

ICS Physiotherapy Committee Teleconference Meeting Minute

Thursday 4 September 2014

Time: various

Known Attending: Helena Frawley (Chair), Els Bakker (EB), Chantale Dumoulin (CD), Doreen McClurg (DM), Petra J. Voorham - van der Zalm (PJV), Elizabeth Shelly (BS), Peter Meyers (PM), Heather Moky (HM), Rebekah Das (RD), Rhonda Kotarinos (RM), Margaret Sherburn (MSh) & Stephanie Madill (SM),

Apologies: Stephanie Knight (SK), Jacqueline De Jong (JdJ) Adelia Lucio (AL), Marijke Van Kampen (MvK), Cristiane Carboni (CC), Melanie Morin (MM) & Cristina Naranjo-Ortiz (CNO).

ICS Office: Tracy Griffin (TG)

	Item	Lead / Tabled by	Details	Action required	Who	By when
		HF	HF opened the conference call by thanking everyone for attending and confirmed known apologies, see above.			
1	Committee Members & Portfolios	HF	HF confirmed that there were currently 5 members stepping down at this year's annual meeting, 5 continuing and 3 co-opted members. Due to the vast experience of those stepping down special approval from the board was granted for Chantale Dumoulin and Jacqueline De Jong to remain on the committee for a further year, for which the committee were grateful. HF also thanked Doreen McClurg for taking on the position of chair.			

			<p>With new members coming on board now was the time for assigning portfolios. HF asked the new members for their preferences regarding the sub committees:</p> <p>DM confirmed that she would remain involved in the scientific & research for a while until everything is finalised.</p> <p>PM – opted for education & professional development</p> <p>PJV – opted for education & professional development</p> <p>HM – opted for education & professional development 1st with membership as 2nd preference</p> <p>RK - confirmed her preference would be either education or scientific</p> <p>RD – opted for either education or the roundtable where she would be most useful</p> <p>PJV - confirmed either scientific or scientific and research</p> <p>PJV asked if HF could clarify Marijke Slieker-ten Hove role in the committee. HF confirmed that Marijke was not on the physio committee but was a physio representative within the education committee. HF also confirmed that the education & professional development sub-committee need to work closely with Marijke.</p>			
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2.	Minutes from Barcelona 2013	HF	It was agreed to defer TOR until the meeting in Rio as this was not urgent. BS confirmed that the job descriptions (for new, and existing, committee members. This should include such areas as response to emails, annual meeting attendance, how to use discussion forum, roles within ICS office) are currently being created. SM did not have anything to report currently. HF agreed to email SM, BS & CN-O over the next couple of weeks for an update on what is currently being worked on. SM agreed that the ranking criteria needs to be addressing.	Email SM & BS & CN-O for updates on what members are working on. <i>Post Script – BS has confirmed that she will not be involved in this review.</i>	HF	
		BS	BS gave the group an update regarding the competency document. This project has been under the leadership of EB for several years, who has worked hard to progress it. It is hoped to implement the results soon. The document will provide guidelines to follow; continue to advance skills around the world and used by other governing bodies. The document is close to being submitted to the board. A discussion then followed regarding the title of the document with a proposal for changing the title from 'competency' to 'guidelines'. SM confirmed that she had looked at the document and felt it would be used more if the name changed. HM believed it would be less intimidating. MSh believed it could be used to assess competency if it was renamed.	Send PM website addresses of known Pelvic Physiotherapy Competencies / Guidelines. Collate addresses from committee members.	All PM	

			<p>BS agreed that it should be used as a guideline for testing skills. PM also agreed and thought that ICS or physio committee should not be responsible for testing. HF confirmed that she would work on the cover page for submission to the board once the content of the document was ready. PJV stated that there were a number of guidelines in the Netherlands for this competency but they were in Dutch. These could be provided but would need translating. BS confirmed that the document had already been accepted by the committee and only small changes are required. HF asked whether it would be useful to reference the guidelines adding the website address. BS agreed that this could help and any websites should be collated. PM agreed to collate the website addresses provided by the committee to be included in the cover page.</p>			
	Lifetime achievement award	HF	<p>HF confirmed that a proposal had been put forward over the past 2 years for Kari Bo. We were informed that we were very close this year of winning and propose that the committee try one more time. DM stated that the process wasn't good regarding feedback. BS believed there was a problem at the ICS office regarding 2013 applications. TG confirmed that she was unaware of the problem but would investigate if required. BS didn't believe this was necessary. HF agreed to work with DM on the application,</p>	Contact DM re reference application.	HF	

