

Yorkshire Society of Obstetric Anaesthetists (YSOA)

Minutes of 1st Annual General Meeting

Date: Thursday 28th February 2013

Venue: Seminar Room 2, Education Centre, Pinderfields Hospital, Wakefield

Present: A Vipond (AV), S Smith (SS), M Purva (MP), I Ahmed (IA), L Hawthorne (LH), S. Saxena (SS), Clare Smith (CS), E M Offori (EO), J Backhouse (JB), Chloe Fairburn (CF) and Ian Wrench (IW)

Apologise: A Quinn (AQ), J Charlton (JC), J Bembridge (JB), M Diacon (MD), I Sivandan (IS), Martin Feast (MF)

1. **Welcome:** Dr Vipond opened the session and thanked all for taking time to attend the meeting. She acknowledged and praised the work being done by all into making YSOA a success and stress the need of continuing effort to make it a success.
2. **Minutes from the 'launch' meeting and action points:** IA presented the minutes from the launch meeting which were agreed as accurate reflection of discussions and decisions that took place at the launch.
 - a. **Membership update:** 81 members with representation from all hospitals located within Humber & Yorkshire region. He did raised concern that representation from Doncaster, Chesterfield & Harrogate is limited to 1 member. **Action point:** IA to continue engaging with obstetric anaesthetic workforce through existing members to increase membership base.
 - b. **Election of YSOA executive committee:** IA announced that MP was elected as President of YSOA unopposed. However, there were no nominations for the post of honorary secretary & treasurer, therefore, Sue Smith was being asked and kindly agreed to join the executive as an interim honorary secretary / treasurer till a suitable member could take-up the role(s). She will continue in the role till the annual scientific meeting in April 2013.
 - c. Although, LH expressed her interest in the role(s), however, due to other professional commitments she is unable to confirm at the moment. She will let the committee know in due course of time.
 - d. IA informed that a Martin Diacon (Sheffield), Martin Feast (Sheffield) and Jeremy Charlton (Harrogate), have shown interest and could be contacted regarding taking up the roles. **Action point:** SS to contact MD and JC regarding taking up the role(s). MP to contact MF.
 - e. **Trainee representative:** IA updated that there were 4 x nominations for the role and Chloe Fairburn

Name	Hospital	Votes
Seerisha Aluri	Sheffield	13
Bala Ramalingam	Hull	08
Chloe Fairburns	Leeds	15
Lana Vestarkis	York	13

was elected for securing maximum number of votes.

- f. **Newsletter:** IA updated that two YSOA newsletters were circulated in December 2012 and February 2013, to keep membership informed and appraised about the YSOA activities. It was agreed that a quarterly newsletter is a good idea of engaging with the membership. Critical incidence and interesting case sections could be included into the newsletter. **Action point:** IA to continue with newsletter editorship until alternative editor is appointed.
- g. **Vacancies:** IA informed that there are 2 trainee vacancies; Newsletter editor and YSOA co-ordinator for OAA-NOAD data collection. These were advertised in newsletter however, no interest has been expressed yet. **Action point:** MP to contact trainees regarding taking up these roles.

3. **President's report:** MP congratulated & formally welcomed Chloe Fairburn for joining the YSOA executive committee.
 - a. MP appraised the members regarding her vision of YSOA and the contributions, as group of enthusiastic obstetric anaesthetists from the region, that it can make in promoting collaboration, cooperation and partnership with regard to sharing good practice, enhancing learning opportunities for trainees, development of high quality educational courses and workshops, multicentre audits & research etc.
 - b. MP appraised the members on two proposed projects; Obstetric anaesthesia emergencies pocket book and obstetric anaesthesia simulation course for post FRCA trainees.
 - c. MP updated on corporate status of YSOA, which is currently registered as limited company, however, there are considerations to change to a registered charity with ensuing tax benefits.

