

British Society for Gynaecological Endoscopy

Minutes of the BSGE Council Meeting

Held on Tuesday, 3rd December 2014

At Meeting Room 1, UCLH, London at 18:00

Agenda points	Items
	<p>Present: Ertan Saridogan, President (ES) Dominic Byrne, Vice President (DB) Mark Whittaker, Honorary Secretary (MW) Thomas Ind, Honorary Treasurer (TI) Sameer Umranikar (SU) Justin Clark (JC) arrived at 6.50 pm Chris Guyer (CG) Tyrone Carpenter (TC) Shaheen Khazali (SK) Fevzi Shakir (FS) Natasha Waters (NW) Gillian Smith (GS) Arvind Vashisht (AV) Atia Khan, BSGE Secretariat (AK) Liza Ball (LB) arrived late Kirana Arambage (KA)</p> <p>Apologies: Simon Jackson</p>
	<p>ES opened the meeting by welcoming new Council members. All present at the meeting introduced themselves. JC and KA were delayed.</p>
2.	<p>Minutes of the last meeting held on 22nd September 2014</p>
	<p>It was noted that Thomas Ind was Treasurer of the BSGE, not Honorary Secretary. Minutes were accepted by the Council.</p>
3.	<p>Matters arising</p>
	<ul style="list-style-type: none"> • LB will request update on guidelines from Moiad Alazam • NW updated the meeting about the RCOG Specialist Societies Liaison Meeting she attended in October 2014. Every specialist society has two representatives attending the meeting or a deputy. RCOG are keen to develop guidelines with specialist societies. Date will be circulated for the next meeting soon. • SK reported that the Endometriosis webcast was well attended with about 20 online viewers. • Laprotrain project- This was discussed at the BSGE Officers teleconference and it was agreed that TI will purchase the refurbished boxes from the BSGE for £6,400. LB informed the meeting that the boxes were good for beginners but not good quality. • Awards- It was agreed that SJ, TI and ES will mark the BSGE Awards. MW, TC and CG will help with the video competition marking. 11 Travelling Fellowship, 23 Medical Bursary and 4 Alan Gordon fellowship applications were received for 2014 Awards round.
	<p>Portfolio reports</p>
	<p>Website SK gave presentation on development of BSGE website. SK reported that the website was out of date, not dynamic, looked old and lacked features. Also, he was not happy with the current company hosting the website. SK proposed updating of website and regular newsletter. SK proposed employing professional newsletter writer to communicate better with membership. Professional newsletter writer would liaise with BSGE Council members and AK directly and come up with articles for the</p>

	<p>website and regular newsletter. SK has done research on this and had spoken to 4 to 5 people who did this for living. They charge around £25 per hour and it would cost £200 to £300 per newsletter. SK proposed trying this for 2 to 3 newsletters.</p> <p>ES commented that this post can be advertised to the BSGE membership to write newsletter. This member can be co-opted for one year. SK can oversee this.</p> <p>TI reported that the current BSGE website is quite good but newsletter in a new format is a good idea.</p> <p>It was agreed to do one newsletter by hiring a professional newsletter writer.</p> <p>SK reported that the CMS which supports the BSGE website is clunky and written in old style. To access different parts of the website required different sets of username and passwords. It was also not self-editing. SK had spoken to a company called Akiko who would charge £15k to develop a new website for the BSGE with new and modern features. Formedia would charge £28k for the same features.</p> <p>It was agreed that the website would not change until the BSGE SJM 15.</p> <p>ES requested shortlisting of 3 companies and listening to their presentations.</p> <p>ES reported that a solution had been found for online submission of abstracts for the BSGE SJM 15.</p>
	<p>BSGE Endometriosis Centres</p> <p>DB circulated the Endocentre Portfolio report before the Council meeting.</p> <p>There are currently 30 BSGE Accredited Endocentres and 20 Provisional (aspiring) Endocentres. The annual audit of data will be carried out on all data entered between 1st Jan to 31st Dec 2014, Data entry will close at midnight on 31st Dec 2014 and be audited. Results will be published to all Endocentre in early January 2015 and accreditation status published. Any appeals will be completed by end of Feb 2015.</p> <p>Appeal process for Accredited and Provisional centres- This process has been agreed and the document and weblinks sent to all Endocentre leads. They have been informed of the process should they wish to appeal any decision made in the 2014 audit of Endocentres. The documents have been uploaded onto the BSGE website (www.bsgge.org.uk/members/ec-re-application-appeals.php) and the Endometriosis database (https://blade.ukwebsolutionsdirect.com/~bsgeonli/downloads.php).</p> <p>Database upgrade- The Upgrade work has been completed and reviewed by DLB. It is now being tested in the test version of the database to check for avoidable errors. The upgrade will go live in Jan 2015 and will require users to enter all data in mandatory fields. It will not be possible to partially complete data. In addition the simplification and clarification of the system requested by Endocentre leads at the meetings in Norwich are all installed. There will be reminders for users to complete complication and histology data when three months has passed after surgery.</p> <p>Patient data entry by secure email weblink</p> <p>This work has now been completed and will be checked by DLB on 3rd Dec via screen share with ICE IT. It is expected that this functionality will go live in Jan 2015. This will enable centres to request patients complete their outcome questionnaires by email and the data will auto fill the database. There is a management system so Endocentres can see when email requests have been sent and when they have been returned. Repeat requests can be made at the discretion of the Endocentre.</p> <p>Database manager- To facilitate training in the database and encourage problem solving in each Endocentre we are developing the role of 'Data Manager'. Each Endocentre is identifying a person and their names are being added to the details of the Endocentre published on the BSGE Website. We plan to train these data managers over a screen share in groups, so we can create super users, who can problem solve locally. Also these people can produce reports for the Endocentre, so each centre can continue to audit their own data, as well as supply data to</p>

