

FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

The 4th Annual General Meeting

Friday 7 May 2010, 15:30
Renaissance Hotel, Manchester

MINUTES

1. Apologies for absence

11 Apologies were received.

2. Minutes of the last meeting

No comments or queries were received from the membership. The minutes were accepted as a true and accurate record of the meeting held on Friday 6 May 2009.

3. Award of diplomas to newly elected Honorary Fellows and Fellows

A Diploma of Honorary Fellowship was awarded to:

Professor Ian Gilmore
Dr Eva Jacobs
Mr Peter Walton

Also awarded Honorary Fellowship in absentia were Dr Rodney Burnham and Professor Dame Carol Black.

4. Award of MFFLM examination diplomas

The President presented a Diploma of Membership (by Examination) to Dr Linda Teebay. The Diploma of Membership was also awarded in absentia to Dr Adriaan Pienaar, Dr Sarah Redvers and Dr Jantje Wilken.

5. Registrar's Report

The Registrar presented his report:

Board Meetings

Once more there have been three formal Board Meetings throughout the Faculty's fourth year –

- 1. 21 September 2009.*
- 2. 1 February 2010.*
- 3. 26 April 2010.*

The Minutes of these meetings are available on the website to give an indication of the discussion that took place.

The 'norm' is that the Minute will be both full and accurate with only limited redaction on sensitive issues. This reflects the Board's wish to be open and transparent, thereby partly fulfilling its obligation to the public as a registered charity.

The amendment to Standing Order 2.2.3 permitted extension of the period for Foundation Membership by another six months and this expired on 13 October 2009 meaning that the sole route to Membership of the Faculty of Forensic and Legal Medicine for Medico-Legal Advisers and Forensic Physicians is by examination.

Representation has been made in respect to admission by medically qualified coroners where a small number had insufficient time served prior to the Foundation Membership period closing and the Board is considering how best to deal with this. Also, thought requires to be given to Forensic Pathologists where a large number of this group have elected to make the Faculty their natural home and the Board is deliberating how they might permit this to continue in that, again, there is not a specific entrance exam for this specialty.

Mr Phil Willan and Dr Michael Robertson have joined the Board as public interest members and already made a valuable contribution. It is particularly helpful to have the benefit of their wide experience to draw on when considering diverse issues including those pertaining to our charitable status.

Key targets for Faculty Officers and committees have been revised and the Board believes that we continue to be on track to complete various projects as scheduled. These will now be published as objectives and are set out below.

Attendance

Board Meetings 2009/10

Name	21/09/2009	01/02/2010	26/04/2010	TOTAL
<i>Prof Ian Wall</i>	1	1	1	3
<i>Dr George Fernie</i>	1	1	1	3
<i>Dr Margaret Stark</i>	1	1	0	2
<i>Dr Peter Schutte</i>	1	1	1	3
<i>Dr Stephanie Bown</i>	1	0	1	2
<i>Dr Jason Payne-James</i>	0	0	0	0
<i>Dr Elizabeth Stearns</i>	1	0	1	2
<i>Dr Victoria Evans</i>	1	1	1	3
<i>Prof Carol Seymour</i>	1	1	1	3
<i>Prof Peter Vanezis</i>	0	1	0	1
<i>Prof Anthony Busuttil</i>	1	0	0	1

Revalidation Committee Meetings 2009/10

Name	29/6/09 (telecon)	10/11/2009	08/03/2009	TOTAL
<i>Dr Stephanie Bown</i>	1	1	1	3
<i>Prof Ian Wall</i>	1	1	1	3
<i>Dr Matthew Lee</i>	1	1	1	3
<i>Prof Carol Seymour</i>	0	1	1	2
<i>Dr Elizabeth Stearns</i>	0	0	1	1
<i>Dr Margaret Stark</i>	0	1	0	1
<i>Dr Roy Palmer</i>	1	0	1	2
<i>Dr Neil Margerison</i>	n/a	1	0	1
<i>Dr Jason Payne-James</i>	0	0	0	0
<i>Dr Michael Gregory</i>	0	0	0	0

Academic Committee Meetings 2009/10

Name	14/05/2009	07/09/2009	19/01/2010	14/04/2010	TOTAL
<i>Dr Margaret Stark</i>	1	1	1	1	4
<i>Dr Stephanie Bown</i>	1	0	1	0	2
<i>Jo Delaforce</i>	1	0	1	0	2
<i>Dr Michael Devlin</i>	0	1	0	0	1
<i>Dr George Fernie</i>	0	1	1	1	3
<i>Dr Jeanne Herring</i>	1	0	0	0	1
<i>Prof Guy Norfolk</i>	0	0	0	0	0
<i>Dr Jason Payne-James</i>	0	1	0	0	1
<i>Mr Jerry Randle</i>	1	1	1	0	3
<i>Dr Deborah Rogers</i>	1	1	0	n/a	2
<i>Prof Guy Ruddy</i>	1	0	0	n/a	1
<i>Dr Peter Schütte</i>	1	1	1	1	4
<i>Dr Elizabeth Stearns</i>	1	0	1	1	3
<i>Prof Ian Wall</i>	1	1	1	1	4
<i>Dr Cath White</i>	1	1	0	1	3
<i>Prof Peter Vanezis</i>	n/a	n/a	n/a	1	1

