understanding document which had not yet been agreed. Prof Galasko suggested that we ask BASEM if they would wish to be co-organisers along with the Medical Legal Services. Prof Fairclough is to discuss this with Dr Paul Marfleet, Chair of BASEM Education.

g. FSEM/BASEM Memorandum of Understanding: This document has been discussed by BASEM and they have made changes and asked for comments.

- Dr Budgett advised that BASEM would provide the secretariat and although it was not planned to make any profit he asked whether, if any profit was made, it could go toward running future courses. The original document said BASEM would be responsible for the financial guarantee and Prof Galasko said that this needs to be put back into the document and if there are any profits they should go towards helping defray the cost of running meetings.
- Prof Galasko pointed out that it does not make sense for the BASEM Administrative Staff to act as principle co-ordinators. This should be the responsibility of the Board. (Education SEM Board Section on the 3rd page bullet point 4 of the document).
- On the same page bullet point 6 should read “required for both the BASEM and FSEM AGM”.
- Prof Galasko said that there must be a rotating Chair/Vice-Chair between BASEM and FSEM. Dr Budgett is to take this back to BASEM.
- Prof Galasko questioned item 7 asking why BIMM was included. He feels that BIMM should not be incorporated. It is at a different level to the RSM, BOA, FA etc.
- Fees for BASEM/Faculty meetings should be in three categories
 - i. BASEM and Faculty Members Fees
 - ii. Non-Members Fees
 - iii. Trainee Fees

Reduced Trainee fees were discussed and it was queried whether reduced fees should only be offered to trainees who contribute to the Conference/Meeting.

- Dr Budgett asked whether it was necessary to have 12 Board Members in total. It was agreed that 8 members would be adequate. If necessary members could be co-opted from elected members/lay representative for their expertise if the Board felt this was necessary.

Action: Dr Budgett

h. Coat of Arms: Mr Foster reported that progress had been made with the Coat of Arms. The Lord Lyon had produced the Coat of Arms Mr Foster had brought a print out of this which was passed round the table and everyone was happy with the suggested illustration. Mr Foster advised that this now has to go to the College of Arms in England to check that there are no clashes thereafter it will be finalised. It was discussed whether the motto “Health through Sport and Exercise” should be in English or Latin or in both and it was agreed that it should be in English.

- i. **Critical Incident Report** nothing to report.
- j. **RCR – FSEM Fellowship** nothing to report.
- k. **Consultant Job Plans and Service Description:** Prof Galasko thanked Dr Seah and his team for an excellent document. Dr Till asked whether the Private Practice Job Plan should be removed from the document. It was decided to change the wording to Other SEM activities and to outline what other activities this may include. It was felt that the revised document should be sent to the SAC.

Action: Dr Seah

- l. **Dance Medicine:** Dr Rick Seah had tabled a document which had been compiled by himself and Dr Simon Till on Dance and the Performing Arts giving some background information and recommendations. It was agreed that Dr Seah and Dr Till should draft a letter to be sent to the organisations (BAPAM, AMABO and Dance UK) outlining what the Faculty and BASEM can offer to them and offering the assistance of the Faculty and BASEM. The draft letter should be agreed by Council.

Action Dr Seah/Dr Till

- m. **Lobbying:** Dr Ian Beasley and Dr Jaques were to look at what is being discussed week by week at Parliament and they would inform Council of any important issues. Dr Beasley has resigned from Council and Prof Galasko asked if anyone else would take this up. It was suggested that this task may be given to one of the newly elected Council Members when they take up their duties in September.

- n. **ARC:** There is a potential conflict of interest between ARC and the Faculty seeking funds for research looking at sports injuries. Prof Batt advised that there is an ARC meeting to be held in two weeks and it is thought that Prof Cullen and Dr Jaques will be attending the meeting it is also the intention of Dr Till to join the meeting by telephone conference. Prof Galasko asked for a report from this meeting.

Action: Prof Cullen/Dr Jaques/Dr Till

- o. **Newsletter:** Prof Galasko stressed the importance of having articles for the newsletter by 31st August 2009.

Action: All Committee Chairpersons

- p. **Physical Activity Alliance:** Prof Batt responded to the consultation document on behalf of the Faculty. It was thought that we should draw together interested groups/stakeholders in delivery of Physical Activity. Prof Batt feels that we should support them and has reflected this in his letter.

Dr Till said that he regularly received letters from a similar group and he will advise Council of this when he next received mail from them.