4. **Annual Scientific Meeting update:** SS informed the members that MP started Hull Obstetric Anaesthesia Study Day 6 years ago in Hull, and York joined 3 years later. The meeting is taking place every year in the 2nd or 3rd week of April. This year's study day is revamped as YSOA's annual scientific meeting at Harewood Suite and Greystone suite (for sponsors & lunch), Harewood House, Leeds.
 - a. **Organisation:** The preparation and planning for the next year's meeting starts immediately after the conclusion of preceding year's meeting. Organising committee meeting takes place usually in Xcape, Castleford.
 - b. After taking into consideration requests from speakers, changes have been incorporated into the program; LH to chair prize awarding and closing session, free paper session at 9:30 etc. **Action point:** IA to edit and send the final program to all.
 - c. In comparison to last year, there is significantly lower number of registered delegates (48) so far. **Action point:** All to publicise in their hospitals. IA and IB to send emails again to all members and hospitals.
 - d. **Sponsors:** JB updates that we have 5 sponsors paying £300 or £150 if sponsor bring with them freebies for the delegates. MP raised concerns that number of sponsors is too low as compared to previous years. **Action point:** LH to contact two sponsors and SS to contact two sponsors and to forward their details on to Jane as soon as possible.
 - e. Visiting exhibition stalls: on the day of ASM, delegates should be encouraged to visit sponsors' stall. On visiting stall delegates will receive a sticker for each one they attend. At the end of the day one delegate will receive a prize.
 - f. Free paper: IA updated that only 4 abstracts are submitted so far. All agreed that abstract submission date should be extended by two weeks; 15th March 2013, with opening of abstract submission to obstetricians, midwives and ODPs. **Action point:** IA to edit flyer accordingly. JB to resend flyer to all. All to publicise in their hospitals.
 - g. Paul Sharpe, Jacque Gerrard and Vicky Wilson to judge free papers. **Action point:** LH to contact JG and VW to confirm they are able to judge the free paper.
 - h. IA suggested that if we don't have enough delegates attending the ASM than the members of the organising committee could apply for study leave to mitigate financial loss. All agreed. **Action point:** JB to give regular update on delegate registration. Final decision to act, on the proposal, by 9th April 2013.
 - i. AV suggested that to have a membership stand at the ASM on the 16th April. AV has kindly agreed to support JB in this regard. **Action point:** JB and AV to organise membership stand. IA to bring membership forms.

5. **Trainee representative update:** CF informed the members that she is an ST5 in West Yorkshire School of anaesthesia, currently working in Leeds. Her interests include; obstetrics, paediatrics and patient safety team working. She is keen to bring a different perspective, build some bridges act as a conduit for information to have involvement in shaping training.
 - a. **Obstetric anaesthesia simulation course:** CF updated on the project of developing a simulation base course; aimed at non-technical skills, targeted at the more senior anaesthetists registrar possibly

consultants. To use complex scenarios, more focus on ANTS team working aim to explore current circumstances and typical “difficult” simulations evolution existing course for CT2’s.

- b. Non-technical skills for all trainees (from the Deanery). Scenario’s not to be called Obstetric scenarios but to be included this will be full simulation 30-40 minutes it will replicate the wards. Will be in a group to sit down and develop the course, three registrars interested, need to develop course materials to have 20 outline scenarios. To have 10 to 6 delegates a day and 4 faculty members to be matched to RCOA intermediate/higher training curriculum 1 hour each having 10 scenario’s. Scenarios’ based on clinical experience to be creditability Sue to help, time line for this course and 20 scenarios’ is mid-March. To identify presenter from each side need consultant to be involved and senior consultant to be involved.
- c. Lots of discussion took place during focus group discussion session on the project and it was agreed that details need to be worked at prior to launch of the course. **Action point:** MP and CF to continue to work on the project and keep the YSOA membership informed on the progress.

6. YSOA website development: a great length of discussion took place regarding development, designing and features entailing YSOA website.

- a. IA & MP proposed to outsource website development but still we need a website manager for daily operating. All agreed. **Action point:** MP to identify a web designer and update YSOA accordingly. IA to continue to engage with membership regarding someone acting as web operator.
- b. **Content of website:** AV – data collection and sharing for trainees. Sharing of local hospitals guidelines. Sharing of power point presentations from speakers at the ASM. LH – development of discussion forum. CF – email based or web-based. No decision yet. **Action point:** EO to find out about a discussion forum run by psychiatrists in West Yorkshire region. CF to look into web based forum via doctors.net.

7. The obstetric anaesthesia emergencies pocket book: IA enquired views regarding circulated draft version of the pocket book and whether YSOA could endorse it.

- a. AV acknowledged the hard work put in the development of the pocket however, she suggested that a working party should be formulated, with representatives from all major units, to review and edit draft version accordingly. All agreed.
- b. **Working party:** Amanda Vipond (York), Makani Purva (Hull), Lesley Hawthorne (Bradford). IA suggested Indu Sivandan (Leeds) and Martin Feast (Sheffield) to be included in the working party. All agreed.
- c. **Action points:** MP to contact MF and IA to contact IS. MP to organise SKYPE base meeting for the working party to discuss pocket book. IA to send Microsoft version of the draft to all.

8. ASM organising committee meeting: All agreed that committee should meet on Tuesday 9th April 2013 at Pizza Express, Xcape, Castleford, to finalise matters, prior to ASM.