

## MASCIP committee meeting minutes 13 Feb 2020

<p><b>Present:</b> Dot Tussler, Carol Adcock, Dan Burden, Eimear Smith, Claire Guy, Claire Trask, Angie Wicks, Emma Linley, Benita Hexter, Michelle Freeman, Hester Dunne, Chris Freestone, Imogen Cotter, Stef Cormack (minutes) [Kirsty Cook is on maternity leave]</p>
<p><b>Welcome to new committee members</b> HD, IC, MF</p>
<p>1. <b>Congratulations</b> shared on the safe arrival of KC's son</p>
<p>2. <b>Minutes of meeting</b> on 17 October 2019 were agreed</p>
<p>3. <b>CES infographic</b> to be circulated ahead of going on website</p>
<p><b>4. MASCIP 2019 conference review</b> Feedback given suggested it was the best ever! 3 speakers reported positive feedback from their participation. Most presentations exceeded delegates' expectations. Majority of learning outcomes were achieved by most delegates. Many suggestions for future conferences were provided. It is planned that some of these can be incorporated into the 2020 conference. The conference was unreservedly reported as value for money. Some feedback for future MASCIP activity is beyond the resource of the organisation, however, the request for clinical networks/study days will be further reviewed on the committee agenda.</p>
<p><b>5. MASCIP conference 2020</b></p> <ul style="list-style-type: none"><li>• Theme "The long and winding road to living with spinal cord injury"</li><li>• Sponsorship menus to be finalised ASAP and sent out to potential sponsors/exhibitors.</li><li>• Agreed to be run by subcommittee – DT, SC, AW, ES, CG, HD. Subcommittee to circulate ideas on learning outcomes so that delegate registration can open in the spring.</li><li>• Subcommittee to consider sponsorship options for this and next year. Can think bigger by planning ahead.</li></ul>
<p><b>6. Membership</b></p> <ul style="list-style-type: none"><li>• Currently 1018 members. CT circulated report with breakdown of SCICs and professions.</li><li>• Many emails need updating with migration to nhs net. CT working on this. EL will review Stanmore and DT will review Stoke Mandeville.</li></ul>
<p><b>7. Finance</b></p> <ul style="list-style-type: none"><li>• New Lloyds bank account working well and much easier to manage with online facility.</li><li>• CF is signed up as another signatory and has access to the online banking too for co-authorisation and for a second overview whilst SC currently covering both secretary and treasurer roles. New chair and secretary will need to be signed up as signatories too.</li><li>• £6,713.21 in bank at 6 Feb 20; approx £200 less than this time last year.</li><li>• £2,390 income still outstanding for conference and only small expenditure. Income timing was affected by changeover of bank accounts causing problems and delays. Anticipating a small profit this year which is a turnaround.</li></ul>
<p><b>9. Website</b></p> <ul style="list-style-type: none"><li>• All going well and set up for sponsorship</li><li>• AGMs and minutes to go on</li><li>• Photos and committee members need updating.</li></ul>
<p><b>8. Sponsorship and conference income</b></p> <ul style="list-style-type: none"><li>• CF has revamped the sponsorship menu</li><li>• SC will start signing up exhibitors.</li><li>• Delegates fees £110 for members £180 for non-members. Free for all speakers.</li></ul>

<p><b>9. Governance</b> CF will draft simple email survey for members.</p>
<p><b>1. Guidelines update</b></p> <ul style="list-style-type: none"> <li>a. MASCIP SCI and Neurogenic Bowel Guideline is a review and update (not rewrite) of 2012 guidelines for 2020. ISRT considering funding audit of practice in SCICs to help improvement of care, bring patient voice etc. Need audit tool developed.</li> <li>b. Pain management guideline review – Update needed and psychosocial guidance built in. IC will ask Psychology special interest group / explore option of shared practice event to start process. IC to send international guidelines to EL for website.</li> <li>c. Older adults – CG updating and reviewing.</li> <li>d. Patient Education – CG picking up from KC. Ongoing liaison with Aspire. Shared Practice Event planned on 14 May East Midlands, SCI centres. Focus on self-determination and taking control. Possible app-based tool being considered. Aspire to be invited to June committee meeting for feedback on Shared Practice and clarify future direction.</li> <li>e. CG to send podcast links to BH for newsletter.</li> <li>f. Bladder – no update</li> </ul>
<p><b>10. Guideline process plan</b> to be updated on website. CF to send final version (2019)</p>
<p><b>11. Guideline review plan</b> vocational rehab – invite input from members in newsletter via MASCIP secretary. Previous contributors to be contacted.</p>
<p><b>12. Spinal Services Clinical Reference Group</b> Clarification of ODN awaited. Concerns about multidisciplinary representation, collaboration, and accountability of host trusts. Funding uplift implemented and collaborative projects are being sought from SCICs. Tariff project remains paused. Looking for standards to aid consistency of provision.</p>
<p><b>13. Shared Practice Events</b> - covered elsewhere</p>
<p><b>14. Paul Kennedy Bursary</b> - Thank you to Total Community Care for continued support. Applications for this year's bursary went out in newsletter, closing in April.</p>
<p><b>15. Link workers</b> DT will contact volunteers and produce leaflets/posters</p>
<p><b>16. World SCI day</b> prevention theme – CA to pursue</p>
<p><b>17. Committee membership</b></p> <ul style="list-style-type: none"> <li>a. Committee roles and responsibilities: DT agreed to stay on as chair and organise conference BH elected Vice-Chair until AGM, when DT will step down. SC to remain as Secretary &amp; Treasurer until AGM. Other roles stay the same: CT membership, CF governance, EL Website, AW Sponsorship, BH Newsletter</li> <li>b. Role descriptions to draft – BH for newsletter, EL for website, CF for governance, SC admin/treasurer, DT circulate existing ones for comment and as template</li> </ul>
<p><b>Social media</b> – decided against Google Scholar on Facebook. Logo to CG for new twitter account. MF to draft simple social media policy.</p>
<p><b>Newsletter</b> As discussed and ask for study day info. Message from Chair</p>
<p><b>18. AOB</b></p> <ul style="list-style-type: none"> <li>a. Partnership options with RISCi to be explored.</li> <li>b. SCIC forum – promote discussion forum on NSCI database site</li> <li>c. Let CG know if you're interested in inputting to breastfeeding guidelines (international project)</li> </ul>

Next meetings:           4 June 2020 @ SIA house  
                                   22 October 2020 @ SIA house  
                                   5pm 11-12 November @ Burleigh Court