

National Major Trauma Nursing Group

Friday 8th September 2017 - 10am – 4pm
Meeting Room, Crown House
Ground Floor, 123 Hagley Road, Birmingham, B16 8LD

APPROVED MINUTES

Attended

Angela Morgan	Lead Educator, Critical Care CHAIR OF THE ADULT CRITICAL CARE WARD SUB GROUP	St Mary's Hospital, Imperial College Healthcare
Carolyn Cunningham	Paediatric Ortho Nurse Specialist	
Charlotte Adkins	ANP	Birmingham Children's Hospital
Dawn Moss	CC Lead PDN Deputy Chair of Adult CC Subgroup	Royal Stoke University Hospital
Donna Brailsford	ED Trauma nurse coordinator & DEPUTY CHAIR OF THE PAEDIATRIC SUB GROUP	Sheffield Children's Hospital
Dr Nichola Ashby	lead for critical care and major trauma at the University and represent the RCN forum for critical care and inflight nursing	University of Nottingham, RCN CCIF
Hazel Kay	Junior Ward Sister	
Jane Roscoe	Adult Ward	Sheffield Teaching Hospitals NHS Foundation Trust
Julie Wright	Consultant Nurse	Oxford University Hospital
Karen Berry	Trauma Network Nurse Lead	Greater Manchester CC & MT Services
Laura Crowle	Major Trauma Nurse Coordinator	Severn Major Trauma Operational Delivery Network
Lorrie Lawton	Consultant Nurse - Paediatric ED. CHAIR OF THE PAEDIATRIC SUB GROUP	Kings College Hospital, London
Luke Thompson	Major Trauma Coordinator	Salford Royal NHS Trust
Michele Elliot	Senior Nurse for Plastics. Orthopaedics, ENT and Major Trauma	St Mary's Hospital, Imperial College Healthcare
Neil Strawbridge	Trauma Nurse Coordinator	Sheffield Teaching Hospitals NHS Foundation Trust
Robert Pinate	Consultant Nurse - ED	University College London Hospitals
Sarah Graham	Service Imp. Facilitator	Midlands Critical Care & Trauma Networks
Sean Treacy	Charge Nurse TNP	Kettering General Hospital
Sharon Budd	Trauma coordinator	Royal Derby Hospital
Sian Butler		
Stuart Wildman	Consultant Nurse Major Trauma Chair of the Trauma Ward Sub Group	Salford Royal NHS Trust
Sharon Whyte	Paediatric Neurology Nurse Specialist	Addenbrookes Hospital
Andrew Bedford	Senior Charge Nurse PICU	King's College London
Jackie Fulton	Senior Staff Nurse, PICU	Oxford University Hospital
Joanna Bartlett	Sister PICU	Oxford University Hospital

Apologies

Alice Edmondson	Resus and Trauma	Brighton & Sussex University Hospitals
Angela Himsworth	CC Network Nurse Lead	Midlands Critical Care & Trauma Network
Ann Marie Heath	Outreach Senior Sister	Royal Stoke University Hospital
Becky Gammon	Head of Nurse for Unscheduled Care	Abertawe Bro Morgannwg University Health Board
Carys Fox	Director of Nursing for Specialist Services Clinical Board	Cardiff and Vale University Health Board
Claire Marks	MTCC Lead Deputy Chair of the Trauma Ward Sub Group	Derriford Hospital, Plymouth Hospitals NHS Trust
Diane Armstrong	Senior Sister Trauma Ward	Leeds Teaching Hospital NHS Trust
Dr Elaine Cole	Director of research and innovation: London Trauma System	Centre for Trauma Sciences, Blizzard Institute, Queen Mary University of London
Gabby Lomas	Matron, Emergency Medicine	Salford Royal NHS Trust
Hannah Sanderson	Major Trauma Coordinator	Salford Royal NHS Trust
Jane Bakker	Staff Nurse ED	Royal Hospital for Children, Glasgow
Jenni Riley	Trauma Nurse Coordinator	Southport & Ormskirk Hospital
Jill Windle	Lecturer Practitioner in Emergency Nursing	Salford Royal NHS Trust

Jim Flaherty	Trauma Nurse Service Coordinator	Conquest Hospital, East Sussex Healthcare NHS Trust
Julie Flaherty	Children's Clinical Lead Unscheduled Care SRFT & Clinical Champion Nursing	Salford Royal NHS Trust
Julie Platten	Critical Care Network Manager	North of England Critical Care Network/Northern Network, University Hospital North Tees
Justin Walford	Charge Nurse - ED	Brighton & Sussex University Hospitals
Karen Portas	Network Manager	Northern Trauma Network
Mark Dawes	Lead Advanced Clinical Practitioner in Emergency Medicine	Royal Wolverhampton Hospital
Mike Cole	Trauma Nurse Coordinator / ANP	Sheffield Teaching Hospitals NHS Foundation Trust
Pam Perks	Clinical Educator Trauma	Queen Elizabeth Hospital Birmingham
Prof. Rob Crouch	Consultant Nurse - ED	University Hospital Southampton/ NHSE Major Trauma CRG
Rachael Webster	TNC	Sheffield Teaching Hospitals NHS Foundation Trust
Sharon Sanderson	Major Trauma Case Manager	Nottingham University Hospital

