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**ACADEMY OF
MEDICAL EDUCATORS**

**THE ACADEMY OF MEDICAL EDUCATORS
(Company Limited by Guarantee)**

**Company Number 05965178
Registered Charity Number 1128988**

TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2013

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The Academy of Medical Educators For the year ended 30th September 2013

Regulatory Information

Trustees and Directors:

D Bhugra		(elected 24th January 2013)
A Blundell	Registrar and Honorary Secretary	
J Browne		
G Buckle		(resigned 24th January 2013)
S Carley		(resigned 24th January 2013)
S M Carney		(resigned 24th January 2013)
I Curran	Chair of Professional Standards Committee	(elected 24th January 2013)
K Forrest		(elected 24th January 2013)
D Gallen	Chair of Membership Committee	
M Galloway		(resigned 24th January 2013)
A S Garden	Chair of Course Accreditation Group	
M Gnanalingham		(elected 24th January 2013)
A Grant		(elected 24th January 2013)
J Hayden		
S R Hilton	President and Chair of Council	
A M Long		(resigned 24th January 2013)
J McKimm		
V Passi	Chair of Education Committee	
P Smith		(resigned 24th January 2013)
L J Southgate		(resigned 24th January 2013)
D C Taylor		
D F Wood		

Company Secretary:

A Blundell

Registered Office:

AoME c/o Wales Deanery,
9th Floor,
Neuadd Meirionnydd,
Heath Park,
Cardiff
CF14 4YS

Registered Number: 05965178

Charity Number: 1128988

Independent Examiners:

Kingston Smith LLP
Chartered Accountants
Devonshire House
60 Goswell Road
London EC1M 7AD

Bankers:

Nat West Bank plc
St Pauls Branch
Juxon House
98 St Pauls Churchyard
London EC4M 8BU

The Academy of Medical Educators For the year ended 30th September 2013

Trustees' Report

The Trustees, who are also the Company Directors, submit their report and the financial statements for the year to 30 September 2013. The accounts have been drawn up in accordance with the appropriate statutory requirements, the Company Memorandum and Articles of Association, and Charities' SORP (Statement of Recommended Practice) 2005.

Objects and activities

Under its Articles of Association, the objects for which the Academy is established are the advancement of medical education for the public benefit in particular by:

- a) the development of a curriculum and qualification system;
- b) undertaking research for the continuing development of professional medical education; and
- c) the promotion and dissemination of best practice in medical education.

The Academy of Medical Educators is the professional organisation, working nationally and internationally, for all those involved in medical education – the education and training of students and practitioners in medicine, dentistry, and veterinary science. It aims to provide leadership, promote standards and support all those involved in the academic discipline of medical education. Through its Professional Standards, which serve as a guide to curriculum development, the Academy provides a recognised framework so that those in education can demonstrate expertise and achievements in medical education through accreditation as a medical teacher to an agreed national standard.

Public benefit statement

The Council, comprising the Trustees of the Academy, has referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing its aims and objectives and in planning the Academy's future activities. In particular, the Council considers how planned activities will contribute to the aims and objectives it has set.

The Academy is founded on the recognition that the development and improvement of the training of medical practitioners will be to the benefit of the health of the general public. The Academy's activities in furtherance of the objects defined above directly address the maintenance and improvement of standards of medical training and practice, to the direct benefit of patients.

The Academy's activities are open to all who are able to benefit from them. Special rates are offered to students and those who are retired. Council does not consider there to be detriment from its activities or work.

More detailed descriptions of the activities and the beneficial outcomes are contained in the Review of Activities in 2012/13 (below).

Structure and governance

The Academy of Medical Educators was founded in October 2006 as the professional standard setting body for medical educators in the United Kingdom. It was instigated at an informal meeting of interested medical educators and leaders held at the Royal College of Physicians in January 2006. The Academy became incorporated as a company limited by guarantee under the Companies Act 1985 on 12 October 2006. Formal elections were held in October 2007 and in December 2007 the first President, Professor John Bligh was elected for three years. The Academy was registered as a charity with the Charity Commission for England on 2 April 2009.