Fellowship Committee Meetings 2009/10

Name	20/07/2009	23/11/2009	25/01/2009	TOTAL
<i>Prof Ian Wall</i>	1	1	1	3
<i>Dr George Fernie</i>	1	1	1	3
<i>Dr Cathie James</i>	1	1	1	3
<i>Dr Vicky Evans</i>	0	1	1	2
<i>Dr Elizabeth Stearns</i>	0	1	0	1
<i>Dr Jason Payne-James</i>	0	0	1	1
<i>Dr Roy Palmer</i>	1	0	0	1
<i>Dr Stephanie Bown</i>	1	1	0	2

Board Elections

Elections have now taken place for 3 new Vice-Presidents and Elizabeth Stearns (Medically qualified Coroners), Stephanie Bown (Medico-Legal Advisers) and Jason Payne-James (Forensic Practitioners) have completed their terms of office. They have been replaced respectively by Andrew Reid, Nick Clements and Cath White. The Board is especially grateful for the hard work undertaken by the first Vice-Presidents, without which such significant progress would not have been achieved.

Vicky Evans and Carol Seymour attended their last Board meetings as Ordinary Board members. Their valuable contributions both to the Board and other committees ensured the considerable work identified was progressed timeously throughout the year and Carol will continue to participate as an active member of the Research Committee.

Dr Anthea Martin and Professor John Farnan will be joining the Board at the next meeting after a keenly fought election where 8 candidates put themselves forward suggesting that democracy is alive and well in the Faculty.

Objectives

Positive progression has been made with a number of the key targets highlighted in last year's report. Some of these have been completed and others are ongoing –

Promotion of forensic and legal medicine

- Continue to work with Government to raise the profile of forensic and legal medicine and to contribute to and develop new policy*
- Seek opportunities to promote the specialty to medical undergraduates*
- Seek opportunities for sharing educational and good practice work with colleagues overseas*
- Seek to publish articles to promote forensic and legal medicine awareness*
- Seek to improve communications and press coverage*
- Completion of Medical Examiner curriculum (December 2009)*
- Develop marketing and promotional literature*
- Consider accreditation of medical expert witnesses (May 2009)*

Education and training

- Develop new Faculty specialist examinations and prepare for their administration (April 2009)*
- Maintain good communication links with PMETB, MMC and Academy of Medical Royal Colleges (AOMRC)*

- *Write the Membership regulations (April 2009)*
- *Maintain Introductory Training Course for Forensic Physicians*
- *Develop Introductory Training Course for Healthcare Professionals*
- *Re-establish Development Training Courses (March 2009)*
- *Develop training course for membership examination (October 2009)*
- *Maintain and review faculty educational documents*
- *Maintain and support Forensic Science Committee*
- *Update Forensic Sampling guidance every 6 months*
- *Establish a Research sub-committee (September 2009)*
- *Run an Annual Conference and one other conference*
- *Produce new or updated guidance as appropriate*

Professional development and standards

- *Respond to consultation documents, and contribute to associated work of other bodies such as the National Institute for Health and Clinical Excellence (NICE)*
- *Stage 1 application for sub-specialty (May 2009)*
- *Develop curriculum (2011)*
- *Consider Stage 2 application for sub-specialty (2011)*
- *Develop new Fellowship nomination procedure (June 2009)*
- *Establish the Faculty examination (October 2009)*
- *Launch Faculty CPD scheme including manual process for accreditation of courses relevant to Faculty members (May 2009)*
- *Finalise guidance for Faculty members on CPD (April 2009)*
- *Work with RCP to try and negotiate use of a version of the online CPD application (July 2010)*
- *Increase participation in Continuing Professional Development*
- *Encourage members to recognise that CPD participation is becoming a mandatory, not a voluntary activity*
- *Review effectiveness of CPD scheme once launched and feedback from Faculty members (December 2009)*
- *Develop appraiser training courses (July 2009)*
- *Launch appraisal documentation (July 2009)*
- *Launch Faculty appraisal service (October 2009)*
- *Monitor developments in relation to recertification, for purposes of revalidation*
- *Develop multi-source feedback documentation (October 2009)*

Membership

- *Attend at least one medical careers fair (October 2009)*
- *Renew exhibition stands*

Governance, Resources and Internal Matters

- *Present audited accounts to Board and AGM (April 2009)*
- *Present budget forecast for 2010 (April 2009)*
- *Review financial arrangements with RCP to ensure timely receipt of accounts and value for money (December 2009)*
- *Review standard of service provided by current auditors (May 2010)*
- *Review standard of service provided by C Hoare & Co (May 2010)*
- *Draw up premises plan for 2011 when lease terminates*
- *Review the Standing Orders and Governance Regulations to ensure they are fit for purpose (May 2010)*
- *Review and develop a house style for documentation*
- *Review staffing and resources (May 2009)*

- *Review staffing structure (May 2009)*
- *Develop 3 year plan and objectives*
- *Develop in house policies and procedures*
- *Review faculty document management system*
- *Produce a quarterly newsletter*
- *Continue development of Faculty website (ongoing)*
- *Upgrade database e-commerce module (July 2009)*
- *Launch Direct Debit system (July 2009)*

Revalidation

The Revalidation committee has met on 4 occasions since the last AGM and there have been two appraiser training courses run in conjunction with East Midlands NHS Workforce Deanery, the most recent in January 2010.

