

**MINUTES** of a meeting of the **LIAISON PSYCHIATRY FACULTY EXECUTIVE COMMITTEE** held on 10<sup>th</sup> September, 2007 at The Royal College of Psychiatrists, 17 Belgrave Square, London SW1X 8PG.

No.            SUBJECT

31.07            **PRESENT**

Professor Elspeth Guthrie(chair)  
Dr Melanie Temple (honorary secretary)  
Dr Peter Aitken (finance officer)

Dr Janet Butler, Dr Charlotte Feinmann, Dr Jackie Gordon, Dr Judith Halford, Dr Max Henderson, Professor Matthew Hotopf, Dr Khalida Ismail, Dr Jagdish Jajoo, Dr Damien Longson, Ms Jackie Macklin, Dr Alex Mitchell, Dr Gopinath Ranjith, Dr Sanjay Rao, Dr Geraldine Swift and Dr Tayyeb Tahir.

In attendance:

Gill Gibbins

Professor Guthrie welcomed Dr Temple to the meeting on her first attendance as newly elected honorary secretary; Dr Aitken as the newly elected finance officer; and also welcomed Dr Ismail, Dr Swift and Dr Tahir, newly elected members. On behalf of the faculty and executive, Professor Guthrie recorded very great appreciation of Dr Gill's work as honorary secretary during the previous four years.

32.07            **APOLOGIES FOR ABSENCE**

Received from: Dr Alam, Dr Ananth, Dr Anderson, Dr Bass, Dr Bisson, Dr Jeremy Bolton, Dr Jim Bolton, Dr Burlinson, Dr Cantwell, Dr Davison, Dr Gill, Dr Holmes, Dr Kelly, Dr Malik, Dr Miller, Professor Peveler, Dr Rogerson, Professor Sharpe and Dr Sheehan.

33.07            **MINUTES**

The minutes of the meeting held on 12<sup>th</sup> June, 2007 were approved and signed as a correct record.

34.07            **MATTERS ARISING FROM THE MINUTES**

34.07.1        Faculty ACCEA submissions

Professor Guthrie commented on the increased number of faculty submissions this year and described the process for rating and ranking these

34.07.1 by the faculty decision-making group and by divisions before submission to the College committee.

34.07.2 Faculty web page

Professor Guthrie and Dr Longson reported briefly on the newly available web site – [www.liaisonpsychiatry.org](http://www.liaisonpsychiatry.org) – which contained information for psychiatrists and for service managers. Dr Longson and Dr Temple were congratulated on having put together so much information.

It was agreed that Dr Rogerson would be asked to establish a link between the faculty's web page and this new site, having checked with the College that there were no legal implications about the new site's content linking to the faculty page. It was agreed that there should be a general disclaimer on the faculty's own page that its content was for information only and that each text was individual to the respective author. Any member wishing to contribute to this should ensure that author permission had been granted and that there were no Trust confidentiality issues.

**Action: IR**

It was agreed that further development of the faculty web page would be a discussion item at the November meeting.

**Action: agenda**

34.07.3 Health psychology

Dr Feinmann undertook to open dialogue with a number of people and would report back.

**Action: CF, agenda**

35.07 **CHAIR'S BUSINESS**

35.07.1 Co-option of Dr Sarah Burlinson

The executive agreed that Dr Burlinson should be invited to attend meetings from November on a co-opted basis in order that the faculty could benefit from her experience with PBR issues.

**Action: EG**

35.07.2 Link person for the eating disorders section executive

Dr Butler agreed to serve.

35.07.3 Link person to the RCN

At Professor Guthrie's suggestion it was agreed to ask Suzanne McKeever in Manchester to succeed Mr Harrison.

**Action: EG**

35.07.4 Post-meeting dinner on Monday, 26<sup>th</sup> November, 2007

It was agreed to email the executive to ask who might be interested in joining the dinner, especially as the table was likely to be restricted to twelve people.

