

**Summary of MASCIP Committee Meeting**  
**Tuesday 24<sup>th</sup> February 2015**  
**SIA House Milton Keynes 10.30am - 4.00pm**

Present:      Dot Tussler (Chair)                      Kirsty Luard                      Kevin Jones  
                  Lorraine Hedgecock (Secretary)                      Dan Burden  
                  Stef Cormack (Treasurer)      Paul Harrison                      Angela Wicks  
                  Emma Linley

**Welcome & Introductions**

Dan Burden was welcomed as the SIA representative on the MASCIP  
Eimar Smith was confirmed as a co-opted committee member, ensuring medical representation was addressed.

**Minutes of meeting held on 8<sup>th</sup> October 2014**

Comments received and actions undertaken were feedback and minutes were agreed.

**Constitution**

The existing constitution was reviewed and changes proposed to reflect current practice. Secretary role to now encompass membership database and new applicants.

The revised Constitution will be placed on website. As per the Constitution it will need to be agreed by the membership at the AGM.

Committee composition was reviewed.

Constitutionally it should comprise a ratio of 2/3 SCI Centre staff to non-SCI Centre. The current ratio is 1/2. This influenced the proposals to join the committee and deferred the voting of new proposed members at the 2014 AGM. Active recruitment via co-option is being pursued to re-dress the balance and voting of co-opted and new proposed committee members will be undertaken at the 2015 AGM.

**Membership**

The membership database has been handed over from John Borthwick to Lorraine Hedgecock as an additional element to her role as Secretary. Thanks were again expressed for his diligence in maintaining this.

It was confirmed that ongoing membership and communication will be via email and the website. A new Membership email address will be created and linked to application form on new website.

**Finance report**

Conference finances reported a surplus. This was achieved via an increase in exhibitors despite a lower than usual delegate attendance.

Main other funding outgoings relate to the website development, MASCIP administration and

guideline development.

### **Newsletter**

The new website has been well received. It is possible to analyse information from the readers which will help inform future newsletters and committee action. 750 Members were sent the newsletter. 1/3 of these opened it. Main topics that were opened were: Cauda Equina information, NSIC Education Channel, followed by SIA Rebuilding Lives Awards. Appreciation expressed to Stef Cormack and Kirsty Luard who have led on this.

Newsletter relies on Committee for information. Need to ensure information is new and up-to-date. Once website is setup, the newsletter will be easier to manage.

### **Website**

New website is almost complete. Progress was given and the committee were asked to go and navigate around the dummy site and give feedback to Kirsty Luard. The website calendar requires information to be uploaded. Logos used on the website will use a disclaimer for the logo owner to contact us if unhappy and ask us to remove or send us a better quality resolution.

New website discussed in length. Transition period required to allow for modification. A maintenance input from the website builder may be required in the initial transition. Enquires to be made to ascertain what exactly we get for this. Plan is for website management to be done by committee after transition.

### **APPG**

The SCI All Party Parliamentary Group have been meeting to discuss the issues relating to delayed discharges and equipment provision from SCI Centres. MASCIP has provided input into this. Housing to be discussed at a later date. Written evidence has been submitted from across the UK - Thirty responses received from SCIC's, users and other interested parties. SIA employed researcher, Lone Rose, is author of the report which will be completed by end of March but not published until after the election.

### **SCIMPE – SCI Multi Professional Education**

Paul Harrison gave a review of SCIMPE. The previous SCIMPE document produced on nursing competencies for SCI management was considered a useful tool in aiding a national approach and background to knowledge based skills in nursing within SCI Centres. This was a task set for MASCIP by SCIUK. Alison Lamb is leading on this.

### **Guidelines Update**

#### **a. Seating**

The development of these has been postponed whilst Lone Rose is working on the APPG report. The new Sponsorship Policy will be used to seek funding for the specific production of this guideline.

#### **b. Weight Management**

These are being developed. Weight management guidelines team are due to meet pre Guttman Conference and will continue to feedback on progress.

#### **c. Vocational Rehab Guidelines**

It is planned to identify who is responsible for Vocational Rehab input and direction at each

SCIC. Teleconference meetings can then be arranged initially for each person to discuss these guidelines and input into the development of the guidelines.

**d. Other proposed Guideline suggestions:**

- Bladder – Tracy Geddis at NSIC has shown interest in revisiting these. There has been talk of developing a working group on bladder with Coloplast.
- Bone Health

Paul highlighted that work is still being done on the NICE Guideline Development Group on Trauma and initial management. Paul to disseminate for comment.

