




## East England General EQA Scheme

7808 MINUTES

<b>MINUTES</b>			
Title of Meeting		EQA Annual General Meeting	
Following our decision to cancel this year's AGM a PowerPoint presentation was produced and distributed.			
Venue:	Held by telephone conference at Maidstone Hospital, Seminar Room	Time:	2 PM
Minute Taker:	Amanda Cowie	Date of telephone conference:	Wednesday 12 <sup>th</sup> June 2019
PowerPoint Presentation:	 AGM 2019 PowerPoint FINAL.pp	Date sent:	Tuesday 11 <sup>th</sup> June 2019
		Sent to:	All participants via email

Present			
Prof John Schofield Scheme Organiser	Gill Donald Scheme Manager	Helen Dasley Scheme Quality Manager	Amanda Cowie Scheme Administrator
Dr M Coutts	Dr S Sinha	Dr Vittay	Dr M Boyle
Dr I Hawley	Dr A Nayar	Dr Gupta	Dr S Di Palma
Dr S Baliia	Dr M Ong	Dr D Phillips	

Apologies			
Dr M Kadri	Dr J Quiroga	Dr S Shawash	Dr Laura Fulford
Dr S Thomas	Dr T Mathews	Dr J Boissiere	Dr G Devarajan
Dr A Williams	Dr L Edmunds	Dr U Mahadeva	Dr M Moonim
Dr R Perera	Dr N Chaston	Dr N Bagla	Dr I Morrison
Dr A Moatasim			

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<b>New Minutes</b>		
<b>Minute number and decision</b>	<b>Action</b>	<b>Date by</b>
<b>1. Welcome &amp; introduction of scheme staff</b>		
Prof Schofield welcomed all those who joined the telephone conference call and introduced the Scheme staff.		
<b>2. Scheme report (changes and developments)</b>		
<p>a. Annual report</p> <p>The 2018 annual report (submitted to RCPATH) was explained by Prof Schofield</p> <p>b. Costs and Accounts</p> <p>Income: £58,320 for 166 participants Expenditure: £40,086</p> <p>There are still some costs for the year that yet to be accounted for due to UKAS closeout costs not included. Remainder will fund new PC for Scheme Administrator and increased UKAS costs during 2019 due to full re-inspection</p>		
<b>3. UKAS</b>		
<p>Prof Schofield informed the participants who were present that we have a full re-inspection in September 2019 that consists of a two day visit from UKAS to maintain our ISO 17043 accreditation.</p> <p>Prof Schofield gave a short explanation that we have an inspection annually but every 4 years a full re-inspection.</p> <p>There were only 3 non-conformities found in 2018 visit that have all been identified and rectified.</p>		
<b>4. Any other business</b>		

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<p>Prof Schofield stressed the benefit of having digital images is that participants are able to clarify their answers after viewing glass slides at a later date before finally submitting their completed response forms to the Scheme and this was also evident in the comments received.</p> <p>As we find Respiratory cases particularly hard to keep well stocked it was suggested again that perhaps digital respiratory cases would be better than no Respiratory cases at all. From Q4 – “would a digital case be better than none?” 69% said yes.</p> <p>Comments received at the end of this survey showed an interesting mix of opinion – to be discussed further.</p> <p><b>Future AGM Survey</b> The survey showed that 80% of participants are more likely to attend a virtual meeting. Participant suggested the use of Skype as a successful tool. Suggestions were made into holding a meeting at central location such as The Royal College of Pathologists and to organise facilities there for other participants who unable to travel for the meeting to dial in.</p> <p>Prof Schofield to investigate further at The Royal College of Pathologists.in October</p> <p>It was evident that guest talks are well received and we shall continue to provide footage if suitable material is available.</p> <p><b>b. Case Submission</b> It was briefly explained again that we have since reviewed and updated our case submission form to allow cases from the last 12 months to be accepted into the Scheme.</p> <p>Case stock under 10%: 2% - Respiratory 4% - Lymphoreticular/Endocrine 5% - Breast/Misc/Educational</p> <p><b>c. Case Selection</b> Prof Schofield gave a short explanation on how cases are selected for a round. Prof Schofield is presented with (anonymised) slide trays in their diagnostic categories and ensures the material is suitable, the locations</p>	<p>AC to produce survey</p> <p>JS – investigate meeting rooms when at The Royal College of Pathologists.</p>	<p>Nov 2019</p> <p>Nov 2019</p>
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<p>are checked by the Scheme Administrator to ensure hospital locations are not duplicated.</p> <p>We can only select what the participants submit to the scheme, so the participants are essentially deciding what should be included in the rounds</p> <p style="text-align: center;">d. Possible Future Changes to the Scheme</p> <p>The scheme has recently been investigating alternative software. EQA Lite has shown most interest and participants were asked their thoughts and how other schemes run using such software.</p> <p>Concerns were raised that the software may work well for specialist schemes but maybe not general.</p> <p>Gill Donald advised that will investigate further, find another scheme that uses it for us to possible view.</p>	<p>GD/AC investigate Yorkshire EQA</p>	<p>Nov 2019</p>
<p>Date and venue for next meeting</p>		
<p>The venue for the next AGM will be confirmed due course.</p>	<p>AC arrange date explore video links available</p>	<p>Dec 2019</p>

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