The Faculty's appraisal documentation will be mapped into the four domain and attribute areas of the General Medical Council's Good Medical Practice. Appraisal folders and guidelines are available on the Faculty website and are reviewed after every committee meeting.

There is now a Faculty database of appraisers on the website.

The RCP is in the process of developing a suite of revalidation tools to help populate the revalidation framework documents. The RCP have recommended use of GMC validated multi-source feedback tools for revalidation and is providing continuing input into the development of work based learning.

Matt Lee chairs the CPD sub-committee which has been endeavouring to develop a bespoke FFLM CPD website through the RCP system and is hoped this will be functional by next year.

The Faculty have submitted a bid to the AOMRC for funding for an additional appraiser training course, and advanced appraisal skills course and for funding for the e-CPD website.

Specialist Status

A credentialing group has now been formed and had two meetings with PMETB prior to its disbandment with its functions being taken over by the GMC in order to continue our progress towards sub-specialist status as a pilot. This will initially apply to forensic physicians but the intent is to use this experience to facilitate a similar process to achieve this for medico-legal advisers.

PMETB has defined a credential as:

"...being a marker of attainment of competences (which include knowledge and skills) in a defined area of practice at a level that would allow the holder of the credential to work with limited direct supervision in that area of practice".

Most Forensic Physicians work without direct supervision. Following further meetings, the Director of Quality of PMETB has confirmed that after discussion at the Credentialing Steering Group, the wording had been changed to "no direct supervision". It was also confirmed that credentialing is not the same as a CCT.

We believe that to credential by practitioner competence we require an agreed entry requirement (based on the Faculty's standards paper) which involves a knowledge assessment (the MFFLM examination), followed by a work placed based assessment and linked to appraisal and revalidation.

Initially it would be necessary to credential a number of senior, experienced Members or Fellows of the Faculty. This would need to involve workplace-based assessments such as Case Based Discussion, Direct Observation of Procedural Skills (DOPS) and/or Peer Assessment Tool (mini-PAT), Witness Statements and/or Courtroom skills. The process would again be linked to the Faculty's proposals for appraisal and revalidation.

These credentialed doctors would then be trained as assessors of other doctors who wish to be credentialed and would receive further training to become future supervisors. A formal bid has been submitted to the former PMETB to pilot credentialing in the four nations and we expect to learn of the outcome of this bid in the summer.

Fellowship Committee

This Committee has once again met physically and corresponded by email.

Current membership at the time of writing is:

<i>Fellows</i>	<i>135 (143)</i>
<i>Foundation Members</i>	<i>389 (305)</i>
<i>Affiliates</i>	<i>219 (231)</i>
<i>Total</i>	<i>743 (679)</i>

Last year's figures are also shown for the purposes of comparison where it is apparent there has been a healthy growth in numbers overall. There is a slight reduction in affiliate numbers but this was felt to be due to the increased numbers of doctors who achieved foundation membership before this route became time expired. It is hoped this will be reversed now that entry to membership is by examination where affiliation prior to sitting the examination will be the usual way of attaining membership.

All Foundation Membership challenges have been resolved and the Board instructed that the criteria should be implemented fairly but consistently where this approach appears to have been accepted by appellants.

Now that the examination has been effectively implemented it will be necessary for any successful candidate applying for membership of the Faculty to consider if it is appropriate for them to sign the Form of Faith confirming that they are in good standing. If in doubt the applicant should discuss this with the Registrar or email him on registrar@fflm.ac.uk

The new Fellowship procedures have yet to result in members putting themselves forward and the Board would very much welcome applicants who believe they may be eligible.

Premises

The current lease for 116 Great Portland Street will expire in 2011 and the Board continue to actively investigate other alternative accommodation. Our previously stated position of eventually being located on the College 'campus' at a future date remains our aim but presently appears a less likely ultimate solution. The Board are also considering the possibility of sharing accommodation with other similarly sized Faculties so that any arrangement is as cost-effective as possible.

Staff

The Faculty continues to be indebted to Clare Pillinger as Faculty Manager and Sarah Llewellyn as Information and Learning Coordinator, both working full time. Once again, their support in the last

year has been exceptional and members regularly comment on our good fortune in having their services. During the year we appointed a third full time member of staff, Ms Toni Keeling, who has specific experience in book keeping in order that as much of this as possible can be done in-house.

