



BOARD MEETING

Minutes of the teleconference held on Thursday 10 November 2016

Members:

Prof Monty Mythen	Chair, NIAA Board
Dr Paul Clyburn	Association of Anaesthetists of Great Britain & Ireland
Mr Dave Hepworth	Royal College of Anaesthetists Lay Committee
Prof Mike Grocott	Royal College of Anaesthetists Council
Dr Andrew Klein	<i>Anaesthesia</i>
Prof Nigel Webster	<i>British Journal of Anaesthesia</i>

Co-opted members:

Ms Sharon Drake	Director of Clinical Quality & Research, Royal College of Anaesthetists
Dr Dan Martin	NIAA Academic Training Coordinator
Dr Ramani Moonesinghe	Director, Health Services Research Centre
Prof Rupert Pearse	Director, UK Perioperative Medicine Clinical Trials Network
Prof Rob Sneyd	Chair, NIAA Research Council
Dr Suellen Walker	Specialist Society Representative

In attendance:

Mr James Goodwin	Research Manager, Royal College of Anaesthetists
Ms Pamela Hines	Committee Secretary (NIAA Coordinator)
Mrs Jenny Dorey	Royal College of Anaesthetists Lay Committee

Apologies:

Prof Dave Lambert	NIAA Grants Officer
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NIAAB/11.2016/1 WELCOME AND APOLOGIES

The Chair welcomed members to the meeting. Prof Grocott joined the call during item 6, due to other external emergencies.

Apologies were noted as above.

NIAAB/11.2016/2 MINUTES OF THE PREVIOUS MEETING

The confidential and non-confidential minutes of the meeting held on 21 July 2016 were approved.

ACTION: NIAA Coordinator to upload the confirmed non-confidential minutes of the meeting held on 21 July 2016 to the NIAA website.

NIAAB/11.2016/3 MATTERS ARISING

NIAAB/07.2016/4.2 NIAA Terms of Reference

Following the July Board meeting the finalised version of the Terms of Reference had been circulated. Members were asked whether they had any further comments, and to confirm agreement of the finalised Terms of Reference. There were no further comments therefore the document was confirmed as approved.

NIAAB/11.2016/4 CLINICAL TRIALS NETWORK

Prof Pearce gave an overview of CTN activities; the key points being the website is up and running as are the Investigator schemes – there were now over 200 members across the Principal and Local Investigator categories. An Associate Investigator scheme has been identified as part of the CTN's future development, for people who with an interest in trials but who would not be recruiting patients in hospitals e.g. lay members, statisticians and international members.

The first Autumn CTN meeting took place on 9th November and was a big success, with over 100 delegates in attendance. Prof Pearce extended thanks to Mr J Goodwin, Ms S Warren, and Dr J Yeung who were involved in organising the event.

The main discussion focused on the CTN regulations, which had previously been circulated to Board members and commented on. Terms of office for CTN Board members were discussed at length as some concerns around the proposed length of service were raised, particularly where long-standing members could potentially move into either Director/Deputy Director posts and extend their terms even further. Members were consulted on how to address these concerns whilst retaining expertise on the POMCTN Board.

Members agreed to address any further comments on the regulations in writing to Prof Pearce within the week following the meeting. Prof Pearce will incorporate this feedback and recirculate the amended document to members by the end of November, for members to feed final comments back to Prof Pearce by mid-December.

ACTION: Prof Pearce to recirculate amended regulations document to members by Wednesday 30th November 2016.

ACTION: Board members to feed in final comments on recirculated document to Prof Pearce by Friday 23rd December 2016.

NIAAB/11.2016/5 NIAA-RCS SYSTEMATIC REVIEWS

Ms Drake provided an update on this item; a full funding proposal for this work has been sent to both the AAGBI and BJA Boards for approval. The AAGBI have invited Prof Grocott to attend a Board meeting and deliver a presentation in order to discuss the proposal further. Prof Webster confirmed that the BJA have agreed to fund this work at £5,000 per year for 2 years, and would like to ensure there is a competitive process for the systematic review selection.

