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| **Item No** | | **Action Notes - DRAFT**  **NATIONAL CRITICAL CARE NETWORKS MEETING**  **DIRECTORS, MANAGERS and MEDICAL LEADS**  **Friday 11th October 2018**  **Venue – 15 Marylebone Road, NW1 5JD** | | |
|  | | **Present** | | |
| Sue Shepherd (SS, Co-Chair), Angela Walsh (AW, Co-Chair), Andrea Baldwin (ABa), Sarah Clarke (SC), Andrea Berry (AB), Graham Brant (GB), Lesley Durham (LD), Bincy Padiyara (BP), Kujan Paramanantham (KP), Julie Platten (JP), Mark Blunt (MB), Melanie Wright (MW), Gezz Van Zwanenberg (GVZ), Victoria Parr (VP), Mike Carraretto (MC), Jayne Andrew (JA), Paul Dean (PD), Donna Hall (DH), Adam Wolverson (AW), David Cressey (DC), Isabel Gonzales (IG), Chris Langrish (CL), Tim Gould (TG), Sam Waddy (SW), Tony Thomas (TT), Richard Beale (RB),  **Guests for a specific item**  Ganesh Suntharalingam (GS ), President Elect, Intensive Care Society, and Janette Harper (JH), Head of Paediatric Critical Care and Specialised Surgery in Children Review, Specialised Commissioning (NHSE)  *Meeting note-taker Graham Brant – edited by the Co-Chairs* | | | | |
| **2.0** | | **Apologies and Welcome** | | |
| AW welcomed everyone to the meeting and introductions were made.  Apologies were received from: Steven Cook, Caroline Wilson, Claire Horsfield, Sue O’Keefe, Dan Dineen, Zoe Goodacre, Nichola Cullen, Rose Tobin, Sid Khan, Jerry Thomas, Jane Eddleston, Tamas Szakmany, Kat Young (Lead Commissioner ACC)  Graham Brant kindly agreed to take notes of the meeting | | | | |
| **3.0** | | **Confirmation of minutes from previous meeting** | | |
| The minutes from the last Directors/Managers’ meeting held on the 4th July 2018 were approved as an accurate record apart from a small correction on page 4 under NoRf, changing “The launch of level 1 competencies for **outreach**” to the words “enhanced care ” instead of the word **outreach**.  The minutes of the Medical Leads’ Group held on 10 April 2018 were also approved as an accurate record.  **Matters Arising**  There were no matters arising from Directors/Managers meeting that were not covered by the agenda.  **Action Log Update**   1. Closed as information sent to KY 2. Still awaiting this from KY 3. GB to resend costing and capacity documents as many had not received them - closed 4. Not yet complete- ABa is following this up at present 5. Closed 6. Closed 7. Closed - Uplift should be reimbursed locally with no additional costs to the Network 8. Closed - sent around already 9. Closed - on agenda   **Matters arising from the Medical Leads’ Group were**   1. A Memorandum of Understanding would be taken to the Medical Group meeting later in the day with regard to Regulation 28 and ensuring all higher specialist care areas were aware. The MOU had been sent to the CRG for consideration and would also be sent to the Network Director/Managers group once approved.   2.0 Sharing of good practice on unit visits was on the main agenda at this meeting | | |  | |
| **4.0** | **Paediatric Critical Care and Specialised Surgery in Children; NHS England Review** | | | |
| Janette Harper from NHS England and Ganesh Suntharalingam from the ICS gave a presentation on the progress of the review and some initial considerations for the adult critical care world. There was lots of discussion and Jeanette explained the plan to try to align paediatric networks with greater links to Adult Critical Care.  Ganesh explained it was clear that children should not be routinely placed in Adult Critical Care. Although he appreciated the blurring around the edges of the upper age spectrum, transition from children to adult services was also to be considered in the review as well as a potential to identify larger DGHs that could care for level 2 patients away from the current 20 PICUs.  Test sites are in Yorkshire and Humberside plus South London and part of the South East.  There was much discussion on these proposal and the many comments will be considered by the NHSE team undertaking the review. Jeanette requested that any further suggestions or comments be forwarded to NHSE via the email at [england.paedsreview@nhs.net](mailto:england.paedsreview@nhs.net)  **Expert Stakeholder Panel in October**  Janette asked for a representative from the Network Director/Managers’ group to attend a stakeholder meeting. Lesley Durham volunteered and her attendance at the stakeholder meeting was approved by the Group. Her network has both paediatrics and adult critical care within it.  **Sub group of Network Managers/ Directors/Medical group and ICS**  It was agreed that a small task group be established to write best practice guidance/principles to cover paediatric and adult critical care network liaison and issues that might arise for adult critical care services located on the same site as future stand-alone paediatric Level 2 facilities (to include transfer and surge). Volunteers include: Sarah Clarke, Mike Carraretto, Lesley Durham, Andrea Berry and Angela Walsh.  **Levels of care in paediatric critical care**  A table of the levels of care described in paediatric critical care mapped to the relevant HRGs as well as a table of 3 years’ activity shown in reference costs, and a list of all Trusts where paeds critical care activity had been reported (listed by region) was shared with members to support/inform local discussions. Main purpose being to look at where activity was being reported. | | |  | |
| **5.0** | **Workforce and Education** | | | |