Website

This continues to be accessible at <http://fflm.ac.uk> and has further evolved under the supervision of the IT Steering Group where Sanjeev Gaya continues his involvement despite emigrating to the Antipodes to further his career as a forensic physician. The Direct Debit system has been implemented and the Board commends this to members to ensure that annual subscriptions are received as intended.

In addition to the annual subscription, the Board wishes to remind members of the President's Fund with a suggested annual donation of £10 in the hope it will be possible to purchase a medal for outgoing Presidents as a token of appreciation for their contribution to the Faculty during the preceding two years. This can be done via credit card payments as well as by cheque and I would direct you to the website as to how to do this.

I would reiterate to members that electronic committee papers are the preferred medium. Members will continue to be aware of the use of electronic 'mail shots' from the Faculty on a variety of subjects of interest to them.

Journal

The Journal of Forensic and Legal Medicine goes from strength to strength as our flagship publication and there are an increasing number of articles relating to legal issues, reflecting the breadth of our membership. The Editor will provide additional detail in his report.

David Jenkins Chair in Forensic and Legal Medicine

Our first President, Dr Guy Norfolk, has succeeded Jason Payne-James in this prestigious role and we look forward to another outstanding address after the AGM delivered with the panache we have come to expect from Guy. The Board have confirmed that an appointee need not necessarily come from within the Faculty ranks.

W G Johnston Memorial Fund

The Trustees (Dr A Irvine, Dr R Roberts & Professor A Busuttill) continue as before to administer this Fund and also the Jenkins Trust reporting to the Treasurer. A paper has finally been agreed with the Trustees on the criteria for proposals and this will be available shortly on the website. The delay was due to a necessity to consider what type of audit might be acceptable in applications and the detail needed within a CV.

Representation on Other Bodies

The Faculty has enhanced representation with continuation of the supervisory arrangement whereby a Board Member invites comment through the website and includes comment thus received to properly reflect the membership's views on these matters.

*There is now a standard form that all representatives of the Faculty **must** complete as soon as possible after an attendance.*

The Faculty via the President and Registrar wrote on several occasions when there was any suggestion that standards were being compromised. Of particular note was the report of the

Taskforce on Violence Against Women and Children where the President was able to ensure that a formal recommendation was that the Faculty should set standards in forensic medicine. This has subsequently been endorsed in the HM Government's interim response. As a result of this, the Faculty has launched a consultation exercise on its proposals for interim quality standards in clinical forensic medicine.

Faculty consultations 2009/10

Death Certification, Burial and Cremation (April 2010)

The North Review of Drink and Drug Driving (February 2010)

Credentialing and Revalidation: A Position Paper (February 2010)

Draft Service Specification for services providing care to adults in Wales who have been sexually assaulted or abused (February 2010)

Office of the Public Guardian: amendments to secondary legislation (February 2010)

Consultation on a review of the Future Regulation of Medical Education and Training (February 2010)

Study into the legislative regime for drink and drug driving (pending)

The framework for responsible officers and their duties relating to the medical profession (October 2009)

Specialist Standards and Supporting Information for Revalidation (pending)

RCPC 'The Physical Signs of Child Sexual Abuse - An evidence based review and guidance for best practice' (September 2009)

Together we can end violence against women and girls - a consultation paper (May 2009)

Coroners and Inquests - A Guide (April 2009)

NICE: Psychosis with substance misuse (April 2009)

Conclusion

It is difficult to believe that we could have a year that was even busier than the three previous ones but the workload has increased yet again. Despite this, our staff have risen to the challenge and the Board members have fulfilled all that has been asked of them. The MFFLM is a reality and it was a true privilege for those of us fortunate enough to be selected to examine to participate in this. The Faculty continues to thrive and, importantly, has expanded an increasingly influential role. We have clear objectives in mind and the opportunity of developing specialty status becomes closer.

Questions

One question was received from Dr Peter Green: when does the consultation on the proposed quality standards in forensic medicine close?

The President advised that this is a three-month consultation with a closing date of 15 June 2010.

The Registrar commented that FFLM are particularly keen to obtain feedback from forensic physicians working in a variety of ways.

The President thanked the Registrar for his report and all his help over the last year.

6. Treasurer's Report

The Treasurer presented his report:

The year 2009 has been only the second full year of accounts since the Faculty's independent charitable status was confirmed by the Charity Commission on 11th June 2007.

It has been a challenging year given the current economic conditions but overall we have managed to meet our financial objectives for the year.

I was instructed by the Board of Trustees to appoint our own accountant, Mr Ross Caruso, in the latter months of the year. He has undertaken a total review of the Faculty's accounting practices and put us on a sound financial footing. We also appointed a member of staff with book keeping experience, Toni Keeling, and she, Sarah Llewellyn and the Faculty Manager, Clare Pillinger, have worked hard to update the Faculty's financial data onto dedicated and Faculty-owned software. For the first time in the Faculty's history we have robust management systems in place for controlling our own finances.

I am delighted to report that for the year ended 31 December 2009, the Faculty has achieved net incoming resources of £15,341 broadly in line with its budget forecasts. We increased the overall funds of the Charity from £403,245 as restated on 31 December 2008 to £418,586.

