



ICS Physiotherapy Committee Teleconference meeting Minutes

Monday 15th July 2013,

Start time: various. Estimated meeting time: 1 hour.

Known Attending: Helena Frawley (HF) (Chair), Jacqueline De Jong (JdJ), Elizabeth Shelly (BS), Margaret Sherburn (MSh), Doreen McClurg (DM), Melanie Morin (MM), Marijke van Kampen (MvK), Elisabeth Bakker (EB), Pauline Chiarelli (PC), Stephanie Madill (SM)

Known Apologies: Stephanie Knight (SK), Chantale Dumoulin (CD)

Unable to join: Cristina Naranjo Orti (CNO), William Landry (BL)

Also in attendance: Jenny Ellis (JE)

	Item	Lead	Details	Action required	Who	By when
1.	Previous minutes	HF	Minutes of January teleconference HF warmly welcomed Stephanie to the Committee.			
2.	Follow up of items of previous minutes		From previous minutes 3.a need to make the application process clearer for applicants and the committee. HF asked whether we should have a set number of members each year. PC asked whether Chair and committee members' policy regarding attending meetings should be the same? Feels they should attend 2 out of 3 meetings. Committee felt 2 out of 3 was acceptable. BS wondered if there was a policy for virtual attendance for a meeting going forward- would that constitute attendance? JE highlighted this is dependent upon the AGM location- varies each year. BS feels it is shame that some members are unable to participate due to money to attend the meeting. PC asked whether BS meant that virtual attendance would be counted as attendance? Should we add to the agenda? EB felt that attendance was good for members to engage and meet members- interacting more than virtually. BS stated that people	1. Clarification on committee nomination form required for future calls for members	JE	Next call for members

			<p>can engage in chat rooms, will should keep in mind for future meetings.</p> <p>HF summarised- recommend 2 out of 3 attendance, remote dial in will count as attendance. We can discuss further in Barcelona if members feel we need to discuss further.</p>			
3.	Terms of Reference (TOR)	HF	<p>a. Minimum attendance required at ASM: 1 or 2 in 3 yr term? To include in next call for nominations</p> <p>b. Current member roles:</p> <ul style="list-style-type: none"> • M'ship & Comm'n: BS, SK, MSh 3.b HF highlighted Fetske will be staying on the roundtable as an unofficial member. • Round-Table: JdJ, MvK (FHE) • Sci & Res: CD, HF, DM (MSh as required) • Ed'n & Prof Dev't: JdJ, MM, EB (MSI) • Changes required? <p>c. New members: sub-committee assignment HF asked whether members are happy with their role in the subcommittees? Do they wish to change? Melanie new scientific committee physio rep- congratulations. MVK asked term of office as we have had a local rep for a 1 year position? MM confirmed 3 year position. Moving from education subcommittee- will review in Barcelona and select which subcommittee she wishes to be involved within.</p>	<p>- Action: MM to review and decide which subcommittee she would like to be involved in and confirm in Barcelona.</p> <p>- post-meeting: HF had email discussions with Bill Landry: Bill may be interested to join Education sub-committee</p>	<p>- MM</p> <p>- HF: agenda for Barcelona mtg, to confirm if Ed & Prof Dev't sub-committee would like to contact Bill to join their sub-committee</p>	<p>- Barcelona PT Comm Mtg</p> <p>- Barcelona PT Comm Mtg</p>
4.	Terms of Office (TOO)	HF	<p>a. Update required HF highlighted the members stepping down in 2014- need to let committee know in Barcelona decision. Special extension is available to members this year.</p> <p>b. Remaining members due to retire in 2014: any intending to retire before this? Do we require additional recruitment?</p>	<p>a. PC and Fetske Hogen Esch have retired; 3 new members to add</p> <p>b. All to indicate Action: Members due to end in 2014 (CD, EB, ES, JdJ, MSh) will</p>	<p>- CD, EB, ES, JdJ, MSh to indicate if they would like to extend their term</p>	<p>- Barcelona PT Comm Mtg</p>