	<p>their Trust and/or local commissioners.</p> <p>Scientific Advisory Group (SAG) and BSGE Endocentre Publications- The SAG reviewed the Endometriosis database dataset with the SAG Chairman and research Fellow during the BSGE ASM in Norwich. Subsequent to this two papers have been written and have been reviewed by the SAG. A teleconference to discuss the papers and changes need will take place on 3rd Dec, with a plan for submission of the papers for publication before end of 2014.</p>
	<p>Awards & Bursaries</p>
	<p>It was reported that Ethicon was preparing for 2015 round of Laparoscopic Training programme for BSGE Trainees and in this round they would take 24 trainees. Olympus KeyMed would like to do similar project but have not heard back from them.</p>
	<p>Guidelines</p>
	<p>LB reported that the Chronic Pelvic Pain guideline needs updating but needs approval from RCOG first. She also wants to work on Laparoscopy during pregnancy guideline. LB would like to speak to JC re: funding idea and appointing a guideline fellow. JC reported that if the BSGE is serious about preparing a guideline, they will have to invest in it. Perhaps it can be half funded from industry. Issue is not having enough time to focus to write the guideline. DB has sent contact from ESGE who is keen to help with the guideline. ES reported that cost of a fellow would be around £50k per annum. MW proposed giving £10k to write a competitive guideline. ES said that this a safer approach. BSGE is still a smaller society and also companies may be biased. LB commented that the guideline can be partially supported by company, and partially by the BSGE. 2 or 3 fellows can be hired from acute trust. Grant can also applied from NHIR. It was agreed that LB will speak to RCOG about Laparoscopy in pregnancy guideline. SU reported that for hysteroscopy guideline, AAGL guidelines for reference should not be used. SU can proof read the guideline for style etc. JC will send his comments to LB.</p>
	<p>Nurse & Paramedic</p>
	<p>GS reported that she is working with AV for BSGE SJM 15 programme. Breakout session for Endometriosis nurses and Hysteroscopy nurses are planned. Yearly meeting at Bradford University will be held on 30th January 2015. Module in Guildford will be held on 7-12 September 2015. ES reported that he was sent a letter from Julia Pansini Murrell about nurses practising hysteroscopy but have no accreditation and no formal structure. Julia PM and Sian Jones are seeking advice on nurse outpatient procedures and on outpatient hysteroscopy procedures such as ablation, Essure and polypectomy. This was discussed and it was agreed that standard needs to be set as role of assessment is lacking. It was agreed that MW will speak to Julia PM and Sian J and GS will present results of 5 year audit.</p>
	<p>Research & Audit</p>
	<p>JC reported that he was involved in the Endocentre Scientific advisory Group. CSG are progressing well. JC will present them at the BSGE SJM 15 if he gets a slot. JC is planning on working on common guidelines such as common procedures of laparoscopy and hysteroscopy. JC circulated details of a pilot study to BSGE Council members to try. It was agreed that the PID must not be identifiable and would need approval from Caldicott Guardian.</p>
	<p>Industry Relations and Meetings</p>
	<p>TC informed the meeting that he found his role as chair of Industry Relations and Meetings difficult as there was no coordination at the moment. Badging of Laparoscopic Hysterectomy project was not discussed with him as this involved industry relationship. It was agreed that the Council should keep TC informed and need to change practice</p>