**Action: agenda**

36.07 **PAYMENT BY RESULTS**

36.07.1 Faculty tariff

Professor Guthrie reported briefly on the lunchtime discussion. The faculty had been lobbying the Department of Health for a tariff for liaison psychiatry services and a small group of faculty members from around the UK had taken part in collecting data, with the aim of developing a tariff, and this would continue. The existing data had been submitted to the Department but without formal acknowledgement to date.

Professor Louis Appleby, Professor Hollins and the Royal Colleges of Physicians and Surgeons were all supportive of the tariff proposal, although in reality no-one knew what would happen over PBR. Dr Temple spoke briefly about how the data would be broken down, with three groups of patients and three different tariffs. Dr Temple would email this information to the executive for comment.

**Action: MT, agenda**

36.07.2 Quality standards

Dr Temple explained that there were no official standards for liaison psychiatry quality standards, although NIMHE did have self-harm service standards. It was agreed that Professor Guthrie would discuss the possibility of developing quality standards for liaison psychiatry with Professor Paul Lelliott and Adrian Worrall at the CRTU. A number of the executive expressed interest in taking part in this work in addition to Professor Guthrie and Dr Temple: Dr Aitken, Dr Butler, Dr Longson, Dr Jajoo, Dr Swift, Dr Ranjith and Dr Tahir.

It was agreed that this would be the lunchtime topic in November, for which Dr Aitken would provide some data. It could also be the basis for a workshop at the 2008 residential meeting.

**Action: PA, MH, agenda**

37.07 **TRAINING AND EDUCATION**

The minutes of the June FECC meeting were **tabled**.

37.07.1 Curriculum revision/meeting with the Dean

Dr Longson reported that he and Dr Gill had attended a meeting with the Dean at which they were asked to re-write the faculty curriculum as quickly as possible: the whole College curriculum would be submitted to PMETB in January, 2008.

A paper on the proposed curriculum, and an updated version following the morning FECC meeting, were **tabled** and discussed. The general approach had been to develop a layered document; there would be further references, and further information given under 'Beyond training' and 'Information for GPs', such as business planning, although now the curriculum would no longer be arranged under 'Knowledge, skills and attitudes' headings but in a different six-heading framework. Each competence would no longer have to be signed-off individually but the educational supervisor would go through the list and each trainee would have to demonstrate how they had gone about acquiring the competences. There was also discussion of how long the training would take, as it would be difficult to spend a whole year in each stage. Should competences for those not intending to become liaison psychiatrists be acquired in the first three years, and who would sign-off the competences for 'all doctors'?

Page by page feedback was given to Dr Longson and members were asked to email him within the week with any further suggestions, so that a revised document could be discussed at the November FECC meeting.

**Action: all members, agenda**

37.07.2 CPD Committee/online

Dr Ismail undertook to serve on the committee; she would also to give thought to faculty online modules and identify possible authors.

**Action: KI, agenda**

38.07 **FINANCE/INCOME GENERATION**

Dr Aitken reported that it had been difficult to work out the current state of faculty finances; however, the likely credit balance was £8,000 – sufficient to run the faculty for a year. The faculty was dependent on its residential meeting for generating income and, referring to the paper presented at the June meeting, Dr Aitken confirmed that he would base his business plan for the College on that. It was agreed that the current sole entry to the suspended medical student essay prize would be held over until 2009, when it was planned to reinstate the prize. Dr Aitken would budget a total of £1,000 for the 2009 prize and any faculty bursaries, allowing £500 for the prize, which would no longer be advertised in the *Student BMJ* but via deaneries and in the College booklet on the web. The prizewinner would also receive a certificate.

**Action: PA**

39.07 **MEETINGS**

39.07.1 SAS conference, Birmingham

Dr Jajoo confirmed the meeting date as 26<sup>th</sup> October, 2007.

39.07.2 TNC group meeting: 9<sup>th</sup> – 10<sup>th</sup> November, 2007, Jury's Doyle Hotel, Bristol

Dr Henderson **tabled** the programme and asked members to advertise the meeting locally.

**Action: all members**

39.07.3 Faculty residential meeting: 12<sup>th</sup> – 14<sup>th</sup> March, 2008, Assembly Rooms, Newcastle upon Tyne

Professor Hotopf thanked members who had provided programme suggestions; any further ideas should be emailed to him as soon as possible. Professor Guthrie undertook to invite the President to speak.

