



## Training Committee Meeting Minutes

Time	Tuesday 9 <sup>th</sup> January 2018 at 1:30pm – 3:00pm
Attendees	Roslyn Law, Yvonne Hemmings, Jamie Barsky, Matthias Schwannauer
Apologies	Debbie Whight, Marie Wardle, Julia Fox-Clinch, Liz Robinson, Paul Wilkinson, Philip McGarry
Chair	Louise Deacon
Minutes	Jess Alton

### 1. Minutes from last meeting

These were approved.

### 2. Actions from last meeting

JA has updated the training extension request form and added it to the website.

LD and JA have informed all four members of the outcome of their training extension requests – JA has been copied in to all relevant emails.

JA will add the Code of Conduct to PaySubsOnline so that members can view the policy and tick a box to acknowledge their accordance with it upon membership renewal. RL informed the Committee that she has drafted the wording specific to the complaints procedure and pro forma to be sent out to members. The two complaints documents and the Code of Conduct should be sent together with this wording to all members, and the previous meetings' minutes and CPD requirements document should be sent to members as a separate email.

Action: RL to send this wording to LD

Action: JA to email all members, signposting them to the website to view the previous meetings' minutes and the updated CPD requirements policy

Action: JA to send JB the complaints procedure and pro forma

LD updated the Committee that she has checked Susan's previous requirements regarding trainee trainers (in relation to RD and DW), formulated in 2014, which does not state the need for trainee trainers to complete the third video. JB fed back to the Committee that the general experience of completing the trainer training was extremely rigorous and time-consuming, and that it was particularly challenging having to deliver the teaching using RL's slides rather than using own slides, even though making your own slides would be more time-consuming. JB said that it was, however, useful to have a more experienced trainer present to help answer difficult questions from trainees, as well as being able to have a debrief after each day and in lunch breaks if necessary, but that the short turnaround time for amending materials, etc, after receiving feedback was difficult. RL suggested that, now that we have had PW, JB, YH and Viktoria having followed the current procedure for trainer training, it would be worth inviting feedback from them to shape future guidelines. Each trainer has had a slightly different experience of going through this training protocol. RL suggested creating a guideline for trainee trainers which could aid the process. JB agreed that the old document (circulated prior to this meeting) is helpful, and that it might just need some minor amendments once standards have been agreed. YH stated that she did not receive any feedback from her videos, which would have been helpful, and that a guidance document would also have been helpful throughout the

training process. LD and RL agreed to go through the previous document and to bring any proposed changes to the next Training Committee meeting for wider discussion.

Action: LD to send YH video feedback

Action: LD and RL to consider changes to the existing document regarding trainer training procedure

JA has added the new trainers' details to the spreadsheet.

JA has emailed the regional reps asking for lists of attendees of regional events for a CPD log.

MS has not yet sent the Scotland database to JA due to a delay in having this collated, but there is a meeting taking place next week.

Action: MS to send JA the IPT Scotland database when this is finalised

LD informed that Committee that LR has contacted Helen regarding Ravinder Kullar, and that this has now been resolved – RK has been signed off by the original supervisor.

### **3. Call for AOB**

LD to discuss that she will be collating the decisions and policies formulated by the Committee over the years, and making this available to members on the website.

JB to discuss being a course provider in relation to certificates, as well as the organisational membership of the IPT website.

### **4. Potential Complaint/Training Extension Request (RL)**

RL informed the Committee about a potential practitioner who may submit a complaint, as well as a training extension request; neither have been received to date.

### **5. Implications of new IAPT paperwork (RL)**

RL informed the Committee that, as IAPT Lead, she has ensured that all current versions of the IAPT paperwork is available on the IPT UK website for members to download. As they are updated and revised, we will add an archive section to the website. After the last Training Committee meeting, it became apparent that, by adopting this new paperwork, we are bypassing the need for trainees to complete case reports as it is all combined within the Reflective Therapy Report. However, the current versions of the forms are not used exclusively by all trainers; therefore, for example, if one trainer uses the previous versions of paperwork within their course, their trainees might be asked to write a case report, but others attending a different course might not be required to do this, depending on which paperwork is used. RL suggested that it might be useful to establish which paperwork everyone uses – for example, London, Leeds and Manchester all use the new versions of paperwork. It was agreed that there should be a sense of consistency across all courses, and that all Committee members should review the new forms on the website prior to the next Training Committee meeting for further discussion.

