

ICS Physiotherapy Committee Teleconference Tuesday 17th January

Known attending: Helena Frawley (HF) (Chair), Els Bakker (EB), Pauline Chiarelli (PC), Chantale Dumoulin (CD), Fetske Hogen Esch (FHE), Jaqueline de Jong (JdJ), Stephanie Knight (SK), Doreen McClurg (DM), Margaret Sherburn (MSh), Beth Shelly (BS), Marijke Van Kampen (MvK)

From ICS Office: Jenny Ellis (minutes)

Known apologies: Marijke Sliker-ten Hove (MSI) (ex-committee member, current Physiotherapy Representative on ICS Education Committee), Mirian Kracochansky (MK)

1. Previous Minutes

Approved- PC

Seconded SK

2. A) Physiotherapy Rep Position on the Board of Trustees

CD stepped down from the Board, Katherine Moore is the Allied Health Professional Representative. HF advised the Committee that she (Katherine Moore) couldn't provide an update of the Board meeting in Chicago until the minutes were realised onto the ICS website.

PC highlighted that there seems to be a lot of bureaucracy surrounding the process.

Nominations- HF highlighted that there would be a Board position available- nominations need to be received by 1st April 2012.

JE highlighted the process for Board/ elected positions:

- A person has to be nominated by an ICS member
- The nominee is informed and asked whether he/she wishes to accept the nomination
- If they wish to accept they need to complete and return an application form
- The ICS then requires a second nomination, from an ICS member

Once all this information has been received then the person's application is complete and their details will be added online after 1st April for the membership to vote.

PC stated that she would be interested in standing for the position. JE highlighted the above procedure and advised that she would send PC the Board of Trustees application form- as members of the Committee had stated that they would nominate and second.

Action- JE to send PC the Board of Trustee application form.

B) Beijing Roundtable

Fetske sent 2 emails to local contacts regarding the roundtable- no response to this as yet. Fetske highlighted that we do not have a local physiotherapist assigned to the roundtable.

MVK asked whether we needed more speakers for the introduction. MVK asked whether we needed more PhD presenters? PC asked whether they had to be PhD students?

MVK- Confirmed that they just needed to be graduate/master students at least.

HF advised that a timeframe needs to be put in place e.g. by 1st February, to find someone suitable. Also confirmed was that accepted speakers could not speak in the main workshop.

CD joins the call.

JE suggested that a mail out from the office could be sent to Physiotherapy members highlighting the opportunity, MVK to send the information that she would like sending.

CD knows of a student who may be interested- she will contact the student.

Action: CD to contact student who may be interested in speaking at the roundtable.

EB stated that she would be happy to re-present her 2011 roundtable presentation at the 2012 roundtable.

C) Glasgow Evaluation Forms

HF highlighted that the forms had not been received by the committee.

EB highlighted that we need to design and implement a new evaluation form rather than amend and reuse old forms e.g. Toronto forms.

JDJ highlighted that the feedback that we receive is not being used the following year- need to implement.

Action: EB to send the Toronto version to MSh to amend if required. This new form then to be sent to JE who will send to Kenes before Beijing meeting.

Action: Office to arrange for Kenes to send out an evaluation form to Round-table registrants so that the form can be completed and submitted at the completion of the R-T meeting to a member of the roundtable committee.

D) PT representation on range of ICS committees

E) Submission of workshop applications to ICS Education Committee by 1st Dec

HF highlighted that the education committee videos workshops at the annual meeting for e-learning- the committee need to ensure that some of these are physio workshops.

This is to be discussed in Beijing further.

JDJ suggested that we need to arrange a Dr's session similar to the one in Cairo.

CD proposed that we use lots of video interaction to compensate for language barriers.

CD confirmed that she would liaise with MSL & JdJ regarding the Sunday morning session.

HF proposed the Sunday morning prior to the roundtable- Committee approved.

Action: CD to liaise with MSL regarding proposed Dr's workshop.

CD asked JDJ whether faecal incontinence would be a suitable workshop? (TBC)

JDJ advised going forward we would need to work on it and have an update on faecal incontinence.

PC requested faecal incontinence feedback from previous workshops.

Action: JE to contact Kenes for the last 3 years faecal incontinence feedback.

F) Online availability of PT presentations

BS confirmed that we have 23 presentations- 14 on website. Going forward we will request copies of the presentations/hand outs at the roundtable.

HF highlighted that BS and SK will not be attending China- we therefore need someone to get them on the day.

Action: BS & SK to liaise with another committee member who is attending to extract the e-presentations in order to upload to website.

G) PT Competency Profile

EB requested that the committee read the profile and approve- the profile was emailed to members 2 hours before the call.

HF confirmed that all members will review & comment

Action: JE to add profile on to the discussion forum- 1 month to review and comment.

