

Summary of CPD Activity

Name: Iain Threlkeld	Job title: Head of Clinical Engineering	Year:2018
----------------------	---	-----------

Date	Description	Type of activity	Benefits to self/own practice	Benefits/impact to service	Supporting evidence	Time (hours)
January 2018	Interpret new HTM electrical guidelines	Work based learning	Gained an understanding of the HTM electrical guidelines and how our own policies and procedures have been developed.	Interpreted the new HTM guidelines and reviewed existing electrical policy to determine changes required within the trust to ensure compliance. This resulted in improvements being made to existing policy and procedures.	Updated electrical policy and procedures	4
12/1/18	Premises Assurance Model (PAM) workshop	Formal / educational	Gained an understanding of the types of data required by PAM and how Clinical Engineering is required to feed in to the process.	Attended PAM workshop to learn about how PAM is to be implemented into the trust and the types of data required. Gained an understanding of how Clinical Engineering feeds in to overall trust PAM data collection which will help to improve the evidence provided by Clinical Engineering.		2.5
January 2018	Internal investigation	Work based learning	Lead on an internal investigation into a leaking roof caused by contractors. Gained an understanding of the MHRA requirements around the manufacture of medicines and also how our Estates team manage contractors while on site.	Understanding of new roofing technology and impact of MHRA medicines manufacturing requirements caused by leak into radio pharmacy. Able to offer suggestions and improvements to current contractor management procedures to prevent a	Internal investigation report	10

				reoccurrence.		
January 2018	External audit of Medical Engineering at local Trust	Professional activity	Carried out an external audit of the entire medical engineering department and medical device management systems in place at a local NHS Trust. Written report was then presented to the Director of Estates at the Trust. I gained an understanding of how different Trusts operate and was able to take examples of good practice shown on board.	Understanding of processes in place in a different department and assess what changes can be made to own service. Also help the Trust make improvements to their own department by offering recommendations for improvement.	Audit report	28
29/1/18	Leadership Forum	Formal / educational	Presentation by senior management into upcoming CQC inspection. I gained knowledge of the areas the CQC would be inspecting so was able to prepare for any questions in advance.	Gained an understanding of requirements and expectations of the trust during the upcoming CQC inspection. This helped the department prepare in advance of the visit by inspectors.	Meeting presentation slides	1
13/2/18	RCT management panel	Professional activity	Chair the RCT management panel and discuss issues around registration of clinical technologists. This helped me to better understand how the RCT can make improvements to the protection of the public through registration.	Feedback to RCT registered staff within my own department to help them understand issues around registration and public protection.	Minutes of meeting	3
15/2/18	Professional Standards Committee meeting	Professional activity	Attend the IPEM PSC meeting and gained an understanding of changes within IPEM.	Gained knowledge which I was able to bring to own department around development of trainees and in house training.	Minutes of meeting	4
8/3/18	Chair regional medical device meeting	Professional activity	Chair the northern region medical device management group meeting where issues affecting the profession are discussed. Gained an understanding of how others are addressing issues which affect all Clinical Engineering departments.	Understanding of issues affecting the profession and how to manage department better to adapt.	Minutes of meeting	2.5

12/3/18	Investigate ophthalmic viscosurgical devices (OVD)	Self-directed learning	Independent research and work with pharmacy department to determine whether OVDs are classed as a medicine or a medical device. I gained a better understanding on classifications.	Ability to determine where responsibility for signing off a new product lies; the medical device safety committee or the drug and therapeutic committee. This will help the Trust direct the decision making process to the correct committee.		2
14/3/18	Attend Philips Medical monitor demonstration	Formal / educational	Attend presentation by Philips medical into updates to their patient monitoring range. Gained an understanding of changes to technology.	Understanding of updates in technology and how we can use these improvements to drive better patient care within theatres.		1
16/3/18	BOC Asset tracking meeting	Work based learning	Attend discussion around how BOC asset tracking can benefit the trust. Gained an understanding of how such a system works and can be used to help monitor cylinders,	Understanding how BOC asset tracking can be used to follow medical gas cylinders throughout the trust. If we implement this then the Trust will be able to ensure we have an adequate supply and that all cylinders are in date.		1
10/4/18	Attend International clinical engineering forum for innovation and development	Formal / educational	Attend meeting to discuss challenges facing the clinical engineering profession in the UK and China and how development of engineers in both countries can be progressed. I learned that the challenges we face in the UK are the same as those in China and learned some of things being done overseas to address issues.	Understand how clinical engineers are being developed to meet the challenges facing the profession and how we can adapt our own training to meet future requirements around medical equipment. Was able to bring back ideas being used in China to improve service locally.		2
11/4/18	Attend International Medical Equipment Fair	Work based learning	Learn about new technology being introduced.	Awareness of new products and how they could be incorporated into our Trust.		1
11/4/18	Attend Chinese–British–French medical equipment management	Formal / educational	Attend presentations given on how patient monitoring has been linked to EPR records and how data is being managed and recorded at different hospitals. Gained an understanding of how other Trusts have managed these	Learned how the use of EPR can improve patient flow and early assessment of patients. Also learned about challenges others have faced during implementation so when we go		2

