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# **INMED Annual Report**

**February 2019**

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## Membership

*INMED Executive Members: Dr Judith Strawbridge (RCSI) and Dr Eva Doherty (RCSI)*

The Membership team conducted a scoping review of membership options which other organisations offer. Individual and institutional membership are both current options to consider. Development of a membership strategy cannot progress further until the issues surrounding the renaming of INMED and governance is confirmed.

In the meanwhile, the scientific meeting is likely to remain the main source of membership. Institutional membership can still be considered an option however there is a limit to what we can offer (which is not that much as we are small) we note that institutions are still operating budgets as in times of austerity.

## Communications

*INMED Executive Members: Professor Deirdre McGrath (UL GEMS), Dr. Helena McKeague (UL GEMS). Anne O'Connor (School of Allied Health, UL) joined the INMED Exec and Communications subgroup in June 2018.*

The Communications subgroup has responsibility for communications strategy including website redevelopment. INMED has been working with Copper Reed in Limerick for website design, however this was an informal arrangement until 2018. It was agreed following a meeting with Cooper Reed early in 2018 to continue the working relationship with them and to develop a formal support contract and web spec. Later in 2018, the INMED website migrated to VMotion for data storage, however, the web design remains with Copper Reed. Some initial glitches with Copper Reed including issuing of invoices for payment and visibility of the INMED website on Google have since been resolved. The website now has a more robust registration and ticketing system in place and it is anticipated that greater data analytics of website activity will be possible. The next tasks relate to the development of a social media profile for the organisation and the development of a resource page in due course.

Prof. Deirdre McGrath has stepped down from the INMED Exec Committee with effect from February 2019. We would like to take this opportunity to thank her for her hard work and dedication to INMED and the Communications subgroup.

## Education Development

*INMED Executive Members: Dr Crea Carberry (UCD), Dr Vicky O'Dwyer (UCD)*

**Members Learning Needs** The educational group has designed an INMED/ INHED membership survey to explore the membership's learning needs. Version 1 of this is going to be sent to the postgraduate group of INMED for their input on the postgraduate perspective. It is hoped that this electronic survey shall be distributed initially at the INMED conference in Galway.

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**Symposium Planned for 2019** A joint collaborative meeting between INMED and The Irish Network of Teachers of Communication in Healthcare (itEACH) called 'Getting it Right: Partnering with SPs to deliver programmes to train healthcare professionals to provide person centred care' will be held in the National Maternity Hospital, Dublin 2 on April 12 (*Appendix A*). The focus of the day will be on SP training. Many thanks to Dr Eva Doherty and contributors to this for making the day possible. Please see enclosed information

### Postgraduate Relationships

*INMED Executive Members: Karena Hanley (ICGP), Aisling Smith (RCPI), Josephine Boland (PG training bodies)*

The Postgraduate Sub-group of the INMED Executive agreed to concentrate on two immediate goals; a) Recruit an INMED liaison person from within each postgraduate college/regulatory body Inform the PG constituency, via the liaison person, of the existence of INMED, of its role and now it can be of benefit to PG medical educators and researchers

#### Steps taken so far

1. A list of relevant organisations to contact was drawn up. A total of 26 organisations/colleges/faculties was identified.
2. A list of names of nominated liaison persons (and email addresses) was collated, following initial contact with CEO/head of organisations, from other sources or searches.
3. Three versions of the introductory letter were drafted, with slightly different wording for three categories of recipients as follows:
  - A: Postgraduate training bodies (medical)
  - B: Health profession training bodies (UG+ PG)
  - C: Representative and regulatory organisations bodies

We have asked that as INMED liaison for their organisation, they will:

- agree to being included in a circulation list for email and notifications from IMMED
  - disseminate the information we provide to their colleagues
  - consider participating in the ASM (6-7 Feb 2019 in NUI Galway)
  - provide us with feedback, so that we can better serve the needs and interests of the sector
4. The letters were circulated by personalised email in September 2018 and reminders sent in January 2019.
  5. Responses have been noted and liaison persons added to the mailing list

#### Next Steps

To provide the liaison person with a copy of survey with which to elicit the needs and interests of their members/colleagues. This survey instrument will be adapted from the Teacher Development survey being developed by that subgroup.