	Hysteroscopy
	<p>SU had nothing new to report. It was agreed that a strong link between RCOG and BSGE needs to be developed especially with Mark James and Christy Burden.</p> <p>ES requested reports with protocols from all portfolio chairs to keep BSGE Officers updated. ES reported the ATSM adverts will be going out soon. 10 centres has been selected and 5 centres will get trainees. Each BSGE mentor interested in education should work with RCOG. NW reported that she would like to develop Hysteroscopy Advisory Group. She is also organising BSGE Hysteroscopy workshop with Mary Connor on 3rd June 2015. NW and AK have provisionally booked RCOG for the workshop.</p>
	Trainee Representatives
	<p>FS and KA had Skyped YEP for a collaborative day for the BSGE SJM 15. Contents will be finalised in the next few weeks. Costs will be neutral as possible. Topics are to be finalised. KA would also like to do a web based surgical video programme for ST1 to ST7. Stryker has agreed to provide technical sponsorship. KA was requested to send a report.</p>
5.1	Co-opted members
	<p>It was agreed that Stephen Burrell will be co-opted member of the BSGE Council. SB will deal with DoH tariffs for hysteroscopy and best practice tariffs. This is agreed for one year.</p>
5.2	Letter from Julia Pansini-Murrell re: Hysteroscopy
	<p>This was already discussed earlier.</p>
5.3	Programme proposals for ESGE 2015
	<p>ESGE 2015 will be held 7- 10 October in Budapest. Speakers and topic suggestions welcome.</p>
5.4	Portfolio request- Andy Pickersgill
	<p>Andy Pickersgill wishes to contribute and join a portfolio. He will be asked to stand for next BSGE Elections.</p>
5.5	Morcellation
	<p>New statement from AAGL was published on 24th November. AAGL are not using morcellation. BSGE Officer will draft a new statement. TI will look into this.</p>
5.7	ESGE 2016
	<p>ESGE 2016 may come back to UK. BSGE ASM 2016 is planned to be held in Cornwall.</p>
5.8	BSGE Secretariat hours
	<p>AK appraisal was conducted by ES and RCOG. Due to society activity, it was agreed that AK hours would be increased from 21 hours to 28 hours. This would decrease AK overtime hours. It was agreed that AK will need extra help with preparation of BSGE SJM 15.</p>
5.9	RCOG 2016 Birmingham meeting, BSGE session
	<p>Topics and speakers for BSGE session of the RCOG 2016 Birmingham meeting were discussed. Two topics confirmed were morcellation and endometriosis.</p>
5.10	Advanced ATSM interviews
	<p>This was discussed earlier.</p>
5.11	Advanced ATSM national mentor
	<p>This was discussed earlier.</p>
	<p>TC left at 8.20 CG left at 8.30</p>

6.2	Incorporating Laparoscopic training into the BSGE ASM
	DB reported that the European Academy would like to bring Laparoscopic training session to the BSGE SJM. They have proposed 3 sessions per day for 2 days. Trainers would be volunteers from BSGE membership. Total cost would 2000 euros plus travelling and accommodation costs of 4 people from the Academy. They would also organise a Postgraduate training day. This is a well-established and well developed course. This needs to be priced up and DB will get further information from The Academy before decision is made.
7.1	BSGE Treasurer report
	TI reported that there is £301k in BSGE bank account. £93k is from BSGE membership subscription fee
4.	BSGE SJM 2015
	ES and AV reported that there will be parallel session of YEP, Specialist Societies, and Nurses during the main SJM. Pre-congress masterclass agreed were: BSGE Hysteroscopy workshop BSGE Ultrasound workshop BSGE Hands On workshop at the RVC There may be a BSGE/ESGE campus meeting in Oxford to be organised by Robert Tozzi. Gynecological Surgery will publish abstracts from the BSGE SJM 15. BSGE SJM 15 will be advertised in the journal too. Elizabeth Pritts from USA will be invited at the BSGE SJM 15. BSGE will fund this.
8.1	Laprotrain Boxes
	This was discussed earlier.
10.	AOB
	No AOB was discussed.
	Meeting closed at 8.40 pm