	forum		projects.	ahead with this we are better prepared.		
12/4/18	Visit to Mindray manufacturing facility	Professional activity	Visit the manufacturing facilities to learn how patient monitors, anaesthetic machines and ultrasound scanners are manufactured. Gained knowledge of manufacturing process	Understanding of manufacturing techniques used within products. This helps determine whether the products we are using in the UK are manufactured to adequate standards.		2
12/4/18	Visit to Mindray offices and R&D facilities	Professional activity	Learn about the R&D activities of Mindray and the development and testing of products prior to entering the market.	Understanding how products are developed and tested. This demonstrated that the equipment we use within our Trust is adequately developed prior to placing on the market.		2
12/4/18	Attend Mindray information sharing forum	Professional activity	Attend international information sharing forum to discuss experiences with clinical engineering colleagues from across the world. Learned that all countries are facing similar challenges, however some are more advanced than others.	Understanding of common challenges facing clinical engineering and learn about different approaches that have been taken. Was able to bring back examples of good practice to incorporate into own department.		1
26/4/18	Trustee role at local running club	Other	I have taken on the role of a trustee for my local running club. The first meeting was to discuss the legal implications of the role of a trustee and agree the role description. This gave me a good understanding of the requirements for the role.	Gained an understanding of the governance and oversight required when taking on a voluntary role within the local community. There will be elements of my experiences I will be able to use within my daily role.		2
10/5/18	Attend GE Medical monitor demonstration	Work based learning	Attend presentation by GE medical into updates to their patient monitoring range. Gained an understanding of changes to technology.	Understanding of updates in technology and how we can use these improvements to drive better patient care within theatres.		1
5/6/18	Attend training session on corporate report writing	Formal / educational	Attend presentation and training session on the new Trust corporate template for all reports being presented to the Trust board or subcommittees. Gained knowledge of how to write effective	Understanding of how reports submitted by Clinical Engineering to be read at board level should be presented to ensure all relevant information is provided in a concise but informed	Training presentations and workbooks	1

			corporate reports	manner		
6/6/18	RCT management panel	Professional activity	Chair the RCT management panel and discuss issues around registration of clinical technologists. This helped me to better understand how the RCT can make improvements to the protection of the public through registration.	Feedback to RCT registered staff within my own department to help them understand issues around registration and public protection.	Minutes of meeting	3
21/6/18	Professional Leads Meeting	Professional Activity	Attend the Trusts Healthcare Scientist professional leads meeting to discuss issues affecting the varied scientific professions in the Trust	Learn about strategies being used in other areas to improve service and staffing issues. Many of which can be introduced or considered within own area.	Minutes of meeting	1.5
22/6/18	Finance education meeting	Work based learning	Educational session to explain the intricacies of the financial accounting rules within the NHS	Gained a better understanding of the rules to help advise clinical areas on the routes to take when procuring new and replacement equipment. This will help improve compliance in these areas within the Trust.		1
27/6/18	North East Regional medical device meeting	Professional Activity	Attend the North East region medical device management group meeting. A meeting of heads of department to discuss issues affecting the profession.	Gained a better understanding of how trusts are being affected by changes to the NHS, particularly the issue of wholly owned subsidiary companies and how other trusts are meeting the challenge. When this help inform the process at my own trust when we head down this route so we are better prepared to solve issues before they arise.	Minutes of meeting	3.5
Various dates over the first six months of the year	Arrange early career study day as part of IPEM, IHEEM and NPAG collaboration	Professional Activity	Work as part of a group representing three bodies to develop an early career study day. The aim was to deliver a full day of education content covering areas such as electrical safety, physiological monitoring, gas safety as well as case studies and professional development presentations.	Learned more about the processes involved in developing and delivering an educational training event. The event sadly was cancelled due to low numbers of delegates registering for the event. However the lessons learned in putting the day and the program together will be taken on board when	Emails and notes from meetings	10 hours over the course of the project

