

**Minutes of the MASCIP meeting on
Thursday 20th June 2019
SIA House HQ, Milton Keynes 10.30am - 4.00pm**

Present: Dot Tussler DT(Chair) Lorraine Hedgecock LH
 Eimear Smith ES Angie Wicks (AW)
 Claire Guy CG Chris Freestone (CF)
 Benita Hexter (BH) Claire Trask CT
 Lisa Lewis (LL) Stef Cormack SC
 Kirsty Cook (KC) & Carol Adcock (CA) VIA CONFERENCE CALL

1	<p>Welcome DT welcomed all. DT informed the committee that PH has resigned. CT & LL asked to write a piece for the newsletter. A goodbye gift to be purchased to acknowledge PH's commitment to MASCIP over the years.</p>
	<p>Apologies Emma Linley, Kevin Jones, Dan Burden, Paul Harrison</p>
2	<p>Minutes of meeting held on 8th February 2019 Outstanding issues will be covered during today's meeting.</p>
3	<p>Membership CT has updated the database. There have been 41 new membership applications making the membership 1052 – plus at least another new 10 recent applications to be processed. The GDPR regulations were discussed in relation to storing the database. Limited information stored so GDPR compliant. New membership application form to be finalised which will make data collection easier as some professions are not accurate. A policy to be created and data acknowledgement to be made clear on website. Use of encrypted memory stick as a back-up agreed.</p>
4	<p>Finance SC presented clear and precise finance report. £300 deficit for 2018/2019. This deficit has been larger over previous years. not too bad. Money remains in the reserve account. Aiming to secure sponsorship 3 months before the conference. MASCIP exposure and marketing opportunities for companies were discussed. DT thanked SC for a timely finance report.</p>
5	<p>Sponsorship As mentioned in the finance section, banner on website was discussed. MASCIP could offer a sponsored banner on the website for a fixed period of time, November to November a suggestion. The most looked at page on the website to be identified via analytics as a good place to have the banner. An article or advert on the newsletter could be sponsored but need to ensure that 3 newsletters are available each year. Promotion of Guideline sponsorship and what is covered to be created. A standalone marketing document would be useful to ensure that the amount of the the overall costs of guideline production is met. Sponsorship does not</p>

	necessarily mean costs for production of an item. Sponsorship can be via association.
6	<p>Governance</p> <p>The MASCIP Constitution has been reviewed in the past. CF has emailed the committee possible amendments. CF suggested that a sub group be established to go update the constitution and cover aspects in anticipation of what may occur in the future. CF asked if MASCIP had insurance, are we at risk if an issue occurs after following any of the guidelines that MASCIP endorse? Are MASCIP accountable? A disclaimer at the bottom of the guidelines could cover this. DT to seek advice. Content of the guidelines are mainly based on scientific evidence so there should not be any liability issue.</p>
7	<p>Guidelines update</p> <p>a. Neurogenic Bowel Guidelines Much discussion. The 2012 version is to be reviewed. Currently LL, CA & PH involved. DT felt it appropriate for other parties to be included in the review. AW happy to be involved. AS to convert the 2012 document to word and send to LL, PH & CA.</p> <p>b. Vocational Rehab Guidelines The survey results were shared at recent practice event and the results were under-whelming. Unclear if the survey went out with the last newsletter. Ollie from Back Up is taking on the vocational lead and discussing the use of the guidelines.</p> <p>c. Pain management guideline review-KJ KJ to identify a working group.</p> <p>d. Older Adults DT to contact PH. CG happy to take up PH position in his absence, but this to be confirmed.</p> <p>e. Patient Education KC sent out the summary of the recent event in collaboration with ASPIRE. It included three separate action plans; one for ASPIRE, one for MASCIP and one for attendees. KC would like to see a 'blog' in the newsletter to update regularly to keep all the SCIC's informed. ASPIRE have already rolled out the 'Mind the Gap' project across five SCIC's with two more possibly to get on board. Moving forward it would be useful to review how patient education is delivered prior to discharge and at follow up after discharge; the timing of patient education to be audited and its effectiveness.</p> <p>f. Bladder Management DT to speak with ANP at NSIC.</p> <p>g. Weight Management These have been reviewed and a few queries emerged. These to be clarified ahead of guidelines being uploaded onto website.</p> <p>Plan for review of guidelines An alert of guidelines due for review to be established. A simple review would involve a research check in relation to the guidelines and subsequent amendment. There would be a literature search, rewrite/or update as necessary. The MASCIP guidelines process map was amended for update onto website and will include "Guidelines to be reviewed after no more than 3 years". This will be added to ongoing committee agenda.</p>
8	<p>Spinal Services CRG</p> <p>There has been a hiatus in CRG activity with end of 3 year cycle reached and need for all to reapply. DT submitted a request for MASCIP to be considered as a professional representative of one of the professional bodies. The new Chair of the CRG – David Cummings, is a spinal surgeon at Ipswich. The CRG membership places have been</p>

