

Action plan/tracker

As at 18/01/2019:

RAG Key:

Red = not yet commenced

Amber = commenced but not yet completed

Green = Completed

Number	Area/Heading:	Action(s)	By when	Lead(s)	Tracker: Comments and updates	RAG
1	Networks overview paper					
		To update and re-circulate	End-Nov 2015	RP	<ul style="list-style-type: none"> - 06/11/2015: Tabled at meeting. Edits, amendments collated and for inclusion in the re-draft - 19/05/2016: On-going, version 8 for circulation - 5th May 2017: Now at V9. - 8th Sept 17: V11 on website. NMTNG members to check for accuracy please - 1st Dec 17: V11 on website, requested members review document and feedback - 9th March 2018: No update - 28th June 2018: No update 	

					- Rolling agenda item – for removal from action plan tracker as complete	
2	Development of Paediatric critical care and ward competencies					
2a	Paediatric ward					
	First workshop planned for 17 th June 2016 meeting	- Development of competency documents and supporting literature to inform future QI review with a view to their inclusion.	Dec 2016	Lorrie Lawton	<ul style="list-style-type: none"> - 17th June 2016 – 1st Workshop: Work commenced and on-going. See minutes and notes of the 17th June for detail. Ward competencies work on-going - 2nd September 2016 – 2nd workshop and work progressing well. - 5th May 2017: Ward competencies nearly complete. Focus on level 1 competencies, group feels it is unlikely a level 2 set is required. Aim for June 2017 completion. Acknowledgement that competencies should be supported with appropriate and targeted education, see below. - 8th Sept 17: Now in Draft version 7 form. Aim for completion of L1 ward comps by end of Oct 17. - 1st Dec 2017: Completed and for forwarding to the T&B CRG for consideration in ?Jan 18 CRG - 9th March 2018: CRG meeting cancelled due to adverse weather conditions, competencies now will be reviewed at next meeting, date TBC. - 28th June 2018: Apology received from CRG as they were not able to cover the 	

					<p>paeds competencies in their last meeting in June 2018. CRG will meet in September where competencies will be discussed.</p> <ul style="list-style-type: none"> - 19th Oct 2018: Still awaiting formal sign off at trauma and burns CRG. RP to chase. - 18th Jan 2019: Still awaiting formal endorsement, CRG due to meet on the 2nd April 2019 	
2b	Paediatric critical care					
	<p>First workshop planned for 17th June 2016 meeting</p>	<ul style="list-style-type: none"> - Development of competency documents and supporting literature to inform future QI review with a view to their inclusion. 	Dec 2016	Lorrie Lawton	<ul style="list-style-type: none"> - 17th June 2016 – 1st Workshop: Work commenced and on-going. See minutes and notes of the 17th June for detail. <p>Critical care competencies will build on established High Dependency Care for Children – Time to Move on – document by the RCPCH</p> <ul style="list-style-type: none"> - 2nd September 2016 – 2nd workshop and work progressing well. - 5th May 2017: Work not currently progressing on critical care competencies as focus on ward comps by group. Seek to get an update at our next meeting in September 2017. - 8th Sept 17: New members with critical care expertise will take on this work, plan to develop as 'bolt on' to existing PICS work. - 1st Dec 2017: On-going, CC membership now increased and work underway. - 9th March 2018: Aim for completion at 	

					<p>next meeting, date TBC.</p> <ul style="list-style-type: none"> - 28th June 2018: Good progress, aim for completion by September 2018 with a possible view to submission to the September CRG meeting for ratification. - 19th Oct 2018: PICS competencies signed off and the Paediatric Critical Care competencies are out for consultant till the end of the month. Group will confirm final version at the end of October 2018. - 18th Jan 2019: Still awaiting formal endorsement, CRG due to meet on the 2nd April 2019 	
3	Development of a paediatric specific trauma education programme					
3a	Focus on supporting trauma ward L1 competencies	<p>Development of a paediatric trauma specific educational package(s).</p> <p>Currently major trauma educational programmes predominantly focus on adults and there is a potential market for a paediatric specific TILS type day (Level 1) and possibly paediatric Level 2 trauma course</p>	TBC	Lorrie Lawton	<ul style="list-style-type: none"> - 2nd September 2016 – Early discussion in the Paediatric sub-group. More discussions and scoping required. - 5th May 2017: Group beginning to look at possible development of an e-learning programme to support ward nurses. More discussion and feedback to follow. - 8th Sept 17: Group looking at developing an e-learning package. Need liaison with HEE and possible funding streams. Seen as best way to support staff with reduced educational funding landscape. - 1st Dec 2017: Group to look at using a survey to gauge opinion on trauma education at ward level and appetite for new modalities, such as e-learning. T&B CRG have signalled they will engage with HEE on the broader issue of 	