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### Research Development

*INMED Executive Members: Dr Aislinn Joy (UCC), Dr Colm O'Tuathaigh (UCC)*

Below in italics is an update in relation to each of the research priorities outlined in the 2018 INMED Annual report.

1. Redraft research grant eligibility and selection criteria for the smaller INMED grants to facilitate the inclusion of more applied educational research.

*The eligibility and selection criteria for the 2019 Educational Research Grant (ERG) award were adjusted to allow submission of educational development projects which are designed to support curricular innovation.*

2. Design workshops to train potential applicants how to make an educational research application and populate website with workshop materials and worked examples.

*At the INMED 2018 ASM at University College Cork, a "Preparing your INMED Funding Application" workshop was delivered by the INMED executive research officers, Drs Aislinn Joy and Colm O'Tuathaigh. The workshop was attended by ASM attendees from all the health professions. These workshop materials were added to the website as supplementary resources to assist potential applicants to the 2019 RIME, ERG, and Travel award calls.*

3. Establish a rebuttal phase for the larger RIME grants.

*A rebuttal phase was not introduced for the 2019 RIME grant programme, but this option remains under consideration for next year's funding call.*

4. Strengthen the adjudication relationship with SMERC and establish a named Irish group of reviewers.

*The INMED executive research sub-committee has continued its efforts to maintain and extend the current adjudication relationship with SMERC. SMERC acted as external reviewers for this year's RIME call. 5-6 Irish reviewers agreed to adjudicate this year's ERG and travel awards. The sub-committee will continue its efforts to build a larger panel of Irish grant reviewers.*

5. All grant recipients should be tracked in terms of publication and presentation at international conferences. All grant recipients should present findings at dedicated sessions at INMED ASM. INMED should publicise the research/development, with author permission on the INMED website.

*With the assistance of the INMED administrator, the executive research sub-committee officers have continued their efforts to track recipients' research outputs (including publications/presentations) which are based on INMED-funded research work. All grant recipients have been reminded that their findings need to be presented at the INMED ASM.*

6. Review travel grant eligibility and criteria.

*In the travel grant award documentation, it was specified that successful applicants will be required to produce a 2,000 word report on the experience to be placed on the INMED website within 2 months of end of the placement and in addition will be expected to provide a 15 minute oral presentation detailing what they have learned at the following year's INMED ASM.*

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7. Establish large project and programme grant calls through the development of strong bilateral relationships with potential non- pharmacological funders.

*The INMED executive are currently in discussion with the Irish Medical Council regarding the establishment of a new dedicated funding call which will focus broadly on wellbeing and mental health during medical training.*

8. Provide support for applicants through a voluntary experienced education researcher network.

*All applicants to this year's RIME funding award were provided with the opportunity to join a mentorship network which would be available for future INMED RIME applicants during the application process. It is expected that over time, this voluntary experienced mentorship resource will lead to improvements in the quality and number of applications to this scheme.*