The main source of Membership income, which was supplemented by joining fees of £27,550 paid by Foundation Members before the October 2009 deadline, increased to just over £219,000 in the year and exceeded the related membership costs of £206,446. All other income also exceeded expectations resulting in total income of £273,176.

In meeting our core objectives for the year, and setting up the membership examinations, we incurred substantially higher overall costs than budgeted. Staff costs as expected increased to meet the higher demands of work load whilst increases in respect of other overheads were only marginally higher. With the exception of depreciation and amortisation arising from capitalisation of certain fixed assets, overhead expenditure was in line with our budgets.

Conference, educational training and examination costs were high in 2009 but this was more than covered by the higher levels of income achieved in the year resulting in a net contribution of just over £12,000 to bottom line net income.

Following a review of the accounting system and implementation of a number of financial accounting recommendations, the balance sheet now incorporates fixed assets at a net book value at 31 December 2009 of £84,264 and although our cash position appears to have improved by in excess of £68,000, this short term position is offset by a similar increase in trade creditors of £63,000. The cash position is still strong and the Board of Trustees is now looking into ways of making the cash work better as short term deposit rates of return have fallen to very low levels.

The Trustees are aware that we still have a great deal of work to undertake and that our operating costs in the forthcoming year are expected to increase further whilst membership income is likely to fall from the loss of the joining fee. The level of staff costs is expected to increase as we take the full impact of employing the extra staff to meet the growing demands of meeting our objectives. We do not wish to lose members by increasing subscriptions in the forthcoming year beyond what is essential, and we may need to accept a short term financial loss in net revenue to meet our longer term objectives.

I have two proposals.

- 1) We are now in a position to reasonably accurately forecast our income and expenditure, and the time has come to invest our reserves. To this end, I sought proposals from 3 providers (Standard Life, Morgan Stanley and C Hoare & Co) for the investment of our funds on a conservative basis. I recommend the proposal put forward by our bankers, C Hoare & Co.*

- 2) *With regard to the level of subscriptions falling due on 1st July 2010, I propose a significant increase, in the light of the critical stage at which the Faculty currently finds itself, to the following:*

	2009	2010
<i>Honorary Fellows</i>	-	-
<i>UK Fellows</i>	£335.00	£395.00
<i>Retired Fellows</i>	£180.00	£212.00
<i>Overseas Fellows</i>	£167.50	£198.00
<i>UK Members</i>	£335.00	£395.00
<i>Retired Members</i>	£180.00	£212.00
<i>Overseas Members</i>	£167.50	£198.00
<i>UK Affiliates</i>	£180.00	£198.00
<i>Overseas Affiliates</i>	£90.00	£99.00

The top rate above compares with the following:

<i>FRCP</i>	<i>£495.00</i>
<i>FFPM</i>	<i>£479.00</i>
<i>FRCGP</i>	<i>£460.00</i>
<i>FFOM</i>	<i>£458.00</i>

In conclusion, the Faculty is progressing well but we still need to develop our financial processes, policies and procedures to ensure we can provide the financial stability to meet our objectives. With the establishment of the examination, we have come of age as a fully-fledged faculty, and it is no longer possible to offer Fellowship and Membership at a significantly lower rate than other faculties and colleges. The continuing success of the Faculty is dependent on the credibility of our membership examinations and CPD procedures, and these two endeavours will continue to require a substantial financial investment over the coming year.

The Treasurer advised that the FFLM currently use the same audit company as the RCP and proposed changing to an alternative firm, McIntyre Hudson. The proposal was seconded and carried unanimously.

7. Report from the Academic Dean

The Academic Dean presented her report:

1. Introduction

1.1 The Academic Committee (AC) has met on four occasions over the past year.

1.2 The composition of the committee is given in Appendix A and my thanks go to the members for their work over the past year.

1.3 The Academic Dean is also responsible for co-ordinating Faculty representation on external committees (see Appendix B) and I am very grateful to all those members who give their time and service on the various committees and provide feedback.

1.4 This year Sanjeev Gaya has stepped down from representing the Faculty on the NSPIS Working Group and the Doctors in Secure Environments to take up a position at the Victorian Institute in Forensic Medicine, Melbourne – we wish him all the best ‘down under’ the thank him for all his help on these committees. He will continue as the website editor.

2. The Membership Exam

2.1 The exam was the priority for the Faculty, and therefore the Academic Committee and Chief Examiner’s (CE) Committee this year and the preparation of the exam has taken a great deal of effort. Huge thanks are due to Dr Jeanne Herring, the Chief Examiner, assisted greatly by Dr Andy Dott, member of the CE Committee.

2.2 Part I was held in October at the College and Part II on April 7th/8th at St George’s, London. There were 21 candidates entered for Part I; twenty actually took the exam and 12 passed; there were 5 candidates for Part II General Forensic Medicine (GFM) with one pass; and eight candidates for part II Sexual Offence Medicine (SOM) and 5 passed.