					<p>educational provision.</p> <ul style="list-style-type: none"> - 9th March 2018: Questionnaire sent to members for feedback on key areas to focus on with future educational programmes. 14 responses to date, see full NMTNG minutes for detail - 28th June 2018: No update, awaiting feedback form CRG re: possible HEE involvement - 19th Oct 2018: See Adult ward TCAR course info in minutes, there is a paediatric equivalent which may be of interest. - 18th Jan 2019 – Discussion re PCAR. Lorrie Lawton (Paediatric group chair) to attend TCAR in London in June 2019. 	
4	TARN:					
4a	Inclusion of specific nursing/AHP questions in the data set to build on current 'Attendants' section.	Meet with TARN once we have equivalence statement and competencies completed in Jan/Feb 2016.	March 2018	RP, JW and GL	<ul style="list-style-type: none"> - 06/11/2015: Discussed at meeting. Agreed to take forward once we have key documents in place. For review at 2nd September 2016 meeting - 2nd September 2016 – for action by RP, JW and GL - 5th May 2017: GL has had initial discussions with the TARN team in Manchester regarding a change to the data set. This has been met with a positive response and RP has sent an initial scoping e-mail. - 8th Sept 17: No update, RP to chase. - 1st Dec 2017: AH to complete with GL and JW by end Jan 2018. 	

					<ul style="list-style-type: none"> - 9th March 2018: Andrea H meeting TARN on 28th March to discuss mandatory data capture, mapping against the competencies and what impact its having. - 28th June 2018: Andrea H has met with TARN leads and working up a proposal . More details to follow. - 19th Oct 2018: Now included the L1 & L2 ED Nursing indicator field which went live on 18th July. It's still not mandatory but the group are working on this. The audit committee are meeting in October in order to ratify the titles/grades so they are up to date and accurate. - 18th Jan 2019: Additional questions and detail re: Level 2 now live on the TARN system. Will be made mandatory in April 2019. 	
5	Endorsement of key NMTNG documents					
5a	<p>Endorsement of key emergency nursing/AHP QI documents by:</p> <ul style="list-style-type: none"> - RCEM - RCN - NES (Scotland) 	<p>Current documents for accreditation:</p> <ul style="list-style-type: none"> - Emergency trauma nurse/AHP competencies - NMTNG levels 1-3 document <p>NMTNG level 2 educational standard descriptor document</p>	TBC	RP/DM	<ul style="list-style-type: none"> - Initial discussions with RCN – Anna Crossley – RP to follow up - Initial e-mail discussion with Dr Jon Jones – Chair of RCEM trauma group. RP top follow up. - 5th May 2017: Detailed discussions at NMTNG. Group agreed action title should change from ‘accreditation’ to ‘endorsement’. Group agreed that we should seek endorsement from RCEM, RCN and NES (Scotland). - 8th Sept 17: For action with RCN and RCEM initially. - 1st Dec 2017: No update 	

					<ul style="list-style-type: none"> - 9th March 2018: RCN endorsement - Andrea H put forward ED, Trauma Ward, CC and Paediatrics for application, there is a 12week timeframe, and hopefully will be able to feedback at the next NMTNG meeting. - 28th June 2018: AH, RCN endorsement in progress. Will require minor changes to competency documents. Action – to pick this work up through a re-convened ED sub-group to review competencies and associated documents which are now 2 years old. - 19th Oct 2018: AH actioning, update to follow. - 18th January 2019: For review later in year in view of new QI's and revised ED documents. 	
6	Health Education England representation					
6a	To ensure HEE representation/link to support and inform the education and training agenda	RP to make initial contact with HEE colleagues	TBC	RP	<ul style="list-style-type: none"> - Discussed at 17th June 2016 meeting – for action by RP - 5th May 2017: No update, for action. - 8th Sept 17: No update, for action. - 1st Dec 2017: Prof. Chris Moran and Prof. Rob Crouch are going to engage with HEE to look at input from CRG to address educational gap nationally. - 9th March 2018: CRG are going to talk to them. RP to get feedback. - 28th June 2018: No update, awaiting feedback form CRG re: possible HEE 	