### **Long Term Priorities**

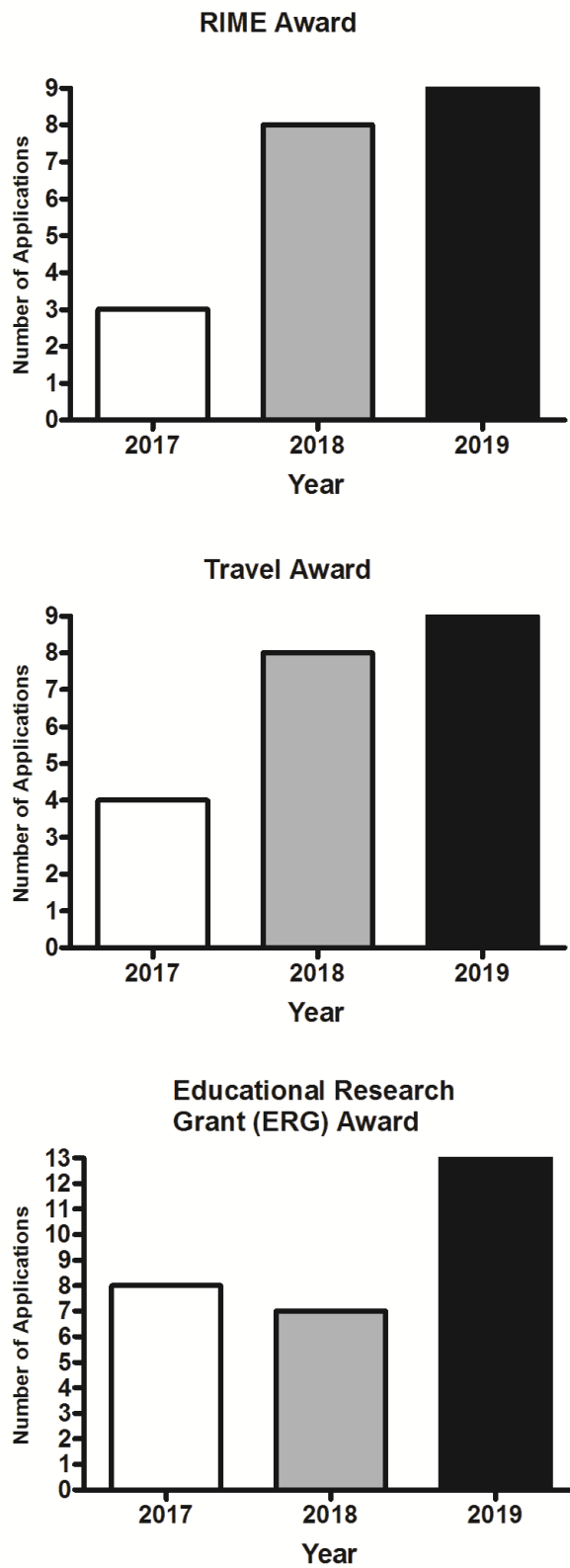
1. Provide further online supporting resources on the INMED website to train potential applicants how to make an educational research application, including worked examples.
2. Continue to build and strengthen the adjudication relationship and collaborative relationship with SMERC and other medical education research networks.
3. Enhance profile and expand applicant base of INMED funding award programmes across the health professions
4. Establish large project and programme grant calls through the development of strong bilateral relationships with potential non- pharmacological funders.
5. Continue efforts to establish a support for INMED funding award applicants through a voluntary experienced education researcher network.

### **INMED Research and Travel Grants**

INMED launched its first Research (ERG) and Travel grants in 2014. From 2016, in collaboration with the Medical Council of Ireland, we launched more substantial research in medical education (RIME) grants in addition to our initial priming research grants and travel bursaries. This year we received a record number of applications (see Figure 1), as well as increased diversity of submissions from across the health professions. The reviewing process was overseen by Dr Aislinn Joy and Dr Colm O Tuathaigh, (INMED executive research officers). The INMED research/travel grants were adjudicated within Ireland. The larger RIME grants were adjudicated by the Scottish medical education research collaboration, SMERC. We had 3 successful RIME grant; 2 successful ERG and 2 successful travel grant applications. We will announce the names of the recipients at the close of the INMED ASM on Friday, February 8<sup>th</sup>2019. It is gratifying to see that several of our previous grant holders have now published their work and we encourage all grant recipients to report their findings and/or the outcomes of their travel grant to the INMED conference.

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Figure 1: Number of applications to each of the three INMED funding calls between 2017-2019.



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## INMED Governance and Finance Group

INMED Executive Members: Aileen Patterson (TCD), Claire Poole (TCD), Linda Ni Chianain (QUB), Peter Cantillon (NUIG), Carol Lynch

### Governance

INMED adopted several new governance strategic goals in 2017:

1. The organisation would become multi-professional rather than uni-professional
2. The organisation would establish itself as a registered not-for-profit organisation and charity.
3. The organisation would establish a robust oversight and governance structures in keeping with a company limited by guarantee.
4. The organisation would redraft its constitution to reflect the governance standards of a company limited by guarantee.
5. The organisation would establish a relationship with an accountancy firm for the purposes of overseeing income, expenditure and liabilities.