NIAAB/11.2016/6 PCPIE PROPOSAL RE: NIAA GRANT APPLICATIONS

Ms Drake introduced this item; Dr Mark Edwards, Chair of the PCPIE Group has written to Prof Lambert as NIAA Grants Officer, with a proposal relating to patient and public involvement in NIAA grant applications. The proposal is to add a question to the forms asking the applicant about the level of PPI in the proposed study, in order to bring the NIAA grants process in line with other major funders.

The Board agreed with the proposal in principle; however as the additional application questions had not been circulated before the meeting members could not confirm their support until they had sight of these.

A comment was raised that PPI may not always be relevant to all project proposals, e.g. laboratory research. Therefore the wording of the additional questions needs to be clear so applicants understand that where this is the case it is acceptable to have no/minimal patient input, and to explain this.

ACTION: Ms Drake to circulate the proposed application questions to Board members, to reach decision by email.

ACTION: NIAA Coordinator to include this item and suggested additional questions on next Research Council meeting agenda, following Board member approval via email.

NIAAB/11.2016/7 MACINTOSH PROFESSORSHIP

Prof Sneyd provided a brief update on this item; in addition to the four applications received for this award, a fifth candidate had not been able to submit their application due to a miscommunication. Prof Sneyd confirmed he was satisfied that equal opportunity to apply had been provided to this candidate, and had personally spoken to the person involved to clarify this.

The full application for the successful nominee, Dr Matthew Wilson, had been circulated in the meeting paperwork. Ms Drake pointed out that as the Obstetric Anaesthetists' Association were in full support of Dr Wilson's application, this would be a joint award from the OAA and RCoA as per the agreed terms. It was also noted that this application is yet to be ratified by the RCoA Nominations Committee.

Prof Mythen pointed out that an opportunity to nominate a second candidate had been presented to the review panel; however it was felt that Dr Wilson was the clear front runner. Prof Mythen thanked all reviewers for their input.

NIAAB/11.2016/8 RCoA SMALL GRANTS AND MAURICE HUDSON PRIZE

Ms Hines introduced this item; all applications received for these grants and prizes had been reviewed by a sub-committee which was chaired by Dr Felicity Plaat of the OAA, and 3 reviewers. The recommendations were being presented to Board members for information, and again were still to be ratified by the RCoA Nominations Committee - in the case of the Maurice Hudson Prize, and the NIAA Research Council - in the case of the small grants.

A question was raised re: how the rankings had influenced the final decisions as this was not clear, for example an application with a low ranking had still been recommended for funding.

ACTION: NIAA Coordinator to clarify with Dr Plaat how rankings and/or scores influenced final recommendations.

ACTION: NIAA Coordinator to include this item and clarification on recommendations on next Research Council meeting agenda.

NIAAB/11.2016/9 JOHN SNOW ANAESTHESIA iBSc AWARDS 2017

Ms Drake introduced this item; Board members were asked to indicate their support for extending these awards to include MMedSci students, and the BJA were asked to confirm their financial contribution for 2017. Prof Sneyd expressed concerns on undergraduate students potentially being disadvantaged in being assessed against MMedSci students for these awards, and suggested they should be run in parallel rather than as a joint scheme.

The issue of clarity on the definition for MMedSci students was also raised as this can vary by institution, and could lead to confusion for some applicants. To address this Prof Sneyd suggested the rubric for this award should state that it is intended for students who are studying as part of a programme of work leading towards a registered medical qualification. Therefore students of intercalated Bachelors or Masters degrees are eligible to apply.

Mr Hepworth queried the low numbers of awards to students in regions outside of England. It was explained this is due to the historic lack of applications from these areas, which is being taken into consideration for the advertising and promotion for these awards in 2017. Ms Drake acknowledged the College of Anaesthetists in Ireland and the AAGBI who could provide useful support in this respect. Dr Clyburn confirmed his attendance at an upcoming meeting in Ireland, where he could raise this issue.