					involvement	
					- 19 th Oct 2018: No update	
					- 18 th Jan 2019: No update	
7	NHS Education for Scotland (NES)					
7a	NMTNG to contact NES	To ensure we establish a dialogue between the NMTNG and NES on work already established in England but also on work currently underway for critical care, ward and paediatric critical care and wards	TBC	RP and DM	<ul style="list-style-type: none"> - Discussed at 2nd September 2016 meeting, action required. - 8th Sept 17: No update, for action - 1st Dec 2017: No update, still requires action - 9th March 2018: RP to contact Scotland NMTNG members. - 28th June 2018: David McGlynn in discussions with Scotland leads. See minutes for further details. - 18th Jan 2019: Colleagues in Scotland actively engaged with NES. 	
8	Representation from wales education & northern Ireland					
8a	Seek representation from education leads in Wales and Northern Ireland.	RP to discuss with Wales and NI members in the first instance.	TBC	RP	<ul style="list-style-type: none"> - 5th May 2017: Discussed at NMTNG with Carys Fox, Director of Nursing for Specialist Services Clinical Board, Cardiff and Vale University Health Board, who will kindly take back to colleagues in Wales for discussion. - 8th Sept 17: No update. - 1st Dec 2017: No update - 9th March 2018: No update - 28th June 2018: See update form Wales colleagues in minutes. Will look at taking 	

					<p>this forward.</p> <ul style="list-style-type: none"> - 18th Jan 2019: See minutes of the main NMTNG meeting today. 	
9	Establishment of a military nursing sub-group					
9a	Seek to establish an NMTNG military sub group		TBC		<ul style="list-style-type: none"> - 8th Sept 17: NMTNG members at the meeting discussed adding this to our action plan. Will need support from current military NMTNG members to reach out to key representatives. Already have Tri-service competency documents. Suggestion to contact military personnel at UHB and Whittington. - 1st Dec 2017: Aim for launch in quarter 4 2018. LL to signpost accordingly. LL gave an overview on current competency bundle DONK and feedback next meeting - 9th March 2018: LL looking at possibly establishing in quarter 3 of 2018/19. - 28th June 2018: No update 	
11	Establishment of a Trauma Coordinator sub-group					
11a	Seek to establish an NMTNG trauma coordinator sub-group		March 2018		<ul style="list-style-type: none"> - 1st Dec 2017: New Action: Group agreed to look at establishing a group March 2018 first meeting. - 9th March 2018: Discussion held at main meeting, see minutes. No specific action as yet but for further discussion. - 28th June 2018: Members at meeting agreed this is needed. No specific date as yet as will need to be managed 	

					<p>against existing sub-group meeting where members will be wishing to attend both.</p> <ul style="list-style-type: none"> - 18th Jan 2019: Trauma coordinator sub-group to be formed on 19th July 2019 meeting. Comms to go out at next meeting in April and through all groups. 	
12	Reform the ED sub-group					
12a	Reform the ED sub-group with principle aim to review existing education and competency standards which were published in 2016.	<p>Will require:</p> <ul style="list-style-type: none"> - ToR - Chair and Vice-Chair 	April 2019		<ul style="list-style-type: none"> - 18th Jan 2019: Initial contact with interested members to go out via e-mail Seek to establish sub-group at April 2019 meeting. 	