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The Academy is run by a Council of Trustees who are also the Directors of the Company. The Council met four times during the year. Members of Council are elected by the members of the Academy, with additional members who may be appointed by Council. From January 2013 Council comprised 15 elected members including the President. Honorary Officers and Chairs of committees and working groups were elected by Council drawn from their number. The Honorary Officers and Council set the strategic direction of the Academy. An Executive Committee (comprising the President, Honorary Officers, Chairs of Standing Committees and Executive Director) is responsible for overseeing the financial and administrative management of the Academy. Six Executive meetings were held (one by correspondence) during 2012/13.

In the elections in October 2012 confirmed at the AGM in January 2013 Dinesh Bhugra, Ian Curran, Kirsty Forrest, Muhuntha Gnanalingham and Andrew Grant were elected to Council to serve for three years from January 2013. Council subsequently invited Keith Lawrey and Chris Wiltsher to attend Council to provide additional professional expertise in finance, legal affairs and as a lay member respectively. In accordance with the Academy's Articles of Association, Stuart Carney, Helen Falcon, Malcolm Galloway, Andrew Long and Lesley Southgate were co-opted for their expertise to Council for a period of 12 months.

Council has reviewed the constitution of its three Standing Committees (Professional Standards, Education and Membership) and the other groups reporting to it. A list of the committees and *ad hoc* groups, with their membership as at 30 September 2013, is given on page 8.

Strategy and the future of the Academy

Our work this year was influenced by the need to focus on restoring financial and administrative stability to the Academy, following a period of considerable upheaval.

The arrangement with ASME under which the Academy's administration would be situated in their offices in Edinburgh came to an end in March 2013. A new agreement was reached with Wales Deanery and Cardiff Medical School under which the administration would move to Cardiff University for a trial period of 18 months. Under this agreement, accommodation and some infrastructure support would be provided to the Academy, with the Academy meeting the cost of employing a part time administrator. Julie Browne, a Council member and employee of Wales Deanery, acted as Honorary CEO during this period.

Notwithstanding the need to consolidate our administrative functions, we continued to maintain conformity with our core charitable and financial responsibilities and to pursue our previously published strategic objectives 2011-13 (<http://www.medicaleducators.org/index.cfm/about-aome/objectives/>) namely:

1. Developing and promoting adoption of the professional standards
2. Accrediting medical educators and courses
3. Providing resources for medical educators
4. Supporting the medical education profession
5. Securing a sustainable and well managed organisation
6. Promoting patient-centred care in medical education

The reports that follow regarding Membership, Professional Standards, Education, Prizes and Awards, Early Careers and External Relations summarise activity in these six strategic areas.

Review of Activities and Achievements in 2012/13

Membership

The Membership Committee met by teleconference three times during the year; in November, February and July. It continued its work in line with the Academy's Strategy 2011-13 with the overall aim of ensuring that all in medical education recognise the benefits of membership of the Academy, as a means

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For the year ended 30th September 2013

of raising and maintaining their skills and knowledge, in having their standards and achievements validated against the Academy's Professional Standards and recognised by their peers, and in contributing to the aims of the Academy and thus to medical education, patient care and the public.

Its activities have included the following:

- The programme of 'Recognising Teaching Excellence' workshops has continued during 2013. Thirteen workshops were held in total: in Cardiff (3), Swansea (3), London (3), Abergavenny, Plymouth, Manchester and Newport. Total estimated attendance was 258 potential members and fellows. Evaluation forms continue to show that 87% of attendees will definitely or probably apply for recognition. Professor Andy Grant took over as the lead for this programme in August 2013.
- The course accreditation scheme is now live and a number of streamlined applications from course graduates have been received.
- The corporate partnership scheme is running, and we currently have 31 corporate partner institutions. Around a third of our Members and Fellows are now taking advantage of the reduced subscription rates that corporate partnerships provide.
- A number of small but important changes have been made to the process and paperwork of the professional recognition scheme to improve their clarity, efficiency and utility.
- We have continued to discuss with other bodies, nationally and internationally, the opportunities for mutual recognition of qualifications, knowledge and experience, and sharing of activities, to enable more medical educators to benefit from the opportunities that these bodies provide. Meetings have been held with ASME, AMEE, the HEA and FAIMER and work continues to develop links with these and other organisations.
- We have increased efforts to engage with the membership of the Academy. Regular newsletters, emails and announcements have been sent to members and supporters; the website has been updated weekly; and we have recently begun to put in place a social media strategy designed to increase our profile on Twitter and Facebook.