Prof Webster confirmed the BJA would support the same number of John Snow awards in 2017 as they had this year.

ACTION: NIAA Coordinator to update the rubric for the 2017 John Snow Award to include MMedSci students, including clarity on eligibility.

ACTION: NIAA Coordinator to provide information on John Snow Award and NIAA applications to Dr Clyburn, to inform discussions with colleagues in Ireland around promoting these grants.

NIAAB/11.2016/10 ACADEMIC TRAINEES**10.1 Academic Trainees update**

Dr Moonesinghe provided an update on this item; the annual joint NIAA/London Academy of Anaesthesia *Introduction to Academic Anaesthesia* workshop that was due to run in the autumn unfortunately had to be postponed. There are tentative plans to run this now in spring 2017; Dr Moonesinghe requested support from the NIAA administration team to help with the organisation of this. Mr Goodwin confirmed that support will be available where required, and the RCoA are prepared to host the drinks reception. Dr Moonesinghe confirmed that she will work with Dr Dan Martin, the incoming academic training coordinator, to reschedule this for 2017 and request further support where required.

Dr Moonesinghe informed the Board of Dr Dan Martin's recent appointment as the academic training coordinator, from a strong field of applicants. He will officially start in post on 1st December. Prof Mythen took this opportunity to extend thanks to Dr Moonesinghe for her work as the academic training coordinator, and to welcome Dr Martin to the role.

Dr Moonesinghe discussed the proposal she recently presented to the RCoA Training Committee, on strengthening the ARCP process for trainees who are undertaking any kind of academic pathway involving at least 25% of research time, to help ensure the trainee is being appropriately supervised. The Training Committee are now supportive of the proposal, following a few minor amendments. In summary the proposal is that any academic trainee undertaking an OOP will either have an academic representative at the ARCP panel meeting, or have their application reviewed by the representative beforehand. A template form will also be available for the trainee and supervisor to monitor their progress against academic standards. NIHR specialty group leads had previously expressed their support for these proposals locally; Dr Moonesinghe will be attending an upcoming NIHR meeting to update local leads further, and Dr Martin will be responsible for the national rollout of these proposals via local deaneries/LETBs.

Prof Mythen expressed his support for the proposal in providing structure for those involved but queried whether the process is being suggested as mandatory or as guidance, as it could run the risk of deterring people if it becomes cumbersome. Dr Moonesinghe explained it is intended to be a supportive process, not to add excessive workload.

ACTION: Drs Moonesinghe and Martin to reschedule 2017 IAA event, with support from NIAA admin.

10.2 RAFT update

Dr Martin noted that RAFT's IHypE project is moving well and is due to start later this month. Approximately 150 Trusts are due to take part in the study.

NIAAB/11.2016/11 NIAA RECRUITMENT & TERMS OF OFFICE

Ms Drake noted that recruitment is currently taking place for a NIAA Trainee Representative, as Dr Highton plans to step down in early 2017. Dr Owen remains in post as Trainee Rep. Prof Sneyd is also stepping down as Research Council Chair in 2017 and an advert for both roles has been submitted to journals. Representatives from NIAA founding partners will be invited to be on the interview panels. Prof Sneyd pointed out that the terms of office document circulated to members showed both Board and Research Council Chairs' terms as ending in 2017, with no overlap for handover or succession planning built in. Prof Grocott clarified that a 3 + 3 year term was agreed after Prof Mythen was appointed and Prof Sneyd had previously been recruited on a 4 year term.

It was suggested that either an additional year should be added to Prof Mythen's first term – to end in January 2018 – to allow sufficient handover with a new Research Council Chair in 2017, or Prof Mythen could choose to serve for a further 3-year term. Members agreed that individuals serving terms for partner representatives should be agreed by those organisations, but suggestions on the expected maximum length of these terms should be made by the NIAA.

