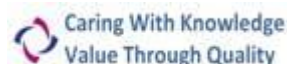


**Sub group Critical Care;
National Major Trauma Nursing Group Meeting
Friday 1st December 2017 11:00 Birmingham
MINUTES**



PRESENT:		
Dawn Moss (Chair)	UHNM NHS Trust Lead Educator Critical Care.	DM
Karen Berry	Greater Manchester Critical Care & Major Trauma Network.	KB
Angela Morgan (Minute taker)	Imperial NHS Trust Educator Critical Care.	AM
Ann-Marie Heath	Lead Sister for Outreach at Royal Stoke, University Hospital North Midlands (UHNM).	AMH
APOLOGIES RECEIVED:		
Sam Cook		SC
Julie Platten		JP
Sharon Sanderson		SS
Dean Whiting		DW
Nicola Ashby	University of Nottingham and RCN Critical Care & Inflight Nurse Forum	NA
Cary Fox	Cardiff Director of Nursing, Wales.	CF
Angela Himsworth	Midlands Critical Care Networks.	AH
Maureen Issott	North Yorkshire & Humber Adult Critical Care and Major Trauma ODN.	MI

SUMMARY OF NEW ACTIONS AGREED			
No.	Action	Person Responsible	Due Date
1.	Draft for "Purpose of the Group" for NMTNG Website	KB	Feb 2018
2.	NMTNG Website: Need to add Membership list.	DM	Feb 2018
3.	NMTNG Website: Need to link to CC3N Website	KB	Mar 2018
4.	NMTNG Website: Discuss appropriate social media for promotion of Trauma Competencies	DM	Mar 2018
5.	Completion of RCN Endorsement Form	DM	Jan 2018
6.	Promotion of Competencies via BACCN	AM	Jan 2018
7.	Draft promotional 'Advert' for competencies	AMH	Jan 2018
8.	Promotion of Competencies via Nursing Standard	DM/AMH	Jan 2018
9.	Promotion of competencies via Trauma Conference in April	DM	Jan 2018
10.	Expand membership of the critical care Subgroup.	All	Ongoing

11.	Review of Terms of Reference	All	Mar 2018
12.	Read NICE Quality Standards (2017)	All	Mar 2018
13.	Consider future focus of the group for 2018	All	Mar 2018

ONGOING ACTIONS FROM PREVIOUS MEETINGS

Start date	Issue	Action	Person Responsible	Due Date

No.		AGENDA ITEM	ACTION/LEAD
1.		PROCEDURAL ITEMS	
	1.1	To Receive Apologies Apologies received are noted above.	DM/AM
	1.2	Minutes of the Previous Meeting Brief discussion re promotion of the competencies as these will be publically available soon via NMTNG Website and CC3N Website – see Meeting Agenda.	DM/AM
2.		MEETING AGENDA	
	2.1	NMTNG Website: Need to draft 'Purpose of the group'. KB agreed to undertake this.	KB
	2.2	NMTNG Website: Need to add Membership list. DM agreed to undertake this.	DM
	2.3	NMTNG Website: Need to link to CC3N Website. KB agreed to undertake this.	KB
	2.4	NMTNG Website: Discussion re using social media to promote the Critical Care Trauma Competencies. DM agreed to discuss this with RP.	DM
	2.5	Trauma Competencies: Need for RCN Endorsement. DM agreed to complete the RCN Endorsement Form	DM
	2.6	Publication and promotion of Competencies: AM agreed to approach the BACCN and AMH to draft a promotional piece of writing	AM/AMH
	2.7	Publication and promotion of Competencies: DM and AMH agreed to approach the Nursing Standard	DM/AMH
	2.8	Publication and promotion of Competencies: There is a Trauma Care Conference 16 th April. DM agreed to approach the organisers re having a stand at the conference	DM
3.		ANY OTHER BUSINESS	
	3.1	AM has now stood down from being Chair of the Group and DM will be Chair going forward. A vice chair is still being sought.	DM
	3.2	Need to expand the critical care sub group – all to explore networks to expand our membership.	All
	3.3	Terms of Reference – needs revisiting	All
	3.4	Review draft NICE Quality Standards (2017)	All

	3.5	Identify focus of group for the future e.g. Educational standards/TQUINS	All
		<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held on 9th March 2018. Venue: Birmingham Timing: TBC</p>	
		<p>DEADLINE FOR SUBMISSION OF AGENDA ITEMS</p> <p>Please submit any agenda items for the next meeting to Dawn Moss at Dawnj.moss@uhnm.nhs.uk three weeks prior to the meeting.</p> <p>Please contact Dawn at; Dawnj.moss@uhnm.nhs.uk if you would like further information or about being a part of the group.</p> <p>The National Major Trauma Nursing Group can be found at: www.nmtng.co.uk</p>	

All parties should note that the minutes of the meeting are for record purposes only. Any action required should be noted by the parties concerned during the course of the meeting and action carried out promptly without waiting for the issue of the minutes.

DRAFT