		TG	<p>supporting any changes and would be deferred to Rio for full consensus.</p> <p><i>Post Script – There was no Lifetime achievement award for 2013 due to a decision by the Board of Trustees to substantial spending reductions for that year.</i></p>			
	Education topics - Speaker's kit	BS	<p>BS confirmed that in the past a kit was discussed that was designed to be used by speakers attending international courses outside of the annual meeting. BS confirmed that the level of audience experience and topic was very different and therefore it would be very difficult to create slides or outlines for speakers to use. However, there was a diverse pool of speakers and it would be good to share resources. I am not sure what this is referring to (EB confirmed that a list was available of speakers and what they could speak on). HF said that she would give this some thought and address in Rio. This would give the new members of the education sub-committee an opportunity to move forward and action. There have been some good ideas which are achievable.</p> <p>HF confirmed that she has received brief feedback from Marijke Slieker-ten Hove and this will be further discussed in Rio.</p>			

	Speakers for education courses eLearning update	BS	BS confirmed that this was now available via the website and asked if anyone had looked at it. BS confirmed that the courses to be recorded were highlighted. The Male UI course will be recorded. Also BS has been in contact with Peter Rosier and the Urodynamics Committee were in agreement with PT involvement in the education modules. The committee should look at putting this together but the process is big. HF confirmed that there was an Urodynamic guideline for collating education modules and would forward the email trail relating to this to the committee.	Send Urodynamic guideline information for collating education modules to all committee members.	HF	
			Rhonda Kotarinos, Rebecca Das and Petra J. Voorham joined the call and HF relayed the earlier discussion regarding assigning new members to the committee's sub committees and asked for their preferences. RD said that she would be interested in either education or the roundtable where she would be most useful. RK confirmed her preference would be either education or scientific. PJV confirmed either scientific or scientific and research. HF thanked them for their preference and would ensure this was discussed during the meeting in Rio when members were confirmed. The committee would then be able to look at the Terms of Reference (TOR) which would help the selection process for each sub-committee.			

	Fistula paper	HF	HF confirmed that this was being co-ordinated by Gill Brooks (GB) from the Fistula Committee. If GB wasn't able to attend the meeting in Rio HF would ask for a report.	To obtain GBs Fistula report if not attending Rio meeting	HF	
3	Physio representatives in other ICS Committees		<p>Scientific – HF confirmed that Melanie Morin was unable to attend teleconference but would provide an update in Rio.</p> <p>Standardisation – BS confirmed that there was nothing to report at this stage. However both papers for Chronic Pelvic Pain and Conservative Management of Female PFD terminology were much closer to publication.</p> <p>BS confirmed that the contribution to Bladder Diary Day will be going ahead again next year.</p> <p>ICS Wiki - BS confirmed that the Wiki was under a major change with a glossary where by a click of a button you could locate the official ICS definition and reference. BS asked for everyone to join in adding comments to pages and would welcome any new ideas/ contributions.</p> <p>Continence Promotion – PM & EB confirmed that he would have a report available for Rio and would send to BS.</p> <p>Education & Fistula – HF hoped that reports</p>	To provide Continence Promotion report.	PM	

			would be available for Rio.			
4	Terms of Reference	HF	Confirmed this was self-explanatory.			
5	Annual reports – Membership Roundtable Scientific & Research Education and Professional Development	HF	<p>BS confirmed that their report would be circulated prior to Rio, however there was nothing specific. Continuity of newsletter articles and to increase usage of the physio website.</p> <p>Confirmed that there was no report submitted at this stage.</p> <p>CD confirmed that she would submit a full report prior to Rio. CD went on to inform the members that 5 papers had been submitted on behalf of the committee and was waiting for the reply. Further details will be given during the next meeting in Rio. DM queried how long it took CD to submit the papers.</p> <p>No report at this stage.</p>	All sub-committee leads to provide a report of their portfolio prior to Rio.	All	

6	Other		<p>Group discussion was held regarding a new Research / Education activity. Suggestions were:</p> <p>Pelvic Floor Muscle Assessment:</p> <ul style="list-style-type: none"> - difficult to find a standardised approach to assessment - individualised approach vs standardised approach - clinical treatment vs research - interpretation of findings - clinical reasoning - Tools of measurement: new technology: Bluetooth; radio-frequency; 'green fields' ideas - PFMT routine. 			
7			<p>See agenda item: HF requests response from ICS office: Is there an arrangement for shuttle buses from hotels to ensure members can be transported to venue by 7am?</p>			