Minutes of the meeting held on Thursday 18th September 2014
Ochil 2, Edinburgh International Convention Centre

**Present**
Darren Johnston (Chair & NI)
Kate House (CEB editor outgoing)
Jad Seehra (CEB editor incoming)
Nikki Atack (CGC)
Giles Kidner (Oxford)
Daniel Burford (Essex)
Steve Robinson (Wessex)
Ben Lewis (Mersey)
Helen Taylor (Wales)
Sally Walker (Northern)
Harmeet Dhaliwal (Yorkshire)
Richard Needham (deputy for Mariyah Nazir)
Aliza Jesani (deputy for Jaspal Panesar)
Bhavin Soneji (deputy for Shirley Cox)

**Apologies**
Rob Evans (Adverse Incidents)
Mariyah Nazir (Secretary & Manchester)
Jaspal Panesar (West Midlands)
Amanda Smith (South West)
Shirley Cox (Royal London/Barts)

1. **Welcome to New Co-ordinators & Deputies**
The chair welcomed to the group the newly appointed regional audit coordinators and thanked the outgoing regional co-ordinators for all their hard work. A warm welcome was also extended to deputising regional co-ordinators.

2. **Apologies**
Recorded as above.

3. **Minutes of the last meeting**
Ben Lewis deputised for Joyce Russell (Mersey) last year.

**Action:** Mariyah to change last year’s minutes to read “Ben Lewis deputy for Joyce Russell (Mersey)” and to remove Joyce’s name from the apology list.

4. **Matters arising from minutes**
There were no matters arising.

5. **Clinical Governance Committee**
Nikki Atack informed the meeting that Darren Johnston would be standing down from the committee at the end of the year having served as chair for 4 years and as secretary for 3 years previously. The committee thanked him for his efforts over the years.
Darren reminded the group of the Clinical Governance Directorate’s 3 subcommittees and their chairs:
1. Audit (Rob Evans incoming)
2. Publications (Amelia Jerreat)
3. Ethics and Standards (Joe Noar)

6. National Survey of Regional Audit Activity
Even though only 12 of the 17 regions submitted audit returns for 2013 a record number total of 98 projects were completed and 51 were ongoing. Gavin Barry has provided Mariyah with a disk containing the archive of regional audit activity. A new form of labelling regional audit returns will be introduced to the co-ordinators next year to enable easier collation and archiving.

**Action:** Mariyah will post the summary of regional audit activity on the website at the end of September as the deadline for 2013 submissions has now passed. Mariyah will work with the webmaster to make the archive accessible through the BOS website. Mariyah will contact regional co-ordinators with instructions on the new labelling system early next year.

7. Adverse Incidents
Rob had forwarded to the group a list of adverse incidents reported through the BOS in 2014. The group felt that more information should be sought in relation to the incident in which the lower portion of a twin block was swallowed by a patient. Darren asked the group to remind their regional groups to report all adverse incidents through the BOS website. An archive of incidents is now available on the website and the Adverse Incidents Newsletter will now be published annually with the March edition of the CEB. The group was also informed that as Rob is taking on the role of Chair next year his position relating to Adverse Incidents will be advertised before the end of the year.

**Action:** Darren will ask Rob to try and seek more information on the twin block incident. Darren to advertise Adverse Incident Audit Committee post by the end of the year.

8. National Audits
Darren informed the group that the audit committee had formulated a set of guidelines in relation to the distribution of email questionnaires by the BOS. These can be found on the website. Darren provided the group with feedback on the following national audit projects, Hypodontia (Tim McSweeney), Value of orthodontics (Audrey Pace), Postgraduate satisfaction (Pei Ying), Specialists opinions of supervision of OTs (Charlotte Tams), OT opinions of supervision of OTs (Farooq Ahmed), Research (Heidi Law), Work Based Assessments (Chris Barker), Appliance systems (Gurprit Bhamrah), Canines (Elizabeth Graham), Cleft and CF experience (Sujata Sharma), Cleido Cranial Dysplasia (Andrew Flett) and TGG Job opportunities (Chris Barker). The response rates varied between projects from 74% to 28%. The group felt that they had been asked to complete a lot of emailed questionnaires recently and that quality might be better than quantity. There was also some concern that recipients might have responded to some studies twice when a second shot was undertaken as some couldn’t remember if they had had already participated in specific projects.

**Action:** Darren to discuss possible quality and quantity limit for projects with full Audit Committee. Darren to look at Survey Monkey as a means of preventing respondents being contacted by second shot
9. Temporary Anchorage Devices (TADs)
The group was provided with the latest annual report (June 2014) from the authors (David Bearn and Fahad Alharbi). Page three refers to only 29 participants. This needs clarification.
**Action:** Regional co-ordinators are to remind their local members that they can continue submitting data online via the BOS website. Mariyah to remind all regional co-ordinators that this project is still running and that submissions can still be made online. Darren to contact authors re number of participants.

10. Clinical Excellence Bulletin
Kate indicated that the CEB was rejecting a lot of submissions as they offered nothing new. Jad and Kate requested the submission of more “re-audits” for publication especially those showing clinical change. Kate indicated that even though STRs are no longer required to produce literature reviews for their exit exam the CEB may consider such reviews for publication in the future. CEB Northern and South Eastern sub-editor posts will be advertised on 22/9/14. Jad will now take over as editor. The committee thanked Kate House for all her hard work over the last 4 years.

11. BOS Website
Darren reminded the group of the various sections on the website relating to Adverse incident reporting, National Audit, Regional Audit and the CEB.

12. HQIP
Darren informed the group that the annual HQIP conference will be held in Nottingham on the 3rd and 4th November this year. Further information can be found at hqip.org.uk.

13. Any Other Business
Darren discussed three queries that he had received from orthodontic practices in relation local audit projects

14. Date of Next Meeting
It is envisaged that the next meeting will take place at the International Orthodontic Conference in London September 2015. Details to be confirmed.

Darren Johnston