

GARNet

Gastroenterology Audit and Research Network East Midlands Trainees (EMiT)

Minutes from meeting held on 13 December 2016 at 12.00, Hilton Hotel East Midlands Airport

Present: Andrew Baxter, Ejaz Hossain, Richard Ingram (*meeting chair and minutes*), Giles Major (*via Skype*), Caroline Sharratt (*minutes*)

Apologies: n/a

Approval of agenda: the agenda as circulated on 28/11/16 was approved

Review/approval of previous minutes: the minutes of the meeting of AGM 17/11/16 were accepted without modification as a true and complete record

Matters arising:

1. Existing project

The PPI in AUGIB audit prospective data collection period has now closed. Sites were asked to send completed data sets to RI by 19/12/16. Sites are being asked to identify their own areas for development, with GARNet identifying outcome patterns and regional learning. Committee discussed reviewing the date for reaudit, to allow time for initial audit data to be fed back, and an opportunity for any change required to be put in place. Committee are keen to submit provisional results to BSG and MGS, and need to meet abstract deadlines (24/02/17 and 28/02/17).

Action: RI and GM to collate and analyse data sets

Agenda items:

1. Membership

A membership database and file of Form 1s has been developed and currently held by CS. All agreed that the database should include an NHS email for data sharing and a phone contact number. Currently there are no Associate Members listed. Committee are uncertain about levels of juniors support with current project to date. Two sites are also yet to report back their identified consultant site leads. All consultant site leads are yet to sign Form 1 (as Honorary Members). Possible Consultant Committee Members for GARNet were discussed, who would be involved in an advisory capacity with their role as per the Constitution. Committee also discussed the potential future role for interested allied health professionals such as endoscopy or specialist nurses to join GARNet. It was decided that additional Committee Members were not needed at this stage but positions are available for those Members or Associate Members who wish to take on additional roles.

Action: CS to liaise with RI for list of trainee emails/phone numbers

CS to approach trainees to sign outstanding form 1s

CS to draft email to invite interested specialist nurses to support GARNet

RI and EH to discuss with potential Consultant Committee Members

RI to contact site leads re study teams (to confirm list of Associate Members and consultant leads)

2. Plan for future projects/proposals

Discussions focused around how best to identify future project(s) from the membership. The timescale for future project(s) would depend on the type and scale of project(s) chosen, and plans for the PPI in AUGIB audit. Committee agreed to request ideas for future projects at the Jan teaching day (26/01/17) and to develop a system for applications. A GARNet proposal template will need to be developed, but could be based on those of other trainee networks. If necessary the committee would then meet to agree a shortlist (if multiple applications were received) prior to these being

presented to trainees at the March teaching day (01/03/17). Interested trainees can attend the BSG Research Workshop for trainees in Birmingham on 20/03/17. The next regional teaching is 24/04/17.

**Action: RI to contact SWARM
GM to review and refine A4 project proposal template
RI to add GARNet discussions to January and March teaching agendas**

3. Website

Discussion focused around the website design and content. All agreed the website should include the following:

Core documents, information about the committee and their contact details, information about current projects, and those project leads, alongside past project outcomes, useful web links, and a contact point. All agreed that the website should not be used to disseminate other training information to the regional trainees.

Options for the choice of server were discussed, alongside reviewing the existing site plan. Funding for around £200 for the website set up and ongoing function was agreed.

**Action: RI to contact Ronit Das
AB to continue website design
AB and RI to confirm hosting arrangements, REDCap and confirm if N3 hosting is needed**

Any other business:

1. Banking

EH now has provided documents to be added to bank account. Some further documents are needed for AB.

Action: AB and EH to liaise with RI to complete banking paperwork

Next meeting: TBC