**February 11th 2014**

**Minutes**

**Present:** Lisa Collins, Sumit Guhathakurta, Julian Page (PCME), Julie McMillen, Richard Simpson, Nick Pendleton (PD)

**Apologies:** Angus Kirby, Ian Hamer, Steven Whittaker

This was the first of the groups held on a Tuesday night instead of the usual Thursday. This was to allow people to attend who could never attend the Thursday evening meetings. The plan is to alternate between Tuesday and Thursday.

The main focus of tonight’s meeting was a COT calibration exercise using a consultation video of a real trainee with a real patient. (Consent had been gained from both parties). The COT calibration was undertaken with reference to the detailed competency descriptors. A useful discussion ensued and although not everybody agreed, the consensus was closer than at the previous exercise in June 2013. Continuing to undertake these exercises at regular intervals should lead to a progressively closer agreement amongst Trainers.

With regard to future meetings we discussed the outcomes of the meeting at the Trainers Conference in January. There were several key suggestions:

1. NP will ask Carole Kennedy to arrange the dates of the meetings a year in advance. This would enable better planning for the content of the meetings. *Done*.
2. We would try to have each group led by a different Trainer or several Trainers and rotate around the whole group. This would obviate the need for the same Chair to have to produce content for the meeting each time.
3. We would consider the Evidence that a Trainer needs to put in their appraisal portfolio for their Trainer role and try to cover these areas in the meetings. See attachment with email.
4. We would ask the group for volunteers for a Secretary/Chair. Former Chair Hassan Malik has moved to a new role and has resigned as a Trainer and as Chair.

**The dates for the next 4 meetings:**

Thursday May 22nd in Seminar Room 2 at 7pm

Tuesday September 16th in Seminar Room 2 at 7pm

Thursday December 4th in Seminar Room 2 at 7 pm

Tuesday February 10th February 2015 in Seminar Room 2 at 7 pm

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