11:00 – 13:00: Concurrent sub group meetings

13:30 – 16:00: Main NMTNG meeting

1. Welcome and Introductions by RP
149 members now registered.
2. Apologies – as above
3. Approval of minutes of previous meeting 5.5.17.
Approved as an accurate record.
 - a. Minutes from sub-groups
Approved by the sub groups.
4. Matters arising – review actions from previous minutes (not on the agenda):
 - Vice-chair position
JW officially stood down at the last meeting. RP emailed out for expressions of interest for the deputy chair role which detailed the responsibilities and time commitment, this is a 2 year tenure.
 - APLS update – originally this was not included for paediatrics, however this changed in 2016, when a paper was accepted by the NMT CRG. We are now awaiting approval by NHSE. Anyone who completed the training post April 2016 will be approved as meeting the APLS standard.
 - Launch of competencies and next steps:
 - i. Critical Care – fit for purpose from a national point of view. Approved by CC3N. Covering letter is ready. Launch end of September. Educational Standards and KPI's discussed. The group will submit for entry into relevant journals in due course. Expressions of interest for Chair of CC Subgroup requested as AM will be retiring soon and would like this agreed as soon as possible. Group will also look at developing the draft QI for proposal at the next national QI review, date TBC.
 - ii. Adult Ward – Competencies signed off today for L1. Covering letter done. Discussed how they can support the launch of the competencies e.g. assessment sheet and guidance for assessors to help with sign-off, these will be ready by the

end of December. Discussed how the website can be utilised. CC3N are developing assessor standards which we could use, Dr. Nichola Ashby will ask about these. L2 will be started when L1 is fully embedded.

- iii. Paediatric Ward – Developing L1 only which they are hoping to have completed by the end of October. The group discussed Paediatric Critical Care nurses, and agreed that a small group should be established to look at PICs competencies and develop a forward plan. Quality Indicator statement was drafted. The group expect the Trauma Networks to help move the competencies forward. DB will mention this at the national Paediatric meeting in September. Covering letter to be written.

5. Review of action plan tracker

Updated by RP and will be posted on the website. Discussions included:

- NMTNG/Web site logo – examples provided and the group voted which they preferred. A couple chosen with some slight alterations required, these will be re-circulated for comment.
- Network overview paper is on the website. Sense check the document for any changes required.
- Paed CC ward – actions split into different components.
- TARN as website host is now out of date as we now have our own website. For TARN and TARNlet – we can add new mandatory questions, this needs more work.
- HEE – still outstanding work to be done.
- New Sub Groups - will be started in the autumn – possibly joining us in December. Make contact with military personnel re DONC and ask colleagues at Whittington and UHB if they are interested in joining the group. Contacts required.

6. Website

RP reminded the sub groups that there are still sections on the website that they need to populate. SG has populated what she can and will add the approved minutes of the groups. Competencies will also be added to website when completed.

7. Regional/National updates:

- Scotland – no update. RP/SG to contact representatives for an update.
- Wales – no change as we are aware other than they have appointed a trauma lead.
- RP/SG to contact representatives for an update.
- Northern Ireland - Belfast is their MTC and they are adopting all of our ED competencies.

8. AOB:

- Dr NA – The accredited work based modules at the University of Nottingham are all mapped to our competencies. Starting February, they will go on their website. Ward module starts in 4 weeks and a CC module starts next year. The On-line portfolio is ready to go. The distance version is currently being worked on.

Dates of next meetings:

- a. Friday 1st December
- b. Dates for 2018 – confirm with RP

Adult Trauma Ward Sub Group Meeting

Thursday 14th September 2017

1. **Apologies**

Jenny Riley – Southport & Ormskirk
Clare Matt – Plymouth
Rachel Webster – Sheffield
Louise Wilde – Sheffield

2. **Present:**

S.Wildman SRFT
L. Thompson SRFT
S Budd RDH
L Crawle NBT/Southmead
M. Elliot St Mary's
Neil Strawbridge Sheffield
Jane Roscoe Sheffield
Sean Tracey Kettering
Julie Wright Thomas Valley Network

3. **Minutes**

Agreed as accurate

4. **Actions Tracker**

Andrea Hargreaves – action book to do to chase

5. **Agenda**

Ward based competencies. Slight further edited by Rob
Level 1 competencies approved.
After today, send to Chris Moran & Major Trauma to be endorsed

Send Clinical Records Group

“We as expert group have written with aim can they ratify and approve?”
Then goes to Clinical Leads in Major Trauma network who writes to all Major Trauma centres to use.

Question 1

Need Level 1 Nurse x 1 every shift Trauma Unit at peer review to provide evidence of this from off-duty

Discuss competencies – national launch

How to share?