H) Preparation of 'PT History in ICS'

BS highlighted the presentation- need to add more information to slide 17, members to review and comment.

Action: JE to add presentation to the discussion forum.

PT Rep on ICS Scientific Comm

HF confirmed that we cannot change the scientific/board positions until the board allows a change to the TOR.

All agreed that Wendy Bower should be the physio scientific reviewer- which was agreed in Glasgow.

CD highlighted that there was a communication issue with Wendy at the start of the year- due to the change in Board members.

HF advised that she would update the committee when she knows more.

Action: HF to update committee on scientific physio reviewer when Board minutes from recent Trustee meeting become officially available.

Also discussed was that pending outcome of Trustee decisions on the 2 important issues for PT (discipline specific representation for Board member and Scientific Committee member), HF would liaise directly with Board members, in addition to liaison with K Moore.

J) Submission of 2010 – 2011 reports from committee members representing PT on other committees

EB has submitted her report.

MSH has not submitted her report as yet- no longer on the Ethics Committee but aware that the Ethics Committee had requested a set physio position.

HF advised that we need to look at the areas where we could contribute more to.

K) 'Protection of Physiotherapy Title' document submitted to Standardisation Steering Committee (SSC)

HF has discussed adding the document to the wiki page.

BS asked whether this could be used as a checklist in the scientific committee- when reviewing applications?

HF thought that this would be a good idea and could be implemented once there is formal acceptance of the implications and usage of the term by the broader ICS community, which may not occur until it is embedded in a Standardisation of Terminology document.

L) Distribution of patient survey for 'Adherence' project by committee members

HF confirmed that she had not yet analysed the results- will follow up later.

M) Submission of PT item to ICS newsletter

JE confirmed that the newsletter was due out in the next week or so.

Action- JE to confirm to HF the newsletter dates

HF advised that she had received a request from Jane to submit a piece for the next newsletter (July)

Action: HF will forward this request to the Communications Sub-Committee to take forward.

3. Other / on-going business

A) Terms of Reference document

HF confirmed that MVK will officially be a member from the next AGM

Secretary Position- HF enquired whether the committee needed a secretary position?

No comment from the Committee

B) Physiotherapy Committee Roles document

HF highlighted the ICS Bylaws- all members need to be active on the committee to stay on the committee. Also confirmed MK's decision to step down from the Committee. The committee thanks MK sincerely for her contributions to the committee over her term and regret her departure.

HF asked JE to add a committee position on to the nominations list.

Action; JE to add a committee position on to the nominations list

HF enquired whether any of the members would be interested in replacing MK on the membership sub-committee?

MSH confirmed that she would be happy to.

BS left the call

FHE left the call

SK left the call

CD suggests another teleconference soon.

HF confirms that this will be in 2 weeks' time- Tuesday 31st January / Wed 1st Feb.

Action- JE to arrange call.

Next call- Tuesday 31st January / Wednesday 1st February 2012.

ICS Physiotherapy Committee Teleconference Tuesday 31st January 2012

Known attending: Helena Frawley (HF) (Chair), Els Bakker (EB), Pauline Chiarelli (PC), Chantale Dumoulin (CD), Jaqueline de Jong (JdJ), Doreen McClurg (DM), Margaret Sherburn (MSh), Beth Shelly (BS), Marijke Van Kampen (MvK),

From ICS Office: Jenny Ellis (minutes)

Known apologies: Fetske Hogen Esch (FHE), Stephanie Knight (SK), Mirian Kracochansky (MK), Marijke Sliker-ten Hove (MSI) (ex-committee member, current Physiotherapy Representative on ICS Education Committee)

This call follows on from the 17th January teleconference.

HF proposed 2 teleconferences a year going forward.

All agreed.

BS proposed splitting the calls throughout the year e.g. January then April, which would allow the committee time to work on their action plans and provide updates.

HF proposed adding an end date to the action plans so that they are in chronological order.

3.

D) Membership & Communication

i) HF asked whether the roundtable should be a standalone committee rather than a sub-committee?

PC felt that it is a busy committee and it is down to who's available and how much time they have to spare.

CD confirmed that the committee needs local help, not just in programme content but also logistics.

BS highlighted that the sub-committee is clearly defined in the TOR

PC asked whether it is possible to change the TOR?

JE advised that this is normally changed annually around the annual meeting but it can be changed as required, it just requires Board approval.

JdJ felt that it should be a standalone committee as it is a big group and requires a lot of work/organization. But it needs to be part of the Physiotherapy Committee, but not under 1 committee.

BS stated that it is currently a sub-sub-committee.

HF confirmed that people working on the roundtable who are not members would be 'Liaison contacts.' The roundtable subcommittee will now be the 'Roundtable working party.'