ACTION: Ms Drake to re-draft and re-circulate Terms of office table for Board decision.

NIAAB/11.2016/12 HEALTH SERVICES RESEARCH CENTRE

Dr Moonesinghe confirmed that RCoA Council have approved the HSRC 5-year strategy previously presented to the Board. SNAP-1 study has been accepted by BJA for publication and will be published online within the coming week. PQIP and SNAP-2 have both received ethics and HRA approval; PQIP patient study will begin in November, and SNAP-2 will be piloted in January with data collection taking place in late March 2017.

Dr Moonesinghe reported that Dr Matt Oliver, the HSRC's first PhD student whose work focused on the National Emergency Laparotomy Audit (NELA), passed his viva earlier this week which was great news for all involved.

Following the NIAA Board's previous suggestion of running a perioperative health services research postgraduate qualification as a way of raising income for the HSRC, the idea had been taken back to HSRC Board members who had provided some feedback and will continue to discuss it over the coming months.

The recent open call for HSRC Fellows received three applications; although numbers were low the quality was high. It is unclear whether the low rate is linked to the current mood amongst junior doctors; however Dr Moonesinghe reiterated the need to consider alternative funding for these fellowship posts through potentially working with charitable partners, and asked the Board for a view. Prof Mythen suggested Dr Moonesinghe should put together a proposal to present to members for a decision.

Prof Mythen asked members for any other views on a changing mood amongst trainees. Dr Martin explained he had been in contact with both trainee representatives to discuss current issues, and that although he has no solution at this stage it's important these conversations with trainees continue. Prof Webster confirmed there had been a downturn in applications to the joint BJA/MRC fellowship scheme, with Prof Grocott and Dr Walker seeing a similar decline in their experiences. Prof Grocott suggested that existing data on trends over time could be sought from the NIHR on ACFs and ACLs, as they should already have this information. Dr Moonesinghe felt it would be useful to map whether this experience is also true for other specialties. Prof Mythen suggested Dr Martin could take on this exercise, with support from Board members.

ACTION: Dr Moonesinghe to draft a proposal for funding HSRC fellow posts, for Board decision

ACTION: Dr Martin to investigate the apparent declining trends in trainee/fellowship applications

NIAAB/11.2016/13 NIAA ANNUAL SCIENTIFIC MEETING

Prof Mythen provided an update on plans for the 2017 meeting, to take place on Friday 12th May 2017 and following a similar format as the 2016 event, with Prof Fang Gao again running the Research Award. Board members approved these proposals.

Mr Goodwin noted that Prof Gao had been in contact requesting up to four finalists be considered for next year's Research Award, as it was agreed there were too many finalists in 2016. Dr Klein suggested the final number should depend on the number of applicants but up to four was ideal. Mr Goodwin clarified that discrepancies with scoring led to all applicants being selected as finalists, but with clearer guidelines this should not be the case next year. Prof Pearse sought confirmation that potential delegates would not be turned away from booking as they were this year due to catering, when in reality the event was not fully booked. Mr Goodwin confirmed that a sandwich lunch will be served at next year's event, and delegate numbers will only be determined by Lecture Theatre capacity.

NIAAB/11.2016/14 NIAA COMMUNICATIONS

Ms Hines introduced this item and thanked those partners who now included a link/logo to the NIAA on their websites. Mr Hepworth reiterated that there is a need to reconsider the NIAA stand for next year's events. It was acknowledged that this does need review, and will be looked into.

Dr Moonesinghe suggested a separate discussion is to take place with Prof Grocott to decide on the proposed HSRC 5-year retrospective publication.

NIAAB/11.2016/15 ANY OTHER BUSINESS

Prof Grocott noted that NIHR Senior Investigator Prof Gao had been in contact with him to suggest her further involvement in NIAA meetings. Prof Grocott thinks it would be useful to invite both Profs Gao and David Menon to join either the Research Council or Board as co-opted members, due to their expertise and representation at strategic NIHR meetings. Dr Moonesinghe advised that Prof Gao had also approached her to discuss similar involvement with the HSRC.