	reduced. The SCI Sub Group is to be replaced by the Operational Delivery Network Board which will be responsible/accountable for delivery of the SCI service specification. The Network Board will have financial support, which will assist with delivery of its function and responsibilities.
9	<p>Shared Practice Events:</p> <ul style="list-style-type: none"> a. Patient Education – KC to discuss with Wendy b. Pain Management – KJ to update <p>Vocational Rehab – This would be good to organise. SC is to discuss with Ollie from Back Up. A survey would be a useful driver in implementation. KC was offered a suitable venue and will enquire if this could be used for Vocational Rehab shared practice event.</p>
10	<p>MASCIP Conference 2019</p> <p>“Up to your neck in it” – life with tetraplegia. Programme will include a key speaker and user perspective with membership abstracts for each section.</p> <ul style="list-style-type: none"> 1. Respiratory 2. Assistive Technology and Innovation 3. Upper Limb Function 4. Independent Living and Wellbeing <p>LB has already had interest regarding exhibitors and sponsorship. LB has a sponsorship package for update. This is to be sent out to interested exhibitors and placed on the website.</p>
11	<p>Paul Kennedy Bursary</p> <p>Application from Sunita Maharjan from Dublin SCIC has been received and approved. She will have a free conference place and will present her findings and write an article for the newsletter.</p> <p>CF kindly offered that TCCM would sponsor the Paul Kennedy Bursary fund of £1000 for 3 years. Thank you to CF and TCCM.</p>
12	<p>Link Workers</p> <p>Re-establishment of Link Workers in each SCIC needs to be actioned. Everyone has a responsibility to spread the word of MASCIP.</p>
13	<p>World SCI Day</p> <p>5th September 2019 will be this year’s World SCI Day. ISCOS set this up to raise awareness. Any ideas to promote this day to CG. This could be an opportunity to increase membership. CG to write a statement for the website.</p>
14	<p>Committee Membership & AGM</p> <ul style="list-style-type: none"> a. Committee re-election, roles and responsibilities and Committee members were highlighted. <p>Job descriptions were reviewed. Job description for Membership Secretary is needed. MASCIP Secretary and Treasurer job descriptions to be written by the current reps. Photos on website need amending, some removing, new committee adding. Biographies also required. Send to EL. LH to check current committee list to see if anyone due to stand down.</p>
15	<p>Facebook – Google Scholar</p> <p>No update.</p> <p>CG to set up Twitter account, which will link to the Website and newsletter.</p>
16	<p>APIL Accreditation</p> <p>Not required.</p>
17	<p>Newsletter</p> <p>Newsletter sent out recently. Items for the next newsletter were collated during the meeting for BH.</p>

	EL to find out the most hit page on the newsletter and then sponsorship request could be linked to it.
18	<p>Website</p> <p>Recent requests for information from outside the UK to be accessible on the website. Information can go on the international user resource.</p> <p>Conference information, booking form, venue details to be updated for this year.</p> <p>The most hit pages on the website are:</p> <ol style="list-style-type: none"> 1. Calendar 2. SCI Nurse Link 3. Conference page 4. Guttman page <p>These sections could be the place for the sponsored banners from companies.</p>
18	<p>Any other business</p> <ul style="list-style-type: none"> - New banners agreed. - LL has been talking to research team about “current bowel care practices in SCI in Australia and New Zealand”. Particularly interested in a survey on a cross sectional study. - CG has been liaising with an International Multicentre in Canada regarding breast feeding with a SCI and establishing guidelines for HCP and consumers. Contact CG if interested. - LH will be stepping down after next conference due to change in employment.
	<p>Dates of next meeting</p> <p>17th October 2019</p> <p>27th November 2019 – Burleigh Court 5pm</p> <p>28th November 2019 – 21st MASCIP Conference</p>

Dot Tussler
Chair