Active Membership at 30 September 2013 stood at 24 Honorary Fellows, 118 Members by Recognition, 148 Fellows by Recognition, 65 Foundation Members, 32 Associate Members. There has been a slight fall in the number of Foundation and Associate Members, but this is largely accounted for by the numbers converting to full Membership and Fellowship by Recognition.

Professional Standards

The Committee delivered work in the following areas:

- In light of the GMC adoption of the Academy seven-standards framework for clinical and educational supervisors it was necessary to review the full Professional Standards during 2013 to ensure alignment.
- A range of guides and Powerpoint presentations were produced to assist the Academy to demonstrate and communicate the relationship between the main Academy Professional Standards and the GMC standards for clinical supervisors. These resources have been well received by Academy members. They will assist in the quality assurance of medical education by indicating how membership and fellowship of the Academy will allow clinicians and academics to demonstrate that they meet GMC requirements.
- The Academy has responded to consultations concerning standards for medical educators, including submissions to the GMC/HEE 'Shape of Training' Greenaway review and working with the DH, AoMRC and AMS on aspects of revalidation of medical educators. The Academy met with the AoMRC and input into the documents being prepared to guide medical educators and researchers when seeking revalidation with the GMC.

The Academy of Medical Educators For the year ended 30th September 2013

Education Committee

The Education Committee takes overall responsibility for all the AoME Educational meetings, workshops and conferences. The Education Committee has had six Education Teleconference Meetings this year. It has been a productive year with numerous AoME Educational Events organised: -

- Swansea Academic Study Day and Presidents' Reception - March 12th 2013. This lively and stimulating day included keynote presentations and workshops.
- AoME@ASME Study Afternoon – Assessment in Medical Education: July 11th 2013. This successful symposium highlighted many important themes in assessment.
- AMEE Workshop: Prague Conference Centre: Developing a Caring Culture in Healthcare. This international workshop was great success: August 29th 2013.
- AoME Journal: This biannual journal has attracted much interest nationally and internationally: Issue 4 on Educational Leadership and Management was released in September 2013.

Prizes and Awards

The President's medal for 2012 was awarded to Professor Peter McCrorie.

Council was pleased to award Honorary Fellowships to Professors Tony Weetman, Graeme Catto and John Jenkins.

The Academy was pleased to support seven members and fellows in their applications for Clinical Excellence Awards.

Early Careers Working Group

The ECWG has held three meetings to review progress. Main developments have been as follows:

- Mentoring Scheme: The mentoring scheme continued to gather pace and increase in strength. There were around 35 pairings with good feedback from those involved, although numbers of mentors exceeded mentees significantly.
- BMA Academics Conference: The ECWG hosted a successful workshop at the 2013 conference.
- Supporting junior doctors involved in supervising others: The ECWG launched a project aimed at trying to increase the support for doctors in training involved in the supervision of other doctors and medical students.

The ECWG was also represented at the ASME Conference, continued to build links with TASME and provided input into the GMC review on the future of medical education and training.

External relations

Council recognises the importance of ensuring that the Academy is fully recognised by its different audiences, including by policy bodies and regulators, in order for its views to be known and heeded. In addition to the liaison work undertaken by the standing committees and working groups:

The President (ex officio) took an active role in the Group of 10 Medical Chairs.

The Academy's 2012 Calman lecture was delivered by Lord Crisp at BMA House in October. This was followed by an Awards Ceremony and President's reception to raise awareness of the Academy's charitable activities and in particular the various ways in which it promotes and encourages standards in medical education.

In March 2013 a number of Members and Fellows received their certificates of Recognition at an evening ceremony at Swansea University. This event was preceded by a well-attended one-day workshop for medical educators.

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Derek Gallen, Julie Browne and Alison Bullock have completed a project of work commissioned by HEE and the GMC to write a guide for those groups of clinical supervisors seeking to be recognised under the new GMC scheme for the Recognition of Trainers. *The Essential Guide to Trainer Recognition* was published online in October 2013.

Financial review

The accounts for the year show a surplus of £8,786 on the year (2012: £3,932).

As a consequence of the coalition government's comprehensive spending review, in 2011 the Department of Health cancelled the final stage of the project the Academy had been commissioned to do to develop a framework for the professional development of post graduate medical supervisors, leading to an unplanned and significant reduction in the Academy's income. As a result there has been a focus on membership income since 2011. Membership numbers decreased slightly in the year and as a result membership income decreased to £74,551 (2012: £76,072).

