

Physiotherapy ICS Teleconference 28th Jan 2015 meeting minutes

Attendees: Doreen McClurg (Chair), Jacqueline De Jong, Marijke van Kampen, Petra Voorham-van der Zalm, Heather Moky, Rhonda Kotarinos, Stephanie Madill, Chantale DuMoulin, Cristina Naranjo-Ortiz

Apologies: Melanie Morin, Peter Meyers, , Els Bakker, Cristiane Carboni, Rebekah Das, Adelia Lucio

Also in attendance: Jenny Ellis

1. Approval of the Minutes of the Meeting held in Rio

DM need to change page 1 point 2 MG to MS.

Action: JE to amend error on page 1 MG to MS.

RK asked where the minutes are- JE confirmed that these are available on the committee [documents page](#).

TOR- need ranking criteria for new applicants, DMC asked SM if any updates- no updates.

Action: Ranking criteria needs to be created by committee.

Petra feels there is some confusion regarding the subcommittees so need to wait to sign off minutes.

1. DMC asked members to confirm which committee they are in:

Name	Committee (Internal)	Committee (External)
Doreen McClurg	Scientific	
Elisabeth Bakker (co-opted)	Education	Continence Promotion
Jacqueline De Jong	Round table	
Chantale DuMoulin	Scientific	
Rebekah Das	Scientific	
Peter Meyers	Education	Continence Promotion
Marijke van Kampen	Round table	
Petra Voorham – van der Zalm (co-opted)	Roundtable	
Cristina Naranjo-Ortiz	Membership & Comm	Ethics
Adelia Lucio	Education	
Cristiane Carboni	Membership & Comm	
Melanie Morin	Scientific	Scientific Rep
Heather Moky	Education	
Rhonda Kotarinos	Roundtable	
Stephanie Madill	Membership & Comm	

2. Confirmation of Portfolios and membership

Membership & communication- members struggling slightly at the moment. SM, CC, CNO and BS- to have a separate teleconference to discuss further.

Action: JE to arrange a teleconference for the membership and communication subcommittee.

All agreed this would be good.

- **Reports**

External Reports

DMC asked members represented on any external committees could you submit a report even if it just to say there is nothing to report. To confirm these members are:

- Sci Rep: MM Report
- ICS Education: Marijke Slieker-ten Hove
- Ethics: Christina
- Standardisation: BS
- Fistula: Gill Brook
- Continence Promotion: PM / EB
- Chair's report (DM)

Members confirmed nothing to report from the CPC, ethics or scientific.

Internal Reports

- Membership and Communication
- Roundtable
- Science and research- CDM, the scientific sub-committee meeting has not taken place just yet. The 5 adherence papers have been re-submitted to Neurourology & Urodynamics with the hope that they will be reviewed together. Evaluation taking place by Standardisation Steering Committee (SSC). CDM will be having meeting with subcommittee soon.
- Education and Professional Development- guidelines will shortly be submitted to the Board of Trustees. Peter Rosier been in touch about developing PT module/s. HM could you take this back to members of subcommittee. DMC will forward Peter's email to HM.

Petra left call.

- **Roundtable**

JDJ advised that there was some concern regarding the programme following discussions with Avicia. ICS are requesting no research abstracts as these should be submitted to the main programme or in the new researcher's session (see below). It was decided to change to 3 SOA lectures- 1 study? JDJ asked if the committee agreed to the change in programme? Also the suggested subjects ok? Due to space issues it is difficult to accommodate a lot of workshops, each may have around 25 people, with perhaps only have 1 case related to a topic to focus on. ,

For the SOA lectures there were discussions as to how to select the speakers. Would it be the committee members of the roundtable deciding on who would present, or should we ask members or pick topics. DMC suggested it would need to be opened up to everyone, as we do not want to seem biased. However selection criteria would need to be developed. JDJ said there was usually a low response to blast email, so not sure if have too many applicants if it was decided to go down this route the advertisement would have to be carefully worded and based on advice from the ICS office. JE advised on the issue from the office perspectives- there was a need to move away from applications from members which presented research as it was felt it created a 2 tiered level of science at the annual meeting. Also causes confusion when referencing where people spoke, some were saying they presented at the scientific meeting when it was in fact the Round Table or the Nurses Forum. The Board have recommend committees move away from this method. JE suggested contacting members to see what SOA they would be interested in and then committee pick the experts for these topics.

CDM- asked if all our students will be able to present at trainee session? JE advised that yes, open to all junior members, JE will speak to Kari Tikkinen to ensure it's clear that this is open to the physio members.

Action: JE to discuss with KT clear wording for early career mailers and online

CNO- offered to do presentation at the roundtable. CDM suggested Sophier Bergeron, psychologist, working with physiotherapists- court studies, directed Melanie in her Phd studies. She is good dual speaker (French & English) as well as published and known internationally. RK suggested a psychologist from Kingston, Caroline Pukall, she might be interested. All agreed to ask Sophier- JDJ to contact.

Action: JDJ to contact Sophier Bergeron to speak at the roundtable.

How to write abstract/manuscript presentation by Melanie- JDJ advised would need to see if she would be available to speak as she is speaking a lot at the main session. All agree this would be a good topic. DMC advised Melanie had already offered to speak, so should be ok.

3rd topic- Radical prostatectomy, Cochrane review. JDJ ask Inga surname to present SOA. All agreed.

Do we need workshops? Ask members to suggest chairs for the workshops. Need suggestions within the next 14 days. 6 workshops. I think it was committee members to volunteer or suggest people to take workshops

Action: All members to suggest possible chairs for workshops.

HM need to proportional the workshops based on expected numbers. Some topics need to be in small groups. Limit is 150 people max. CDM a lot of PTs and people will be interested in attending, rare for PTs to access a meeting like this in Canada.

CNO left call.

JDJ asked JE if there was an issue with space at the convention centre. JE not aware of any issues- will check.

Action: JE to check with AB if there is a space issue at the convention centre.

JDJ asked people to suggest which subjects they would like to cover- so when they apply we know which areas they can cover.

JDJ asked whether a special lunch is required? JE advised of the different types of lunch- standard is the same as in the main conference; previous years had a special lunch which has a cost attached, so need to decide what the committee would prefer. Members discussed having a dinner after welcome reception, some members felt it would be a long day. RK asked if email could go out to see if people are interested. Discussed further JE suggested that we include this in confirmation to roundtable booking and then final confirmation on the day.

Action: Office to request Kenes include the question- would you like to attend a PT dinner after the roundtable/welcome reception. This information will be confirmed to DMC so a booking can be made locally.

- Competency document- not discussed
- Terms of Reference- Put on forum to review.
Action: Office to add TOR to forum for review.
- AOB

None

- **Date of Next meeting** Teleconference Beginning Sept 2015