Action: JE to amend the Roundtable Sub-committee to a 'Roundtable working party' once confirmed by the Board.

HF asked who would like to make & request these changes?

BS confirmed that she would make the changes and send to the Board.

Action: BS to amend the TOR details so that the Roundtable subcommittee is now a roundtable working party.

JDJ- outlined the current roundtable programme (See Appendix)

JDJ expressed concern that we only have 1 room for the roundtable, so 8 groups will all be in one room, which is unsuitable.

PC suggested if we can't change the room then we should reduce the number of workshops.

EB joins the call.

PC asked when we would have the number of rooms confirmed?

JE advised that she would liaise with Kenes.

Action: JE to contact Kenes regarding the roundtable room. Ideally we need more than 1- 2 or 3 would be more suitable. Let JDJ know outcome.

HF asked if there was sponsorship for the dinner?

JDJ confirmed that it would be the same as last year, do we want the same amount? SCA have expressed an interest in funding but they would like to know what incentive to do so is.

CD asked whether this was because the event was in China?

JDJ confirmed that maybe it was, Swedish companies have so far not been very keen.

EB- highlighted that she would be working with the CPC the following day and would raise it then and discuss with the SCA.

HF advised that the committee would be keen to film the roundtable and place a copy online if this is possible?

JE advised that this should be possible but would need to check with Dom Turner.

ACTION: JE to check with DT regarding filming the roundtable.

ii)

BS proposed 3 mail outs annually to Physio members.

JE advised that information could be added to e-news as well.

ACTION: JE to confirm when the e-news deadlines are.

HF advised that Jane had contacted her about a newsletter piece in July, suggested the sub-committee needed to discuss what the piece should be on and then communication ideas to the members.

iii) Waiting for feedback from Beth

iiii) Waiting for feedback from Beth

E) Scientific & Research

CD last year's SOS seminar was well received.

DM, HF & CD in charge of submitting 3 papers to NUU Journal.

i) JDJ confirmed that all members would be involved and it would not be set organizers.

HF confirmed that MSL will take the lead as it links with the Education Committee. If members are interested please contact MSL

ii) HF advised that the Physiotherapy information is being uploaded onto the wiki page and will be incorporated into the SSC working group.

HF highlighted the announcement of a new working group with IUGA on pelvic floor, the group will work on terminology of this area. Once completed the final document will be adopted by ICS & IUGA, this terminology will need to be adhered to in all ICS presentations/publications. Should members wish to apply they have until 23rd February.

CD highlighted that in Canada the term Physiotherapist is protected but Physiotherapy is not.

HF stated that this highlighted the need for European members support/information in this area.

BS suggested IOPTWH would be a good start.

HF advised that we need a country by country policy information and requested that a member take this forward- to contact countries/contacts to assist with this information gathering.

MSh volunteered to do so.

Action MSh to contact countries/contact on regarding country specific terminology/ protected titles.

HF advised that she is currently working on the SSC chronic pelvic pain working group.

F. Education & Professional Development

JDJ gave the report last time.

Action: JDJ/MSL to send a copy of the report to JE

JDJ advised that this information is in Dutch and will need to be translated before sending.

i. workshop submissions

JDJ asked how the workshops were selected?

HF advised that MSh needs to ask this question at the next education meeting.

CD also highlighted that the committee would like to have an e-learning course available on the ICS website.

MSh advised that she needs to look into the education committee guidelines on how they select e-learning courses.

Action: MSh to look into how the workshops and e-learning courses are selected.

HF requested that JdJ look into this between now and Beijing- to be discussed at the Beijing meeting.

lil PT Competency Profile

Els advised that the profile is online and the deadline for review is 18th February.

BS informed the committee that the Nursing Committee are producing a similar profile

MvK & MS Leave the call

G Status / activity of PT Representation on main ICS Committees:

i. Board of Trustees

HF advised that the minutes are not yet available online.

ii. Scientific

Covered in the last call- see previous minutes

iii. Education

Covered in the last call- see previous minutes

H PT Representation on other ICS committees

HF asked for members to confirm who hasn't submitted a report MSL confirmed that she had not submitted her report.

Action: MSL to submit her Committee report to HF

HF advised that we need to continue a presence on the ethics committee. We have received unofficial requests for physiotherapy members to be involved in the fistula and CPC committee.

BS called for all physio members to express their interest in these committees.

HF confirmed that the membership and communications subcommittee will take on this task- priority over the next 6 months.

i) Financial: budget requests

HF asked members if there are any other activities which require financial assistance please let Helena know by 1st August.

Action: All members to contact HF to advise on any additional financial requirements.

All other items to be discussed by email, due to time running out on the call.

Call Ends