				planning future events.		
3/7/18	Review of waste disposal procedures at external site	Work based learning	Meeting with the environmental advisors to review the disposal processes in place at an external site which is shared by staff from two separate trusts. I gained a good understanding of the law around disposal and how compliance can be assured.	I am now able to assist staff regarding the consignment and disposal of clinical waste and help improve the processes already in place to ensure better compliance.		1
6/7/18	North West Regional medical device meeting	Professional Activity	Attend the North East region medical device management group meeting. A meeting of heads of department to discuss issues affecting the profession. The group this time had a specific agenda item on university courses for clinical engineering.	Gained a better understanding of how trusts are being affected by changes to the NHS, particularly the issue of wholly owned subsidiary companies and how other trusts are meeting the challenge.		3.5
17/7/18	Trustee Meeting	Other	Meeting to agree the role profile and review the accounts and expenditure at the local running club where I am a trustee. I gained an understanding of the financial workings of the club	Continuing with my voluntary role which will help me understand the financial challenges and legal requirements of running a sports club.		1
25/7/18	Visit from another trust to learn about the ISO9001:2015 quality system in Bradford	Professional activity	Received visitors from a trust seeking to implement an ISO9001:2015 system to manage their medical device management within their trust. To help advise I needed to gain an understanding of how their systems currently operate so I could advise how to approach this project.	Learned about some of the processes and procedures in place elsewhere and whether some of these ideas can be used to improve compliance within my trust.		3
30/7/18	MRI Safety Training	Formal / Educational	Attend training session on MRI safety. I now have a better understanding of the requirements when working in or around the MRI department	I am able to advise staff working in the area on how they should comply with the safety requirements to ensure a safer working environment	Certificate	1
July 2018	Update the Trusts medical device policy	Work based learning	Update the Trusts medical device policy and procedures. In order to do this I needed to review the current legislation	The trust is now updated on issues around medical device management so it can deliver a high quality and safe	New policy and procedures	8

	and procedures		and guidance to ensure the policy is compliant. I have therefore updated my knowledge of the requirements.	service consistent with all external guidance and legislation		
16/8/18	Let's Talk Management Timeout	Work based learning	Attend presentation and discussion forum regarding the Trusts CQC inspection report. Discussions focused on how we need to ensure we get the basics right first time. I have a better understanding of how pressures in clinical areas can lead to simple errors and how these can be prevented.	I am now aware of some of the issues faced by other departments within the Trust and can help ensure that Clinical Engineering is able to adapt to help	Presentations from meeting	2
20/8/18	SLA Meeting	Work based learning	Following the decision of BTHFT to transfer the Estates and Facilities division to a wholly owned subsidiary. I attended a meeting to discuss the development of the service level agreement between the Trust and the new company. I gained an understanding of other contracts in place and how this needs to be developed.	I now have an understanding of what input is required by Clinical Engineering to the service level agreement. This will help ensure that the details are captured and all measures being implemented are deliverable prior to the transfer.		1.5
23/8/18	Wholly Owned Subsidiary Briefing	Work based learning	Attended management briefing on the move to the wholly owned subsidiary. I gained an understanding of some of the HR processes necessary as well as what steps the organisation will be taking as the transfer progresses.	I am now better placed to advise staff on the processes involved to help remove some of the uncertainty. This will help reassure staff and ensure the process causes a little disruption to our service as possible.		1
24/8/18	Annual Appraisal	Other	Review of objectives and performance over the previous year and new objectives agreed for the coming twelve months.	The objectives set will help ensure the department continues to move forwards and improve the service it provides to the Trust	Appraisal paperwork	1
6/9/18	Command Centre Event	Work based learning	Attend event to learn about the new command centre being introduced to the Trust. Presentations given on the role the command centre will play in the trust and how it will help improve patient	I was able to provide input to the command centre from the point of view of Clinical Engineering and how knowing the location of equipment can also benefit patient flow.	Presentations form the event	4