| SW discussed how the **ACCP** roles in the South West have attracted funding from the apprenticeship fund as well as other monies. MW said the East of England have a similar set up.  **CPD funding** for post registration critical care modules seems non-existent across England at present. CNERF are undertaking a questionnaire to HEE to see what the extent of funding is available and will feedback results when they are available.  **CCP apprenticeship –** The bid for Critical Care Practitioner apprenticeship funding at education level 6 for 24 months was rejected for nurses and AHPs as they could not see a significant difference between the proposal and a registered nurse role. A second adapted proposal is to be submitted again shortly to address the feedback raised by the rejection. Currently there are over 30 organisations wishing to take advantage of this apprenticeship (subject to it achieving approval and funding). | | |  | |
| **6.0** | **Reviews undertaken by critical care networks** | | | |
| The data from the snapshot survey of various types of reviews that can be or have been undertaken by critical care ODNs, was summarised and presented at the meeting. This included a table grid (A3) of questions and all responses by Network and a paper which covered some main themes and summary grid of which networks have undertaken which types of reviews. SS and AW talked through the documents.  **Main points from discussion**  There were 20 responses which represents 17 Networks (3x West Midlands networks makes the 20).   * variety of reviews undertaken * availability of TOR and process documents * content of different types of reviews * combination of local issues and common national content * management of red flag findings when identified * a section of *core content* for peer reviews that would be common to all networks to be identified   It was agreed that the review policy documents (setting out how, what, who by and how reported) that many networks have should be pooled and considered by a lead. This was with a view to arriving at a common view of % core content. This could be supported by a small group with an interest. PD volunteered to be the medical lead for this and SS agreed to e-mail colleagues for copies of Network tools/documents. Contact SS if you have an interest in this group.  **ACTION 1 - SS to e-mail group to request Network review tools/documents for pooling**  **ACTION 2 - All members requested to respond/share as agreed** | | | **SS/All** | |
| **7.0** | **Critical Care Medical Lead - update** | | | |
| MC fed back that final work of the MOU around regulation 28 to be finalised at the meeting of the medical leads; this will be circulated to Directors/Managers’ group once completed.  **Overseas repatriations -** work is ongoing with this at present in the group – to arrive at a short principles statement  **Transfers –** ongoing work  **Medical workforce review 2019 -** this will take place next year and Networks will have a part to play in it. | | |  | |
| **8.0** | **Major Trauma Repatriation Document** | | | |
| The Trauma CRG had issued a common Major Trauma Network to Network Repatriation Document. It describes a set of principles of repatriation between the networks. It had been authored by SS originally. AW noted that having been issued by the Trauma route, it was not necessarily within the surge hubs or trust site manager policies yet and CC networks with their liaison links with such, could help with that.  It was noted that it should be possible to adopt across the Adult Critical Care Networks regarding timelines for critical care repatriations. It was also noted as patient focussed and that the use of the 48 hour standard was welcomed. | | |  | |
| **9.0** | **National Updates** | | | |
| **ICS/FICM**  GS informed the meeting that the ICS is currently redefining roles with the standards committees and that there have been a number of changes. There is joint working with the faculty and the ICS.  GPICS version 2 is in discussion at the ICS now and will be published by the end of 2018 after a short consultation period.  State of Art Meeting is 10th -12th December and places are still available at <https://soa.ics.ac.uk/>  **CCLF**  Nothing to update at this time  **CC3N/Nursing Alliance**  JP advised that CC3N have recently published the level one competency framework for ward and enhanced care areas; Website and Twitter are updated and another tool for nurses to use. This is all available to view on the website <http://cc3n.org.uk/>  Safer Nursing Care Tool and the Shelford group report is not intended for Critical care areas. The ratios within this tool are incorrect by up to 50% for critical care staffing. The Nursing Alliance are creating specialist critical care acuity tool and this will be picked up within the CC3N group. Statements from DH and others relating to this may be available from the CCN group.  **NOrF**  The 14th International Conference on Rapid Response Systems and Medical Emergency Teams (co-located with the Patient Safety Congress and Awards and supported by NOrF) is to be held 9-10 July 2018 in Manchester Central – see link  <https://www.norf.org.uk/RRS_NOrF_PSC_Conference-2018>.  **GPICS**  Already covered in earlier section of the meeting.  **GIRFT**  TG and AW updated the group. The aim is to have a full report by late 2019. Individual GIRFT Trust reports have over 120 metrics to work through as well as the questionnaire that Trusts completed for their sites in advance of any visit. Following some discussion with GIRFT leads, regarding network involvement, access to data and questions about invites to meetings arranged, it has been agreed that :   * Networks do not get an automatic invite to the GIRFT Teams visit * Networks will be notified of GIRFT visit dates for Trusts in their patch by the GIRFT Team * Trusts/GIRFT own the data report. Trusts can share with Networks as per local arrangements but this will not be forthcoming from the FIRFT team * There is no automatic right to receive the report at network level though Trusts are encouraged to share and to invite network members to the visits     Visits are now being arranged and a number are complete. The emphasis of the visits is on quality, although there is some costing data included.  **Data Group - note received**  CW reported that there are now a number of sub groups developed within the data group. This led to a discussion about upcoming changes to the ICNARC dataset within the meeting. CW reminded the group that the data group had been mindful that the inputter at unit level is not overburdened with additional changes. Some of the changes included addition of a frailty score, daily organ support data and to tie in with other datasets  **DOS – bed bureau**  GB demonstrated how to create a report on the pathwaysdos system and answered a number of questions about the system. | | |  | |
| **10.0** | **Critical Networks – forward look** | | | |
| **Funding**  SS advised the group that as the specialised commissioning intentions have not yet been published nationally, there is no update in respect of ODN funding from 2019 onwards. As soon as information is forthcoming this will be shared with the group.  **Regions**  The three networks in the south of England had recently had a copy of a local regional letter.  **ACTION 3 – SS to circulate ODN funding notice once received/published** | | | | **SS** |
| **11.0** | **Lead commissioner View** | | | |
| KY reported sick and was unable to join the meeting or send an update note.  TG was able to feedback from the CRG as follows:  **D05 service specification** - This has now cleared most hurdles and will be out for public consultation soon with a plan to be in the commissioning rounds for April 2019. The group thanked KY in her absence and Jane Eddleston for their work in maintaining progress on this in 2018.  **Methods SSQD** - There is a working group looking at the Dashboard and the metrics collected to try to ensure it remains relevant.  **Commissioning –** Six critical care centres have been chosen to support haem-oncology with b cell lymphoma and AL Leukaemia that has failed transplantation. If successful the next areas that will be explored are Myeloma and Ovarian Cancer. It is expected with this new treatment a third of patients will require multi–organ support during the treatment and therefore critical care. If patients get through this phase successfully however, it could eventually replace the need for bone marrow transplants. | | |  | |

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| **12.0** | **DO5 definitions against the agreed standard – the way forward** | | |
| **Gap analysis tool** - comparison against the national specification.    The update on the gap analysis tool shared at the previous meeting had been circulated. ABa, MW and GB have looked at the definitions and produced the document shared prior to the meeting. The meeting made comments about type of evidence that should be collected and ensuring there were examples for networks to use. Following discussion, it was agreed that “partially met” should be available within the scoring. Suggestions for content to be provided as part of the ongoing development of the gap analysis tool  **ACTION 4 - Group members to send information for inclusion/any comments/suggestions to ABa** | | **ALL to send inclusions** | |
| **13.0** | **Group administration** | | |
| **Future meeting proposals 2019**   * To be advised – April (AGM), July, October, December/January   **National AGM 2019**   * Birmingham: Monday 8 April 2019   **Group Finance Report – update**   * September 2018 position noted and group agreed in principle for ABa to issue invoices for £250 to each Network for 2019 (excepting those providing venue and comestibles in lieu)   **ACTION 5 - Advise of future meeting dates 2019**  **ACTION 6 - ABa to issue invoices to networks for meeting funding contribution** | | **ABa/GB dates for 2019**  **ABa to issue invoices** | |
| **14.0** | **AOB** | | |
| There was no other business for discussion. | | |  |
| **Date and Time of Next meeting** | | | |
| **Future Meetings 2018:**   * **Friday, 14 December 11.00 am – 3.00 pm** **Directors/Managers only**  1. Marylebone Road, London NW1 5JD)   **2019 meetings**  to be confirmed in December meeting if not e mailed beforehand | | | |

**Action List – National Critical Care Network Directors Meeting – 11 October 2018**

| **Action No.** | **Action** | **Action** | **Completed** |
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| **1.** | SS to e-mail group to request Network review tools/documents for pooling | **SS** |  |
| **2.** | As per Action 1 - all members requested to respond/share as agreed | **All** |  |
| **3.** | Circulate ODN funding notice/mechanism for 2019 onwards once received/published | **SS** |  |
| **4.** | Re: Gap analysis tool - Group members to send information for inclusion/any comments/suggestions to ABa | **All** |  |
| **5.** | Advise of future meeting dates 2019 | **ABa/GB** |  |
| **6.** | ABa to issue invoices to networks for meeting funding contribution | **ABa** |  |

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| **MINUTE TAKING ROTA FOR FUTURE DIRECTOR MEETINGS 2018:** | | | |
| 14 December | Directors | London | Steve Cook |