Recognising the potential financial challenge, the Council and staff have worked hard to reduce expenditure to £99,673 (2012: £109,203). This was achieved through a reduction in office running costs, advertising and PR and changes to charitable activity around professional standards and regulation.

The Council adopted and published a three year strategic plan in September 2011, which will help to frame the Academy's activity and financial decision making in 2013 and beyond.

Reserves

Overall, fund balances carried forward stand at £104,091 (2012: £95,305). A proportion of the Academy's funds are tied up in fixed assets and, therefore, are not available for normal business activity.

The Trustees have adopted a policy whereby free reserves, (unrestricted funds in excess of amounts invested in fixed assets,) should be held which amount to at least 3 months expenditure. On this basis there would be a requirement for free reserves of around £33,000. At the year end total free reserves were £84,125.

During 2012-13, the Academy's reduced financial circumstances required it to undertake stringent economy measures and decrease its tolerance of risk. These factors, coupled with an overall decrease in activity resulting from the cutback in the administrative establishment, led to an increase in unrestricted reserves. The Trustees felt that this was prudent in the shorter term in order to allow additional time for an orderly winding-up or transfer of the business assets should it become necessary. The Trustees will reconsider the reserves policy during the next financial year.

Future developments

The Council believes that the Academy remains a going concern. It has in place realistic and prudent plans to ensure the Academy has sufficient funds to operate well into 2014 and beyond.

The Council remains determined to protect the Academy's identity and independence during what will be a period of transition. Taking forward the Academy's charitable objects, the work around the professional standards for medical educators, the post-nominal letters and the professional recognition scheme will be key priorities for the Council in 2013-14.

S. HILTON
President

The Academy of Medical Educators For the year ended 30th September 2013

Statement of Trustees' Responsibilities

The Trustees (who are also Directors of The Academy of Medical Educators for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By Order of the Board

**Dr A Blundell
Company Secretary**

The Academy of Medical Educators For the year ended 30th September 2013

Standing Committees

Executive

President, Treasurer, Registrar, Chair, Membership Committee, Chair, Professional Standards Committee, Chair, Education Committee, Membership Lead

Education Committee

Dr Vimmi Passi (*chair*), President (*ex officio*), Lesley Southgate, Jacky Haydn, Judy McKimm, Julie Browne, Kieran Walsh, Jamie Read, Andrew Long, Malcolm Galloway, Andrew Grant.

Professional Standards Committee

Ian Curran (*chair*), President (*ex officio*), Treasurer (*ex officio*), Registrar (*ex officio*), Vimmi Passi, Pascal McKeown, Stuart Carney, Judy McKimm, Jacky Hayden, Julie Browne, Derek Gallen.

Membership Committee

Derek Gallen (*chair*), President (*ex officio*), Treasurer (*ex officio*), Registrar (*ex officio*), Julie Browne, Malcolm Galloway, James Read (*ECWG chair*), David Taylor, Anne Garden, Ian Curren, Pascal McKeown, Megan Quentin-Baxter.

Prizes and Awards Sub-Committee

Adrian Blundell, Kenneth Calman, Ian Curran, Vimmi Passi and Lesley Southgate

Working Groups and *ad hoc* Groups

Early Careers Working Group

James Read (*chair*), Adrian Blundell, Darshan Brambhatt, Catherine Colquhoun, Nicholas Deakin, Tom Dolphins, Alice Gallen, Sharmila Jandial, Oliver Lyons, Deborah Merrick, Alice Miller, Rakesh Patel, Esther Sabel, Hannah Shaw, Abigail Whitehouse, Catherine Morgan, D Shrewsbury, Louise Anning, Susan Anderson.

Excellence in Medical Education Sub-Group

Vimmi Passi, Kieran Walsh, Julie Browne

Course Accreditation Sub-Group

Anne Garden (*Lead*)

Assessors Group

Ed Peile (*Lead Assessor*), Julie Browne, Aidan Byrne, Mike Clapham, Nick Cooper, Mike Davis, Hani Fawzi, Kirsty Forrest, Stephen Greenwood, Neil Johnson, Pascal McKeown, Colin McDougall, Megan Quentin-Baxter, John Sandars, Maire Shelly.