Action: Dr Till

4. Strategic Plan

- 1. Consultant Job Plans – completed

2. FSEM Council and Committees – Agreed to change Council to continue with Faculty and College representatives but need some committee structure to be look at. An update is required by **Dr Allen and Dr Beattie**
3. 2012 Legacy – Prof Batt has already produced a three page document which can be top and tailed – **Chair to be Prof Batt with Dr Budgett, Dr Etherington and Prof Patterson.** **Action:** Exercise for Life should be included in this document.
4. Finance and Funding: Prof Helms and Mr Jim Foster to look at this.
5. Training – It was decided not to continue with this sub group because of the FSEM/BASEM Education Committee.
6. Star Alliance/Bringing together other bodies – Prof Batt to take this on it will not need a sub group as it will come under other bodies such as the Physical Activity Alliance.

5. Presidents Report

A. Birthday Honours: Prof Galasko advised Council that Dr Robert Harland a Fellow of the Faculty had received an OBE for his contribution to SEM and that he had written to Dr Harland to congratulate him on behalf of the Faculty.

B. Diploma Day/Dinner

09.30/14.30 SEM Update, AGM, Diploma Ceremony and Annual Faculty Dinner

14.30	AGM
15.30	Tea
16.30	Diploma Ceremony
19.30	Drinks Reception
20.00	Dinner

C. Honorary Fellows: Suggested Honorary Fellows are Dr Colin Fuller nominated by Prof Angus Wallace and Dr Michael Brindle nominated by Dr Victor Pullicino. Curriculum Vitae of the nominees were circulated with the Agenda for Council to view. Council were in full agreement of both these nominations. Prof Galasko will write to the nominees inviting them to become Honorary Fellows of the Faculty.

Action: Prof Galasko

D. Faculty Election

E. Regional Representatives: Prof Galasko tabled a document outlining the roles of the Regional Representatives. He asked whether they should be NHS Consultants. Dr Till said that he felt that they would not necessarily need to be an NHS Consultant but that they should be a Fellow of the Faculty. Dr MacEwen said that the Faculty should write to the Scottish Academy with regard to electing someone in Scotland. Prof Batt said that it is probably necessary to have a

separate committee on Council to look at devolved administration i.e. a working party to look at issues England, Wales, Scotland and Northern Ireland.

Action: Dr Allen/ Dr Beattie

Centrally through the Council we need a Council Committee that will have the roles of looking at job plans and to attend interviews. Prof Galasko feels that this is a Presidential responsibility and the President should nominate someone to do this.

Action: Prof Batt

Prof Batt suggested that Prof Galasko write to all those who put their name forward to become a Regional Representative and forward a copy of the job plan asking them to let the Faculty know if they are still interested in this position. The working party will look at whether regional representative will be required to attend Council Meetings.

Action: Prof Galasko

A. Consultant Post: Dr Chris Brookes spoke to the Director of Public Health and the Director of Commissioning at Salford PCT regarding Consultant posts. Prof Batt spoke with the Chief Executive Fiona Edwards in Surrey and Borders Partnership NHS Foundation Trust with regard to whether a trainee from London can be linked with her.

Action: Prof Batt

B. Development of Sports Medicine in Twentieth Century Britain: The Wellcome Trust has produced a book on this topic and the Librarian at RCSEd is purchasing a copy for their library and will donate a copy to the FSEM office.

C. ACCEA: Nominations are due soon. It was decided that the Faculty should email Fellows and Member regarding nominations for ACCEA, SACDA in Scotland and also the Irish and Welsh Groups. Members and Fellows interested should send their CV to the Faculty.

Action: Prof Batt

Travel Expenses: Dr Till confirmed that his trust had agreed to pay his SAC travel expenses and informed that a travel company was in place to arrange travel for these meetings. He will pass this information to Prof Cullen.

Action: Dr Till

D. British Olympic Association: Dr Budgett advised that The Olympic Medical Institute is closing and parts are moving from Northwick Park Hospital to Central London and Bisham Abbey in early October.

E. Prof David Rowley: Prof Galasko reported that he had received an email from Prof Rowley asking for help in obtaining a post for an American, Steve Watts, who wishes to have a 6 month sabbatical in SEM in the UK during 2010. Prof Galasko has a copy of his CV and said that his interest is mainly in Education with a wide interest in SEM mainly musculoskeletal. Dr Etherington said that he would check with Headley Court to see if they would be able to place him.