**Action: all members, EG**

The committee noted that information on a range of hotels near to the Assembly Rooms would be sent out with the programme, for self-booking. The executive committee meeting would be held on the morning of Wednesday, 12<sup>th</sup> March.

**Action: diary**

39.07.4 College annual meeting: 1<sup>st</sup> – 4<sup>th</sup> July, 2008, Imperial College, London

The committee noted that the faculty programme submissions had been accepted.

39.07.5 Faculty residential meeting: March, 2009

Venue locations and dates would be discussed at the November meeting.

**Action: agenda**

39.07.6 Successor to Professor Hotopf as faculty academic secretary

Professor Guthrie thanked Professor Hotopf for his work over the last three faculty meetings, which had been notably innovative and successful. Nominations for successor as academic secretary should be sent to Professor Guthrie as soon as possible.

**Action: all members, agenda**

40.07 **POLICY AND WORKING GROUPS**

40.07.1 English policy committee

40.07.1.1 *Revision of CR 155 'Report of the working group on the psychological care of surgical patients', 1998*

Dr Feinmann reported that she would be in touch with Dr Bass to obtain the revision file and material from him.

**Action: CF, agenda**

40.07.1.2 *Revision of CR 127 'Guidelines for the prescribing of medication for mental health disorders for people with HIV infection', 2004*

Professor Guthrie stated that Dr O'Dwyer would have a report ready for the November meeting.

**Action: agenda**

40.07.1.3 *College working group on traumatic stress training*

Dr Bisson would give an update in November.

**Action: JBisson, agenda**

40.07.1.4 *College working group on risk management*

Professor Guthrie had not been able to attend meetings.

40.07.1.5 *College scoping group on psychological therapies*

A report would be made in November.

**Action: EG, agenda**

40.07.2 Scotland

Dr Halford reported briefly on the new Scottish Executive; there were still difficulties with waiting times in A&E.

40.07.3 Wales

In Dr Bisson's absence, Dr Tahir reported on benchmarking work and following discussion it was agreed that he would draft a letter for Professor Guthrie to send to the Welsh Assembly in support of the work.

**Action: TT, EG**

40.07.4 Northern Ireland

With his apologies Dr Kelly had sent a report, which was **tabled**.

40.07.5 Ireland

No report had been received.

41.07 **COMMUNICATION**

41.07.1 Regional representatives' report

Dr Aitken reported briefly for the South West.

41.07.2 Newsletter

Dr Temple thanked those who had sent contributions; the newsletter would be mailed out later in October.

41.07.3 Public education leaflets

Professor Guthrie undertook to ask Dr Jim Bolton to review and report on any College leaflet relating to liaison psychiatry.

**Action: EG, Jim Bolton, agenda**

41.07.4 Survey

Professor Guthrie would ask Dr Malik for a progress report in November; it might be possible to include something in the 2008 residential meeting programme.

**Action: EG, AM, MH, agenda**

42.07 **ANY OTHER BUSINESS**

42.07.1 General hospital notes

Dr Butler raised concerns about mental health trusts' position on these and undertook to write to Professor Guthrie on this, copy to the President.

**Action: JButler**

43.07 **DATES OF FUTURE MEETINGS**

Monday, 26<sup>th</sup> November: 1.00 p.m. working lunch and 2.00 p.m. executive committee meeting, Council Room

**2008**

Wednesday, 12<sup>th</sup> March: a.m. meeting with regional representatives at Newcastle venue, followed by dinner at a local restaurant

Thursday, 29<sup>th</sup> May: 1.00 p.m. working lunch and 2.00 p.m. executive committee meeting, Council Room

Thursday, 4<sup>th</sup> September: 1.00 p.m. working lunch and 2.00 p.m. executive committee meeting, Council Room

43.07 Thursday, 23<sup>rd</sup> October: strategy meeting with regional representatives, 15 Belgrave Square

Tuesday, 2<sup>nd</sup> December: 1.00 p.m. working lunch and 2.00 p.m. executive committee meeting, Council Room

**Action: diary**