Action plan/tracker – completed actions

Number	Area/Heading:	Action(s)	By when	Lead(s)	Tracker: Comments and updates	RAG
1	Development of critical care trauma competencies					
	First workshop planned for 17 th June 2016 meeting	Development of competency documents and supporting literature to inform future QI review with a view to their inclusion.	Dec 2016	Angela Morgan	<ul style="list-style-type: none"> - 17th June 2016 – 1st Workshop: Work has commenced on developing a competency framework to complement the CC3N framework. - 2nd September 2016 – 2nd workshop and work progressing well. - 5th May 2017 – group finalising a final draft version to work as part of the CC3N framework. For completion by the 6th June 2017. - 8th Sept 17: For completion by end of Sept 2017 and then to send to the National MT CRG CRG - 1st Dec 2017: Completed and approved at T&B CRG 	
2	Development of trauma ward competencies					
	First workshop planned for 17 th June 2016 meeting	Development of competency documents and supporting literature to inform future QI review with a view to their inclusion.	Dec 2016	TBC	<ul style="list-style-type: none"> - 17th June 2016 – 1st Workshop: Work commenced and on-going. See minutes and notes of the 17th June for detail. Likely 1 initial suite of competencies from which ward select relevant competency domains for their patient profile. - 2nd September 2016 – 2nd workshop and work progressing well but clear that this will be a big piece of work 	

					<ul style="list-style-type: none"> - 5th May 2017: Currently focus on finalising the Level 1 ward competencies. Aim is to complete by June 2017 ready for forwarding to national trauma CRG. - 8th Sept 17: Competencies complete. RP will send with sub-group covering letter to National MT CRG - 1st Dec 2017: Completed and approved at T&B CRG 	
5	Web site and logo:					
5a		<p>Explore opportunities to create an NMTNG website</p> <p>NMTNG papers and documents due for upload to network sites but one single national site seen as preferable</p>	March 2018	RP, JW and SG	<ul style="list-style-type: none"> - Discussed at 17th June 2016 meeting. Possible low cost opportunities exist – will require further exploration/discussion - 4th May 2017: www.NMTNG.co.uk website domain has been purchased and initial early work completed by Steve Littleson. Further developments at today's meeting but web site will need more work before we can 'go live' publically. NMTNG members will be invited to look and comment on the site. Logo – very early work underway to develop a logo. For update at September's meeting. - 8th Sept 17: Draft logos reviewed by group. Two identified as favourable but would need edits. RP to report back in December meeting. - 1st Dec 2017: RP contacted company who gave images which unfortunately can't be used for licensing purposes. Currently the Union Jack politically is 	

					<p>difficult for NI colleagues therefore we are revisiting this RP has asked a graphic designer to make a logo. Updates to follow aim for March 2018 completion.</p> <p>- 9th March 2018: New logo approved at main NMTNG meeting,</p>	
6	Establishment of Peri-Operative trauma sub-group					
6a	Seek to establish an NMTNG peri-operative sub group		March 2017	RP	<ul style="list-style-type: none"> - 5th May 2017: Discussed at NMTNG, agreed that we should seek to establish a peri-operative subgroup. - 8th Sept 17: RP to begin process of seeking representatives. Possibly for Dec 17 meeting. - 1st Dec 2017: Aim for first meeting in March 2018. RP to e-mail out for expressions of interest. - 9th March 2018: Inaugural meeting today, see minutes of the meeting. Chair and Vice-Chair appointed. - 28th June 2018: Chair and Vice-Chair appointed today, names will need to be added to website. - 19th Oct 2018: Group now established. Action complete 	
7	Establishment of a rehabilitation trauma sub-group					
7a	Seek to establish an NMTNG rehabilitation sub group		March 2017	RP	<ul style="list-style-type: none"> - 5th May 2017: Discussed at NMTNG, agreed that we should seek to establish a rehabilitation subgroup. - 8th Sept 17: RP to begin process of 	

					<p>seeking representatives. Possibly for Dec 17 meeting.</p> <ul style="list-style-type: none"> - 1st Dec 2017: Aim for first meeting in March 2018. RP to e-mail out for expressions of interest. <p>Group agreed Paediatric rehab should remain with the paedics subgroup and not with the rehab group.</p> <ul style="list-style-type: none"> - 9th March 2018: Inaugural meeting today, see minutes of the meeting. Interim Chair and Vice-Chair appointed. - 28th June 2018: National Major Trauma Rehabilitation Group to be formed. Will sit alongside the NMTNG and meet in the same days and same venue to share membership and drive. - 19th Oct 2018: Group now established. Action complete 	
--	--	--	--	--	--	--