Action: Dr Etherington

F. IAM Document: IAM have produced a document on the value of cycling and have approached Prof Wallace to ask whether the Faculty would endorse it. It was

decided that the Faculty would not endorse it but it was suggested that Prof Wallace should forward the document to the Physical Activity Alliance group for consideration.

Action: Prof Wallace

- 6. Appraisal and Appeals Committee:** Prof Wallace has submitted an appeal from an Orthopaedic Surgeon who applied for Fellowship of the Faculty and was awarded Membership. He has appealed previously and his appeal was not upheld. He is appealing again and therefore his appeal has come before Council. Prof Wallace sent a report on his view of the appeal which has been tabled but would point out that the appeal was supported by Dr Rod Jaques and Mr Ian McDermott.

Council agreed with the comments from Prof Wallace and recommended that the applicant should be advised what is required to become a Fellow of the Faculty i.e. where he falls short and if he can full fill these criteria he should re-apply again in a few years time.

Prof Wallace is to write to the applicant with this advice and advise Dr Jaques and Mr McDermott of Council's decision.

Action: Prof Wallace

There was also a report from Prof Wallace regarding the appraisal of a doctor who had an appraisal conducted by BUPA Wellness by a Dr from BUPA who is also an FSEM Appraiser. The doctor in question has written to the Faculty to ask if the Faculty will endorse his appraisal. Council discussed this and agreed that on this occasion only they would endorse this appraisal for a fee of £100. However this should not set precedence. If an appraisal is carried out outside the Faculty in future it will **not** be recognised by the Faculty. Prof Wallace is to write to the doctor advising of the Council's decision.

Action: Prof Wallace

The Appraisal application form should be removed from the Faculty website and a statement added advising that applicants should apply to the Faculty for an application form to be forwarded.

Action: Yvonne Gilbert

- 7. Honorary Secretary's Report:** FSEM/BASEM Education Memorandum of Understanding Document. BASEM have recommended some changes and the Faculty have put some Changes to BASEM. Hopefully this will be finalised by the September Council Meeting.

Action: Dr Pullicino/BASEM

- 8. Education Committee Report:** Awaiting final BASEM/FSEM Memorandum of Understanding.

- 9. Examination Committee Report: Syllabus:** Dr MacEwen advised that the syllabus had been approved by the Faculty two years ago and that it was now being brought up to date it will be circulated along with the updated Regulations for the next Council Meeting. The syllabus needs clarity about what the Diploma represents

Dr MacEwen advised that the new Exam had taken place and Dr Philip Earl had sent in positive feedback on the Part 2 section of the exam.

It had been suggested to separate the Part 1 and Part 2 exam by more than six weeks. It was felt that it could possibly be separated by a year. It was thought that the part 1 should be at least three months before the part 2.

The Fees will increase in 2010 and it was suggested that the fee for the Part 1 should increase to £400 and the fee for the Part 2 should be £500. Thereafter it is planned to look at the fees for 2011 and make sure the exam runs at cost neutral to the Faculty. Prof Helms said that he aims to be absolutely transparent on the cost of running the exam. The 2010 fees were agreed by Council.

10. External Affairs Committee – Nothing to report.

11. Finance Committee Report: Exam Fees have already been covered. (Minute 9)

Prof Helms informed Council that the Faculty's main source of income are the annual subscriptions from Fellows and Members, therefore, we are dependent on Fellows and Members keeping up to date with their subscriptions. It was agreed that a letter should be sent to those who have not paid their 2008 fees advising that they are not in good standing with the Faculty and that they will be struck off the Fellowship/Membership list and lose the designation F(or M) FSEM. *Thereafter they will require re-applying for Fellowship or Membership and their application may be rejected if they do not fulfil the criteria for Fellowship or Membership by election.* J Foster reported that RCSEd has a similar policy and had been advised by the GMC that individuals who claim college or faculty affiliation when they are not in good standing with the same are breaching the expected professional code. This should be confirmed with RCSEd and GMC and should be included in the letter.

Action: Prof Helms/Yvonne

12. Nomination Committee Report – Nothing to report.

13. Trainee Committee Report: Prof Cullen has tabled a report from the SAC along with the draft minutes of the SAC meeting held on 3rd April 2009. The SAC report advised of the:

- I. Project 2010 whereby all medical specialties are required to rewrite their curricula to conform to PMETB's 17 standards for training and assessment. This is required to be sent to PMETB in October. PMETB will hold a curriculum panel review of the SEM submission in early December 2009, which Faculty representatives (SAC Chair and other working group members) will be required to attend and answer any queries.
- II. The SAC has not yet received any formal applications for training programme approval from deaneries wishing to benefit from additional funding received from the DH. However, several existing training regions have utilised this funding to expand their current trainee numbers.