2.3 In September, after full training, the Board ratified the appointment of the examiners (n= 23); however two examiners have since withdrawn for personal reasons.

2.4 In January this year we advertised for more examiners and nine candidates (three from each discipline) have been selected for training. The amount of work required to run the exam especially on the actual day of the OSCEs and OSPEs means there is a need to have a large number of fully trained examiners. Difficulties arise, especially with marking papers consistently, without intensive faculty training.

2.5 The Chief Examiner’s Committee has met on four occasions over the past year formally but there have also been a number of telephone conferences and numerous emails!

2.6 Professor Sean Hilton was appointed as the external examiner and has been involved in examiner training, exam preparation, and he was able to attend and observe the Part II OSCE

2.7 In preparation for the exam, Leads for each section were appointed – MCQ - Andy Dott; SAQ - Cath White SOM and John Farnan GFM; OSCE - Vicky Evans SOM and Andy Dott & Jeanne Herring GFM.

2.8 In preparation for the MCQ examination the questions were reviewed and revised by the Exam Board and tested by “Guinea pigs” who signed a confidentiality agreement.

2.9 There was an examiner training day in January; the team from St George’s Medical Education Department: Professor Peter McCrorie, Professor Sean Hilton and the Reader Angela Hall spoke on Best of Five MCQ format; Structured Short Answer Questions; the role of the external examiner; and we started trailing the OSCEs.

2.10 A number of examiners also attended the MB Final OSCE exam in June and November to observe the complexities of the organisation at first hand.

2.11 There were two further days of trailing the OSCE stations with actors and “candidates” – recent members who volunteered and again signed confidentiality agreements.

2.12 Angela Hall deserves special thanks as she has done a great deal of work to ensure that the exam content was appropriate, directly liaising with the staff at St George’s, and the actors training as simulated patients/detainees/complainants/police officers. The Assistant Registrar from St George’s Keira Anderson and all the other members of staff at St George’s were fantastic with every detail covered.

2.13 The examiners all gave a large amount of time and effort to the exam especially in the direct run-up to the Part II exam.

2.14 Sarah has been incredibly hardworking and diligent in the preparation for the exam, particularly over the Easter weekend, attending on both days along with Clare.

2.15 The syllabus and regulations have been reviewed so that revised documentation will be available for the next examination diet this year.

2.16 The exam dates have been set for 2011 and 2012 and these are available on the website.

2.17 The Faculty Board have agreed there should be a prize awarded for an outstanding candidate in the Membership exam.

2.18 The challenge for the coming year will be to revise the Part I exam format to Best of 5; and prepare for the Part II once again with the added test of potential MLA candidates and the OSPES.

3. Conference Sub-committee

3.1 Mike Devlin and the conference sub-committee, who meet regularly by teleconference, are to be congratulated for the organisation of the conference this year with over 100 delegates registered at the time of writing.

3.2 The conference held at the RSM in London on 16th October 2009 was a great success and fitting tribute to Dr Michael Knight.

3.3. The RSM/FFLM joint conference will be held 15 and 16 October, 2010. Friday (15 October), will be held at the RCP, London, organised by the Faculty. The Saturday will be organised by the RSM and will be at its location.

3. 4 The topic for Friday's main session is "Credentialing" and Patricia le Rolland from GMC/PMETB has confirmed that she will attend.

3. 5 The conference in May 2011 will be in London and speakers on the theme of mental health/mental capacity are being suggested. If you have any suggestions for topics for the faculty conferences please do let me or Mike Devlin know.

4. Training and Education Subcommittee

4.1 The joint initial training course with the NPIA has been held on three occasions over the past academic year and a further three courses are planned for 2010/2011. Several attendees have completed the necessary course work for the Teesside University Certificate in PG Professional Development in Forensic Medicine.

4.2 The training needs analysis of forensic practitioners performed last summer confirmed the demand for development training (DTC) and so a course was set up for March 27th of this year. This was held at the RCP, ably chaired by Dr Anne Harrison, and was attended by 52 delegates. The feedback was largely very positive.

4.3 Another DTC is booked for the 27th November 2010 as a Level 3 Child Safeguarding day to be held at the RCP. This training is potentially going to be compulsory in future. Peter Green is the Lead for this course.

4.4. The Committee continues to review and revise Faculty documents as required and welcomes feedback. All documents – guidelines, recommendations, pro forma, factsheets, and policy statements are available on the website. There are a few that can only be accessed in the Members' only area (open to Fellows, Members and Affiliates).

4.5 Over the past year the following documents have been reviewed and revised as appropriate:

Safe and secure administration of medication in police custody –Recommendations (August 2009) Endorsed by the RPS
Telephone advice pro forma (custody) (2009)
Sudden Death – Forensic Notes (Pro forma)
Incapacitant Sprays: Clinical Effects and Management (Recommendations)

5. Forensic Science Committee

5.1 The Sub-Committee has met on two occasions over the past year.

5.2 In May the final versions of the 'Forensic medical examination forms 1-4' were put on the member-only part of the web-site and 'Recommendations for labelling forensic samples' on the public access part of the web-site.

