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AHCS Regulation Council

PUBLIC Meeting – Action Log

Actions 11th April 2017

Action No.	Action	Person Responsible	Date for Completion	Status
1.	Membership Representation: AHCS will review the skills of existing Lay Chair Assessors in addition to external recruitment.	Registrar/ Chair	Before next meeting	Carried Forward
2.	Northern Ireland Update: The Registrar will continue to try to engage with Northern Ireland and keep the Regulation council updated of any further progress.	Registrar	Ongoing	Ongoing
3.	The Medical Director of Scotland: A Professional Member volunteered that they would pursue this and would inform the Chair once potential dates became available.	Chair	Ongoing	Carried Forward
4.	The Regulation Council's Communication and Marketing Plan – progress <ul style="list-style-type: none"> • Circulate the draft 2017/2018 Regulation Council's Communication and Marketing Plan. • Provide Square Media a list of calendar events to ensure full use of Twitter is achieved 	Registrar/ Square Media Exec Assistant	May 2017 May 2017	Regular Agenda item
5.	Membership of the Regulation Council: <ul style="list-style-type: none"> • The Registrar to write to the previous CAMIP Registrar who is currently a Medical Illustrator registrant, offering membership to the Council. • Should a CAMIP registrant be interested in joining the Regulation Council, the candidate's CV would be circulated to Regulation Council for review. • The Chair to discuss individually with members the new structure and recruitment plans. 	Registrar Registrations Admin Chair	Completed Mid-June	
6.	Registrar's Report actions as follows: <ul style="list-style-type: none"> • Include specialisms and geographic location for HSS registrants. • The Registrar to provide guidance on how to proceed with the Registrant that has not submitted their CPD. • The final results of the CPD would be discussed at the next meeting. • Update Council on the AAPT application process. 	Registrar Registrar Registrar	June 2017 June 2017 June 2017	Registrar report

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		Registrar	June 2017	
7.	Draft Annual Report (2016/2017) review <ul style="list-style-type: none">• Council Members to provide feedback to the Registrar by end of May.• Julia Cons to proof read once the document is finalised.	Council Members	End of May	
8.	Follow-up from the joint AHCS Regulation Council and ETPSC workshop): <ul style="list-style-type: none">• The Quality Assurance team progress pending actions and provide specific written guidance and templates where required.	Head of Quality Assurance	June 2017	Agenda Item 10