				need to decide if they would like to stay on, as Board will allow a special extension.		
5.	Membership & Communication Sub-committee: see reports submitted by BS	BS, SK, MSh	<p>a. Succession planning HF discussed above, handed over to Beth and Marg. BS has sent a list of physios on committees, need to review and look at whether it's important for us to be on the missing committee? Urodynamics committee have no PT member. PC asked whether it's just urodynamics or they cover other areas like ultrasound? BS confirmed just urodynamics, mainly work on education side of urodynamics. PC I don't feel there is a role for us there. HF found it was not a strong committee for us to be involved in, what do other members think? All agree. BS Neuro-urology committee? Mixed reviews from members whether we should be on the committee. BS feels the membership subcommittee needs to review further. Committee discussed whether we need someone on Children's Committee with Wendy Bower is stepping down? Mixed feelings. Also discussed PCC, whether we should be on the Committee?</p> <p>b. PT website Not discussed.</p> <p>c. Recruiting PT members for projects: discuss possible projects. Not discussed.</p> <p>d. Post-ICS meeting report to newsletter and submission of other articles? (maybe we can ask for volunteers to write an article at the round table?) Not discussed.</p>	<p>ACTION: In Barcelona discuss whether a member would like to be a liaison with these committees, to see if they would be interested in having a PT on the committee.</p> <p>Action: Subcommittee will make contact with Children & PCC to decide whether to pursue a permanent position.</p>	<p>- HF / JE to add this item to Agenda for Barcelona mtg.</p> <p>- BS / sub-comm to action</p>	<p>- mid-Aug</p> <p>- before Barcelona</p>
6.	Round-Table sub-committee	JdJ MvK	<p>a. Program for this year MVK highlighted problem 2 Spanish delegates need</p>	Action: HF to send MvK contact details for	- HF to forward details re Sys	- done

			<p>financial contribution. ICS confirmed no funding available other than travel award. Delegates confirmed that they will only attend the roundtable. MvK advised we need to pull these members and replace with discussion time. MvK asked whether another member could fill these spots? HF advised that she could recommend a colleague for the chronic pelvic pain section, will send the info to MvK. If can't do then MM will cover.</p> <p>HF asked whether letter of invitation highlights that attendees need to register for meeting? MvK stated that they did, which is why the speakers asked for funding.</p> <p>b. Draft TOR: for comment and feedback Not discussed.</p> <ul style="list-style-type: none"> • invitation/selection procedure of the speakers Not discussed. • format of workshops <p>HF thanked committee for draft information. Need to re-open the discussion, HF asked JE to re-open. Members to comment before Barcelona so we can finalise in Barcelona.</p> <p>c. Evaluation form</p> <p>HF asked whether this is ready? JdJ highlighted that the office has advised that this is being reviewed at the moment. JE to check status and whether it is being printed and confirm.</p>	<p>colleague to invite to speak at roundtable.</p> <p>JE to open discussion on TOR.</p> <p>JE to check and confirm whether evaluation forms will be printed and available in Barcelona.</p>	<p>Loving, Denmark</p> <p>- Post meeting: HF sent JdJ feedback on Round-table TOR.</p> <p>Recommended TOR be re-assigned for committee Discussion Forum</p>	<p>- as soon as possible</p>
7.	Scientific & Research sub-committee	CD, HF, DM	<p>a. Update on Adherence project Not discussed.</p> <p>b. TOR? Not discussed.</p>			
8.	Education & Professional Development	JdJ, MM, EB	<p>a. MSI update from Education Committee? Not discussed.</p> <p>b. ASM: update re Barcelona program PT workshop (MSh) Not discussed.</p>	<p>MS to provide an update on the intrapartum and postpartum working</p>	<p>- MSh</p>	<p>- mid-Aug, to circulate to</p>

	Subcommittee		<p>c. Future courses: resources for PT speakers Not discussed.</p> <p>d. Allied health e-learning modules Not discussed.</p> <p>e. Competency Standards: update Not discussed.</p> <p>f. Intrapartum and postpartum working party (MSh, PC) PC was key person in this working group but the nurses have run with this, Marg to take forward on behalf of the PTs. The working group has been disorganised to date, nothing achieved as yet. PC & MS to discuss offline further. MS to provide an update in Barcelona.</p> <p>g. Workshop submissions for 2014: Not discussed.</p> <ul style="list-style-type: none"> • due 1st Dec 2013 • strategies to coordinate submissions • core curriculum / educational course survey? 	group.		committee pre-Barcelona
9.	Other	EB	Paper: 'Physiotherapy in case of obstetric fistula' Not discussed.			
			Lifetime Achievement Award nomination Not discussed.			
10.	Next Meeting: Barcelona CCIB, room M215 26 th August, 07:00 – 10:00 Agenda to follow. Known apologies: PC, BL.		Pauline not attending the meeting, HF thanked PC for her assistance over the last few years. HF thanked everyone for attending and the next meeting will be Barcelona.	Action: need for photo to be taken in Barcelona		