5.3 In July 09 and January 10 the updated Guidelines for the collection of specimens from complainants and suspects were put on the website and these will be reviewed at the next meeting of the FSC in July 2010.

5.4 The Havens have agreed to allow their excellent diagrams to be placed on the member only part of the web-site.

6. Research Sub-Committee

6.1 Dr Guy Rutty resigned as Chair of the Research Sub-Committee and Professor Peter Vanezis has kindly taken over this role. Professor Carole Seymour has also been appointed and full terms of reference and the website will be updated in the near future.

7. Sexual Offences Forum

7.1 A Sexual offences Forum has also been established with Sandy Fielding as the lead for this forum (covering clinical directors/lead forensic physicians) and the terms of reference have now been agreed and posted on the website.

Special thanks to Sarah Llewellyn who supports the Academic Committee's endeavours.

APPENDIX A

The Committee as of April 2010 is composed of:

Professor Ian Wall (President)

Dr Stephanie Bown (VP MLA)

Dr Elizabeth Stearns (VP Coroners)

Dr Jason Payne James (VP FP)

Dr George Fernie (Registrar)

Dr Peter Schutte (Treasurer)

Dr Jeanne Herring (Chief Examiner and Chair of the Chief Examiner's Committee)

Dr Mike Devlin (Conference Secretary and Chair of the Conference Subcommittee)

Gerry Randle (*Custody Paramedic*)
 Professor Guy Ritty (*Chair of the Research Sub-Committee*) [resigned January 2010]
 Professor Peter Vanezis (*Chair of the Research Sub-Committee since January 2010*)
 Dr Cath White (*SOE*)
 Dr Debbi Rogers (*Chair of the Forensic Science Subcommittee*)
 Dr Guy Norfolk, David Jenkins Professor in Forensic and Legal Medicine
 Jo Delaforce (*Chair of UKAFN*)
 Dr Margaret Stark (*Academic Dean*) Chair

APPENDIX B

April 2010 - Membership of Committees:

<i>ACPO Working Group on Rape and Adult Sexual Offences</i>	<i>Cath White</i>
<i>Blood Borne Virus Committee (ACPO)</i>	<i>Felicity Nicholson</i>
<i>CMO's Expert Group on the Care of Suspected Internal Drug Traffickers Whilst in Custody</i>	<i>Meng Aw Yong</i>
<i>CJS/DH National Advisory Group</i>	<i>Ian Wall</i>
<i>Diploma in Sexual Assault Medicine Working Party (Society of Apothecaries)</i>	<i>Vicky Evans</i>
<i>Doctors in Secure Environments, RCGP</i>	<i>Cath White</i>
	<i>Sanjeev Gaya</i>
	<i>George Fernie</i>
<i>ECLM</i>	<i>Peter Franklin</i>
	<i>Jason Payne-James</i>
<i>Herald Project/MPS</i>	<i>Eddie Josse</i>
	<i>Margaret Stark</i>
<i>Home Office Policing Healthcare Group</i>	<i>Jason Payne-James</i>
<i>HMIC/HMIP Custody Stakeholder Group</i>	<i>Michael Wilks</i>
<i>Independent Advisory Panel Preventing Deaths in Custody</i>	<i>Ian Wall</i>
<i>International Centre for Drug Policy (ICDP)/National Advisory Board</i>	<i>Margaret Stark</i>
<i>IPCC working party reviewing deaths in custody in the last 10 years</i>	<i>Ian Wall</i>
<i>Medical Examiners Working Group</i>	<i>George Fernie</i>
<i>National Programme on Substance Abuse Deaths (np-SAD)</i>	<i>Margaret Stark</i>
	<i>Karin Englehart</i>
<i>The Medical Council on Alcoholism</i>	<i>Michael Wilks</i>
<i>National Section 12 Advisory Group</i>	<i>Andrew Wilkinson</i>
<i>National Support Team for Response to Sexual Violence Project Board</i>	<i>Sandy Fielding</i>
<i>NSPIS Working group</i>	<i>Sanjeev Gaya</i>
	<i>Ujjal Sarkar</i>
<i>RCPCH Child Sexual Abuse Book – Project Board/Steering Group</i>	<i>Mary Pillai</i>
<i>RCPCH Standing Committee on Child Protection</i>	<i>Sheila Paul</i>
<i>RCPsych Liaison Committee</i>	<i>Jason Payne-James</i>
<i>RCOG - Forensic Gynaecology Advanced Training Skills Module</i>	<i>Alyson Jones</i>
<i>Violence against Women and Children (report now published)</i>	<i>Ian Wall</i>

The President introduced Dr Peter Green to speak about the Level 3 Safeguarding Children training course planned for November 2010. PG proposed to send a training needs questionnaire to the membership and canvassed the audience to find how many had had some safeguarding training already (the majority had).