			flow.			
7/9/18	Northern Training Consortium annual Conference	Professional activity	Attend the Northern Training Consortium annual conference. I learned about training initiatives from the North East Region and provided two presentations, one on experiences of supporting our trainee and one on the development of Clinical Engineering accreditation.	Gained an understanding of how Trusts are co-operating with funding and providing training across the Healthcare Science profession. Examples of good practice can be introduced locally.		5
18/9/18	IPEM MPEC	Professional activity	Attend the members day of the IPEM MPEC conference. Learn about issues affecting Clinical Technologists from the themed sessions as well as wider IPEM topics from the main sessions held on the day	Learn about issues affecting Clinical Technologists from some the themed sessions. This has allowed me to introduce some of the concepts presented to the Trust.	Certificate of attendance	5
20/9/18	Chair regional medical device meeting	Professional activity	Chair the northern region medical device management group meeting where issues affecting the profession are discussed. Gained an understanding of how others are addressing issues which affect all Clinical Engineering departments.	Understanding of issues affecting the profession and how to manage department better to adapt.	Minutes of meeting	2.5
18/10/18	RCT management panel	Professional activity	Chair the RCT management panel and discuss issues around registration of clinical technologists. This helped me to better understand how the RCT can make improvements to the protection of the public through registration.	Feedback to RCT registered staff within my own department to help them understand issues around registration and public protection.	Minutes of meeting	3
19/10/18	Review of designated nursing officer role	Work based learning	The trust is reviewing how the role of the designated nursing officers for medical gas is provided by the trust. Details of the role and responsibilities are detailed in HTM02 and our internal policy and procedures.	Advise the trust on how the training and responsibilities for the designated nursing officers can be improved. This is to ensure better compliance, without the role being too onerous for staff.	Changes to medical gas policy and procedures	1

2/11/18	University of the West of England (UWE) lecture discussion	Other	I will be delivering some lecture webinars as part of the applied clinical engineering module for final year students on the clinical engineering degree. During this discussion I learned about the process UWE uses to deliver the lecture to the students and what preparation is required, along with timescales for development of any lectures.	By becoming more aware of the module development within UWE, I am better placed to advise current and future students within the workplace about how the university develops learning material		1
8/11/18	Review of risk grading for Clinical Areas	Work based learning	Working with colleagues from Estates to review the electrical requirements for all clinical areas in the Trust against the standards defined in the HTM06 guidance. I gained a greater knowledge of how the HTM guidance is implemented	I was able to advise the Trust of the risk grading different clinical areas fall into as defined in HTM05. This has helped the Trust determine where improvements need to be made to the power supplies in these areas.		1
13/11/18	Investigation into pain relief syringe pumps	Work based learning	I worked with a multidisciplinary team to review incidents with PCA pumps used for pain relief in the Trust. This helped gain a better clinical understanding of some of the issues we are experiencing	By better understanding some of the more detailed clinical elements of pain relief, I have been able to advise clinical colleagues how they can work to prevent reoccurrence of these incidents		1
14/11/18	Designated Nursing Officer (DNO) Training meeting	Work based learning	Attended a meeting to discuss the requirements of the Designated Nursing Officer training. This gave me full understanding of this role within the Trust and how it can help improve medical gas safety	I have advised the Trust about the requirements of DNO's and what training is required. This will help the trust ensure better compliance with the safety elements of medical gas		1
26/11/18	NHS Improvement meeting	Work based learning	Attended a meeting to learn about how NHSI can help Trusts improve their financial performance. This gave me a greater understanding of the challenges faced and how these can be met.	By better understanding the financial challenges faced by the Trust, I have been able to review how Clinical Engineering can make improvements to help.		2
3/12/18	Business case gap analysis	Work based learning	Attended a multi-disciplinary meeting to review the business case presenting the case for transferring Estates, Facilities	The Trust is now more aware of the NHSI requirements and is able to review the business case and increase		2

	meeting		and Clinical Engineering services to a wholly owned subsidiary company. The purpose of the meeting was to review the guidance issued by NHSI on 26 th November 2018 and identify areas within the original business case which required greater focus. From this I gained a greater understanding of NHSI requirements.	the detail in these areas.		
18/12/18 and 19/12/18	External ISO9001:2015 Audit	Work based learning	External audit carried out by our certification body into the departments ISO9001:2105 quality management system. I gained a better understanding of how different auditors interpret the 9001 standard differently.	Outcomes from the findings of the external auditor will drive changes to the quality management system within the department and will help us make continuous improvements to our processes and procedures.	External audit report	10