In light of this proposal Prof Pearse mentioned that his role as an NIHR Research Professor along with Prof Tony Gordon, has now been integrated into the NIHR Senior Investigator scheme which has a potential issue for consistency/fairness, given Prof Pearse's existing co-opted role on the NIAA Board.

It was agreed that there should be some co-ordination between these relevant parties for at least one NIHR Senior Investigator to attend NIAA Research Council meetings as a co-opted member, and to invite either Profs Gao or Menon to attend Board meetings where relevant.

Ms Drake provided an update on the joint RCoA/NIHR clinician awards. Following the deadline there had been 8 applications; a Consultant and Trainee winner will be selected by the review panel and awards will be presented at the RCoA Anniversary meeting in March 2017.

Prof Grocott provided an update on the Medical Technology Workshop taking place in December, jointly with the NIHR. There will be representation from the APOMP, critical care and emergency specialty groups along with NIHR, NHS and commercial medical technology colleagues.

ACTION: NIAA Coordinator to invite Profs Gao, Gordon and Menon to attend Research Council meetings as a co-opted member.

ACTION: NIAA Coordinator to invite Profs Gao and Menon to attend future Board meetings.

NIAAB/11.2016/16 DATES OF FUTURE BOARD MEETINGS

Monday 30 January 2017, 11:00am, RCoA

Wednesday 3 May 2017, 12:00noon, Teleconference

Wednesday 26 July 2017, 1:00pm, AAGBI

Wednesday 8 November 2017, 11:00am, Teleconference

Wednesday 24 January 2018, 11:00am, RCoA

ACTION POINTS

	Item	Responsible	Action	Due
2	Minutes of the previous meeting	Ms Hines	Amend and upload the confirmed non-confidential minutes of meeting held on 21 July 2016	Next meeting
4	Clinical Trials Network	Prof Pearse	Recirculate amended regulations document to members	30 th November
4	Clinical Trials Network	All members	Feed in final comments on regulations to Prof Pearse	23 rd December
6	PCPIE proposal re: NIAA grant applications	Ms Drake	Circulate proposed application questions to Board members by email	ASAP
6	PCPIE proposal re: NIAA grant applications	Ms Hines	Include this item and suggested additional questions on next Research Council meeting agenda, following Board member approval via email	ASAP
8	RCoA Small Grants and Maurice Hudson Prize	Ms Hines	Clarify with Dr Plaat how rankings and/or scores influenced final recommendations	ASAP
8	RCoA Small Grants and Maurice Hudson Prize	Ms Hines	Include this item and clarification on recommendations on next Research Council meeting agenda	ASAP

9	John Snow Anaesthesia iBSc Awards 2017	Ms Hines	Update rubric for 2017, to include MMedSci students and clarity on eligibility	ASAP
9	John Snow Anaesthesia iBSc Awards 2017	Ms Hines	Provide regional information for Dr Clyburn, to inform discussions with colleagues in Ireland around promotion of grants	ASAP
10	Academic Trainees	Dr Moonesinghe Dr Martin NIAA team	Reschedule and organise 2017 IAA event	ASAP
11	NIAA Recruitment and Terms of Office	Ms Drake	Re-draft and re-circulate Terms of office table for Board decision	Next meeting
12	Health Services Research Centre	Dr Moonesinghe	Draft a proposal for funding HSRC fellow posts, for Board decision	Next meeting
12	Health Services Research Centre	Dr Martin	Investigate the apparent declining trends in trainee/fellowship applications	Next meeting
15	Any Other Business	Ms Hines	Invite Profs Gao, Gordon and Menon to attend Research Council meetings as a co-opted member	Next meeting
15	Any Other Business	Ms Hines	Invite Profs Gao and Menon to attend future Board meetings	Next meeting