Questions were received by the Academic Dean as follows:

1. What are OSCE and OSPE?

These are the practical component of the examination, being the Objective Structured Clinical Examination (for forensic physicians/sexual offence examiners) where candidates will be examined in a simulated clinical setting (eg actors simulating patients); and the Objective Structured Practical Examination (for medico-legal advisers) where candidates will be examined on telephone consultations and report writing.

2. How many of the MFFLM candidates had done preparation such as the UCLAN course?

Not known as this data was not collected at the time of application, however none already held a recognised post-graduate qualification or they would already be members under the grandparent clause. The President noted that training for examination candidates will be explored by the Chief Examiner's Committee over the next twelve months.

3. Will FFLM be asking ACPO to recognise the MFFLM qualification?

Work will need to go into promoting and marketing the exam as a required qualification for Forensic Physicians.

4. Dr Wilkinson noted that the Membership Examination and affiliate membership are being recommended by his colleagues working in other diploma and certificate courses.

5. Why is the Safeguarding Children course set at Level 3?

Looking at the intercollegiate document, the proficiencies necessary for this type of work fall into the range of Level Three and FFLM felt that that should be the standard to aim for.

8. Editor's Report – Journal of Forensic & Legal Medicine

The Editor gave his report:

The Journal continues on in a stable manner. ISI indexing has not yet been achieved due to anomalies in the system. JFLM will be resubmitting this year and hope for a positive outcome. The Journal is well-established and well-recognised and in terms of submissions, around 200 good-quality papers have been received this year from around the world. The rejection rate sits at about 50% which should indicate a healthy approach to the quality of submission, and that there is a rigorous procedure in place to exclude inappropriate papers.

Geographically, submissions vary from year to year but JFLM remains a truly international journal. The average time between submission and web publication is 41 weeks. The number of total downloads last year was 112,000; the projection for next year is 130,000.

The report can be downloaded from <http://fflm.ac.uk/upload/documents/1274178311.pdf>.

Dr Payne-James gave a special thanks to Professor Guy Norfolk and Dr Margaret Stark for their work on Alcimides.

The President thanked Dr Payne-James for his work on the producing and promoting the Journal.

9. Proposal to amend Standing Orders

Proposed changes (available from <http://fflm.ac.uk/upload/documents/1265193625.pdf>) were issued to the membership on 3 February 2010 in accordance with Standing Orders. The President reminded the AGM that the proposed changes will need to be approved by RCP Council.

Prof D Cusack noted that the changes should ensure that international members are not excluded by adding “or equivalent regulatory body” where “GMC” appears.

The changes were seconded by Dr Evans and Prof Cusack and then passed unanimously. The changes will be put forward to RCP Council for formal ratification.

10. Award of David Jenkins Chair in Forensic & Legal Medicine

Dr Jacqueline Mok has been elected as the David Jenkins Professor for 2010-2011.

11. Any Other Business

AOB items were received in accordance with the Standing Orders and responses were given as follows:

1. Dr Will Anderson, Forensic Physician and Member from Thames Valley

Since the last AGM, at least three more Forces have outsourced, namely North Yorkshire, South Yorkshire and Greater Manchester. Does the Faculty think this is a worrying trend for the future of Forensic Physicians and for the existence of the Faculty?

FFLM:

The Faculty is concerned about anything that may reduce standards in clinical forensic medicine. A soon to be published review has commented that the quality of such services is very difficult to measure in clinically relevant terms. Thus the Faculty believes the best way forward is to set standards and for these to be applied to all providers of forensic medical services. We also recognise that there are many excellent doctors who work for private companies – a number of them here today. As indicated in the Registrar’s report, membership of the Faculty continues to rise and we believe the Faculty continues to thrive and, importantly, has expanded an increasingly influential role.

2. Professor Graham Roberts, Professor of Paediatric Dentistry and a Forensic Odontologist. An affiliate member from London

I am concerned that there appears to be little or no mention of Odontology in the FFLM. There are a number of people who have a strong academic and clinical background who could take this forward to encourage the FFLM to have a Section of Forensic Odontology. I hope this can be considered

FFLM: Forensic Odontologists can currently join the Faculty as affiliates and in addition we have two Honorary Fellows who are Forensic Odontologists. We recognise the importance of this discipline and the Board feels we should explore whether they could become members. Accordingly, and prior to receipt of this question, we had already communicated with the British Association for Forensic Odontology, the UK representative group for this discipline, to ascertain their views about the possibility of becoming members. We will shortly be consulting our membership about this matter and dependent on their views, consulting with the Council of the Royal College of Physicians, as to whether this can be taken forward.

One further issue was raised by Dr David McLay:

Why is there no formal black tie dinner? As paraphrased by the Registrar: “the current lounge suit arrangement merely reinforces the slippage in standards so prevalent in the younger generation.”

FFLM: The Conference Committee had previously considered whether to hold a black tie dinner but there had not been sufficient time in the programme to allow everyone to get changed into appropriate dress after the David Jenkins Lecture. The President will ask the Committee to reconsider the practicalities for future events.

12. Date and time of next meeting

Friday 13 May at 15:30 at the Royal College of Physicians, London