Action: All Committee members to review the new IAPT paperwork on the website (found [here](#)) in advance of the next meeting

JB asked whether is there a mechanism for letting members know when there are changes made to the paperwork; RL confirmed that we would send an email to the membership, but that this would also be evident when an archive section is created and updated.

### **6. Requests for extensions (2)**

Practitioner Request 1 – the Committee agreed that an extension is not yet required; however, the practitioner will need to attend a refresher day after returning from maternity leave.

Action: LD to inform practitioner (copying in JA)

Practitioner Request 2 – more information is needed.

Action: LD to contact practitioner (copying in JA) regarding the above, and to contact LR as the practitioner's course director to check progress

Action: JA to add a section about where training was attended to the training extension request form

#### **7. New/upcoming trainers (Katie-Jane O'Kane, Heather Morgan, Richard Duggins, Debbie Woodward)**

LD informed the Committee that she has only just received Heather Morgan's DVD, having come back from leave yesterday. JB confirmed that he was in the same position, so this is pending.

Richard Duggins and Debbie Woodward's materials have only just been sent off as it took a long time to get the videos edited and put into the correct format. LD confirmed that she has received feedback regarding Katie-Jane O'Kane from RL and PW. RL confirmed that Katie-Jane's application as a trainer has been approved. MS confirmed that he has passed this feedback on to Katie-Jane informally, but wanted to check whether this would also be given formally by the Committee. LD agreed that she would send an email to Katie-Jane to confirm (cc in JA and MS), and MS agreed to issue her certificate as the Training Institution.

Action: LD to email Katie-Jane as above

Action: MS to issue Katie-Jane's trainer certificate

JB informed the Committee that his colleague, Katherine Tidswell, could be put forward for trainer accreditation.

Action: JB to check what Katherine would need to demonstrate as a trainee trainer

#### **8. Trainer competencies form**

This has been finalised.

#### **9. CPD requirements update**

This has been finalised.

#### **10. IPT Scotland Membership and Accreditation – update, and query from Sarah Mackintosh, IPT trainee practitioner.**

Sarah Mackintosh hasn't yet fully completed her training and is wondering whether she needs to comply with IPT UK standards in light of IPT Scotland's upcoming merge to the wider organisation. MS said that he would expect that she would need to comply with IPT UK standards. RL suggested that Sarah would need to submit a training extension request, providing more details than in her email.

Action: MS to contact Sarah directly in accordance with the above

#### **11. University of Surrey Certificate/Diploma/MSc in IPT – accreditation procedure**

LD informed the Committee that the course is a part-time course for people with some experience (e.g. those hoping to complete clinical psychology training) who are working with people in distress, who want to train as a therapist. The model is three years in length, and is for part-time study. After the first year, trainees would receive a Certificate for basic therapy skills and IPC core skills. The second year is similar to conventional IPT training although would be more thorough, as these trainees wouldn't have the same experience that our normal trainees would have. The third year is an optional research year, so there would be the option to stop after the second year and practice as an IPT therapist. RL asked how this model compares to the Scottish training, to which MS explained that theirs is two years in length with introductory and then supervised practice.

RL stated that the accreditation issue lies with whoever is delivering and supervising the course/trainees. RL also stated at this point that the BPS have made contact again, and it appears that some of the reasons they turned IPT-A down was on the basis that it wasn't delivered at an HEI, as well as issues with the brevity of the course – RL confirmed that both of these statements are incorrect, so she has clarified this with the BPS. They have agreed to reconsider the potential for whether the BPS would, once again, become interested in wanting to accredit the CYP-IAPT training courses. RL said that John Cape informed her of some differences of opinion amongst the BPS, and that they have concerns about whether they have the capacity to offer accreditation.

In relation to the course at Surrey, LD said that, pragmatically, the BACP criteria are clear. LD reiterated that there are two main issues to consider: firstly, what Surrey are to do regarding the accreditation of their course, and, secondly, the wider issue regarding IPT UK accreditation.

## **12. Review of supervisor courses**

To be carried forward to next meeting.

## **13. AOB**

JB's queries regarding certificates and website – to be carried forward to next meeting.

RL has agreed to host the conference call for the next Training Committee meeting on 13<sup>th</sup> March at 1:30pm – 3pm.