III. There has been one further CESR application submitted and this received a positive recommendation from the Faculty assessors. The recommendation is currently with JRCPTB and will be submitted to PMETB in due course. If upheld it will bring the number of CESR applications to six. PMETB are aware of the difficulties faced by SEM applicants, particularly in gathering evidence in respect to basic medical training which may have taken place many years ago. It is clear there is no 'grandfather' scheme allowing SEM practitioners to bypass the need to show equivalence across all areas of the current curriculum. Nicholas Grant and Prof Cullen will be looking at the current specialty specific guidelines for SEM applicants with a view to trying to amend it to reflect the type of evidence that should be included with any application. Prof Cullen advised that David Rees has offered to contribute to the CESR Pearls session at the Faculty Update meeting on 10th September and that he has asked Prof Batt to liaise with him regarding this.

14. Lead Dean's Report: Prof Sowden sent in a report which was subsequently forwarded to Council. The report said that discussions continue over outstanding concerns regarding formally establishing SEM as a specialty within the NHS and that there are ongoing discussions with the DH (in England) over the possibility of establishing a small team to work on specific areas which are outlined in his report. Prof Sowden advised of continuing discussions between DH and LOCOG regarding planning arrangements for the Olympic Games. He believed that he should be able to provide a formal report for the next FSEM Council Meeting in September.

Prof Batt advised that the view of the Department is that the government will deliver the medical responsibility at the games and this is in their contingency plan. This whole negotiation has not happened. There is no funding for accommodation for doctors for the Olympic Games and they are expecting volunteers for 10 days. Dr Budgett advised that help may be available regarding accommodation for doctors.

15. Irish Faculty Report: Dr Carolan advised that the Irish Faculty is facing the same problems regarding payment of Members and Fellows subscriptions. He also advised that they have now closed applications for Fellowship and are only awarding Membership. Their annual Scientific Meeting will be held on 17th and 18th September 2009. Dr Carolan said that they are also facing the same problems as FSEM (UK) with regard attendance at the annual Faculty Dinner.

The Irish Faculty have re-submitted their training programme document. They had funding last year but this was cut and they now have to re-apply for training funding. It is thought that it will not be available this year due to the current economic climate however they are trying to use 2012 to help affect the application. The Irish Faculty have said that they will give 100% support to the Course the FSEM (UK)/BASEM plan to hold on Legal Medical issues.

16. Trainees Report – Nothing to report

17. **ISEM Report** – Nothing to report.

18. **Any Other Business**

- Dr Etherington advised that RCPL have asked how they can support the Olympic Games. One of the things they have suggested is that the College put on a day with a background of medical athletes. They have also suggested having a Conference in 2011 at RCPL and a College open day for specialties to visit (an SEM/Olympics day).

Prof Galasko advised that the Faculty have been invited to three meetings already and they will all be looking for the same attendees. Too many meetings could reduce the number of delegates. There is to be a meeting arranged by Greg Whyte, a Sports Trauma Meeting and the RCPL meetings. Dr Etherington advised that the open day would be open to the public as well as medical delegates. As the RCPL meeting is planned for 2011 it would be the first of the three meetings. It was pointed out that this would be a combined BASEM/Faculty/RCPL meeting once the BASEM/Faculty Education document is agreed.

- Dr Seah advised that London is holding the 1st annual SEM Conference for Training the Trainers on 16th September.

Prof Galasko said that all individuals involved in training trainees should attend a 'Training the Trainers' course. FSEM are not in a position to run such a course at the moment but if we are starting to expand our training programme it may be something we need to look at.

Prof Batt asked Dr Seah to bring this to the next meeting. He said that there should be some information for training the trainers available on the FSEM website.

Prof Batt suggested that either Prof Cullen or Dr Etherington should speak to Steven Mars and ask him to lead a discussion on training the trainers at the next Council Meeting. Prof Batt asked Dr Seah to circulate the Agenda for the 16th September Meeting. **Action: Dr Seah**

19. **Date of Future Meetings:**

- **11th September 9.30am-1.30pm** in the Sloane Room, Royal College of Physicians of London.
- **19th November 2.00-6.00pm** Seminar Room A, Royal College of Surgeons of Edinburgh.