Other guideline topics to be identified and reported back at next committee meeting.

Emma and Paul to review Older Adults Guidelines.

Awaiting feedback from Kevin on Pain Guidelines.

The previous MASCIP SCI bowel guidelines have been expanded to encompass the neurogenic bowel. It was considered it could be beneficial to review if a SCI specific focus was needed within one document. Paul to liaise with Maureen Coggrave,

### **CRG - Updates**

Data is available from the SCI database. Dan Burden to find out what can be shared publicly from CRG meetings. The database has restricted access to NHS users.

### **Shared Practice Events and Education Opportunities**

The planned date on 11<sup>th</sup> Feb was cancelled due to poor uptake. It was considered whether MASCIP's educational aims could be better met through increased collaboration with the SIA and their professional days. Can we increase our profile and links via the website? If MASCIP and SIA work together they may both achieve more. Dan to take this to the SIA Management.

Kirsty raised the diversity of delivery of Patient Education within the SCI Centres. Aspire already do a lot in education, but maybe MASCIP need an Education Subgroup addressing both patient and professional needs. It was considered this could be a good topic for another Shared Practice Event. Dot will pursue.

### **Sponsorship Policy**

Stef has drawn up a sponsorship policy. This will be placed on the website. It has been reviewed from a legal perspective. Must ensure that the authorised persons signing for sponsorship is the correct person. Angela to become Sponsorship link and will email Lorraine from now with those wishing to provide MASCIP sponsorship.

### **MASCIP Conference 2015**

Title is "Continuing Healthcare – Does it?"

Brian O'Shea already secured as a speaker. Lone Rose will report on the APPG report..

General view is that something more interactive should be included for this year's

Conference. Suggested that AGM held after lunch, followed by some sort of discussion or debate with the Committee. This would enable the new Constitution to be agreed. Any other speaker ideas to be emailed to DT.

### **Committee Membership/ Succession planning**

John Borthwick has provided an up-to-date list for committee membership succession planning. This also suggests that those who were for re-election in 2014 might only be co-

opted at this stage as no vote was taken. DT considered that her election to chair in 2012 would have commenced a 3 year term and so she would not have required re-election in 2014

2014	2015	2016	2017
Dot Tussler	Kirsty Luard	Jenny Whittall	Eimar Smith
Stef Cormack	Angie Wicks	Alison Lamb	
Firas Sarhan	Paul Harrison	Emma Linley	

The issue of too many people requiring re-election at the same time is noted. However, following our constitutional review it was highlighted that the constitution serves as a framework for function rather than an absolute.

Dot happy to continue in her capacity as Chair for another year if re-elected to committee but depends on views of Committee. Lorraine also happy to work for a further year alongside Dot. Discussion about this required later in the year.

Committee Members who work at SCIC are already link workers for MASCIP. Other units to be approached and a link worker secured for each SCIC. An incentive of a free Conference place could be considered to the link worker who gathers most new members.

### **Future Direction**

Comments on the future MASCIP direction were sought following last years conference. An email was sent around and much has already been addressed. Member feedback previously has been very useful and after going through issues raised, much has been achieved. Although MASCIP has fulfilled members' needs it is felt that they want more. One Conference cannot please all and going through suggested future conference ideas, it may be that previous titles may need to be re-visited.

Suggestion of employing a dedicated Administrator to be available on a phone line around 6 hours a week, to do minutes, organise Conference, Website and Newsletter. Virtual Secretary on a contract to be investigated. Job Description to be developed.

### **Any Other Business**

Email responses – Reply all or just to sender

When emails are sent around to Committee general rule is reply all so that thread of discussion can be seen by everyone. If you feel you wish to reply sensitively then only reply to sender only. Discretion and common sense to be used.

Memorial Presentation to be presented in the name of Linda Hall at the next Conference. Decision to be made as to whether this is a one off or to become a regular award. Suggestion of most active SCIC link person as the winner. Thoughts to Dot please.

Sue Paddison the Chair of SCITL asked MASCIP to support the funding cost relating to a technology fayre. First question is 'what cost are they considering?' Also 'do technology companies not have money?' Dot and Emma to ask at next SCITL meeting.

**Date of next meeting Wednesday 10<sup>th</sup> June 2015  
at SIA HQ, Milton Keynes  
10.30pm – 4pm**