### Progress

- We are pleased to report that we have achieved agreement on a new name for the organisation that reflects its new multi-professional ethos, the Irish Network of Healthcare Educators, INHED. We will maintain the existing logo design, but will reflect the change name in both the acronym and full name that appears in the logo on all paper and electronic communication media.
- In order to become recognised as a not-for-profit organisation we first full needed to register our presence with Irish Revenue. This process has been completed.
- We have adopted the standard constitution for a company limited by guarantee provided by the Companies Office of Ireland. The new constitution will require that we have a Board of Directors rather than an executive as we have currently. The Board of Directors fulfils essentially the same functions as an executive and there will need to be the usual particular roles such as Chair, Treasurer, Secretary et cetera.
- We have agreed that membership of INHED will, for now, be conferred for a period of one year on everyone registering the INHED ASM and/or an INHED symposium. The membership year runs from the ASM in the index year to the ASM in the following year. Membership confers the right to vote on important issues of policy and strategy at an AGM or EGM.
- Once the current executive have agreed a workable version of our new constitution we will send it to our membership for further consultation. A final version of the INHED constitution will be included with an application for company limited by guarantee status in 2019.
- INHED has engaged Duffy and company, accountants to provide accountancy services for INHED.

### Financial report

INHED is in reasonable financial health as evidenced by its financial statement for 2018 below. The organisation made a profit in 2018 because UCC very generously did not charge for venue costs and also absorbed many of the administrative costs for INMED 2018. Our aim is to bring in



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sufficient income each year to fund all of our research and travel grants and to pay for our various administrative costs. We exceeded that target in the past year, but each year brings its own challenges. It costs about €21,000 to run INMED/ INHED each year and we therefore aim to maintain a surplus of €21,000 year-on-year. If our current account remains significantly above this baseline, it is our plan to invest the money in larger research grants and to develop our website into a go to resource for classroom and clinical educators.

*Table 1. Opening and Closing Balances 2018*

	<b>Balance</b>
Balance Brought Forward 1st January 2018	€20,570.26
Closing Balance (as at 31 December 2018)	<b>€37,160.21</b>

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Appendix 1 Simulation Symposium in National Maternity Hospital (April 2019)

### Joint Collaborative meeting between the Irish Network of Medical Educators (INMED)

*And*

### The Irish Network of Teachers of Communication in Healthcare (itEACH)



### Getting it Right: Partnering with SPs to deliver programmes to train healthcare professionals to provide person centred care

Venue: National Maternity Hospital Campus, 65-66, Mount Street, Dublin 2

Times: 11.00am to 4.00pm

Fee: €50.00

### Programme

11.00 am	<b>Welcome refreshments and opening introduction</b> <i>Eva Doherty, Vicky O Dwyer, Crea Carberry</i>
11.15 am	<b>Getting started: Recruitment, screening and support</b> <i>Dara Byrne and colleagues NUIG</i>
12.00 pm	<b>International Consensus on a Template for SP Skills?</b> <i>Frank Coffey, Director DREEM, Nottingham University Hospitals NHS Trust</i>
12.45 pm	<b>Lunch</b>
1.30 pm	<b>Training SPs to give feedback: the Advocacy-Inquiry method</b> <i>Eva Doherty, Dara O'Keefe, RCSI</i>
2.15 pm	<b>Quality assurance-The SP Evaluation and feedback-Training Loop</b> <i>Claire Condon, RCSI</i>
2.45 pm	<b>Simulated patients' perceptions of their role and contribution to health professions education at RCSI</b> <i>Clare Sullivan, RCSI</i>
3.15 pm	<b>What works for us</b> <i>REACTORS agency</i>
3.45 pm	<b>Plenary discussion and plan for the future</b> <i>Eva Doherty, Vicky O Dwyer, Crea Carberry</i>
4.00pm	<b>Finish</b>