London – present at Nursing Conference at end of year? Delegate to take back to base.

Put on agenda at Network Nursing Group meetings.

Each area will have its own responsibility to roll out/train/achieve. Assessment to be based in own area – may have educators or competent assessors e.g. Ward Manager.

Any opportunity for areas to map own competencies which may overlap

Individual training needs analysis then student (Nurse) has to keep track of competencies covered.

Peer review is open to public so in Trusts own interest to use the competencies as a quality indicator. Website now available, to look at how we can develop modules to share guidelines etc.

Also note, areas are to select what is appropriate to individual trauma ward.
Place links to useful videos etc.

One Trauma Ward using lunchtime huddles to share information. Opening up skills days to other Trusts.

How to involve Trauma Ward Staff with ED TILLS, did pilots, will share information with Group.

On Ward – ongoing management of patient and problem solving.

One area developed in-house course which focus on body parts/injuries and has practical skills stations on O2 Management in Thoracic Trauma.

To share content with group.

Please share local programmes, videos on Line Training etc. Send to Stuart Wildman @ srft.nhs.uk

Would expect Trusts to be working towards competencies in first 12 months for peer review confidence.

6. **ACTIONS**

Share programmes

Begin to develop education. Area on website (starting with spine)

Send any ideas to Stuart that could be a good resource

Still need supporting documentation (need assessor to approve and sign off sheet) (to chase December meeting) ? Andrea Hargreaves

Group agreed on wording of letter to be sent to Major Trauma CRG for endorsement of competencies.

Discussion followed on role of educators within areas.

Look at developing an assessors section on Ward Group part of website, password protected.
Rob to check if possible.

Thanks to Laura for all editing work.

7. **Any Other Business**

None

Paediatric Sub-Group - NMTNG**8th September 2017****Minutes****Present**

Chair Lorrie Lawton - Consultant Nurse Paediatric Emergency Medicine, Kings College Hospital, London (LL)

Vice-Chair Donna Brailsford- MTNC/ED Sister, Sheffield Children NHS Trust (DB)

Kate Hammond- ED Sister, Birmingham Children Hospital (KH)

Charlotte Clay- (nee Adkins) Principal ANP, ED Birmingham Children Hospital (CC)

Caroline Rushmer- MT Nurse specialist, Royal Manchester Children's Hospital (CR)

Hazel Kay- Junior Sister Orthopaedics, Royal Victoria Infirmary, Newcastle (HK)

Carolyn Cunningham- Paediatric orthopaedic nurse specialist, Royal Victoria Infirmary, Newcastle (CCu)

Sian Butler- Senior staff nurse PICU, St George's Hospital, London (SB)

Andrew Bedford- Senior charge nurse PICU, King's College Hospital, London (AB)

Jackie Fulton- Senior staff nurse PICU, Oxford (JF)

Sharon Whyte- Paediatric Neurology nurse specialist, Cambridge (SW)

Jo Bartlett – Sister PICU, Oxford (JB)

Janet Hagan - Nottingham

Apologies

Angela Lee – Education Development Practitioner – PCCU –Manchester Children's Hospital(AL)

Helen Blakesley (HB)

Jane Bakker ED Royal Hospital for Children, Glasgow

Sarah Swann ED Watford General Hospital

Previous minutes of the meeting held on 5th May 2017 were accurate

Item	Discussion	Action
Introductions	DB received an overwhelming amount of interest from the email sent from TARN and the Children's national major trauma network, and so there are some new members who have attended for the first time today. Everyone gave a brief introduction of themselves and a background of the group and its purpose was given to the new members.	All
Matter arising from minutes	APLS – has now been recognised as level 2 educational standards for the ED competencies by Chris Moran and it is now with Cat Young at NHSE for them to implement this. It will be applicable from anyone who has completed APLS since April 2016.	

<p>Ward Competencies</p>	<p>These are nearly completed - currently on version 7 and before approving them, we are going to allow the new members chance to look and they will email Lorrie with any changes prior to final approval.</p> <p>CR mentioned more detail needed around EVD's neurology, chest drains, tracheostomy and the new national emergency algorithms. LL asked CR to do track changes to V7 and send back to her.</p> <p>Not all new members had received the latest version so DB to send to all members in the group.</p> <p>Discussion that these competencies would be applicable for all ward paediatric nurses working with paediatric trauma. However, the group recognise that the paediatric trauma is rare and that nurses may not have much contact during their working day. Therefore, the nurses can pick which of the competencies are suitable for them as individuals.</p> <p>With regards to the critical care competencies, new members whose background are from PICU are happy to be involved, but CC did mention that Yvonne Heward chair for the PICS was looking at whether we could bolt on to the already existing PICS competencies instead of re-inventing the wheel. There is another meeting scheduled for Oct so LL to look into and then update group in Dec.</p> <p>JB offered to be lead of a sub group to be created within this group of critical care experience and bring back a plan to the next meeting. Critical care members include AB,SB ,JB,SW,CR</p> <p>QI still needs to be developed as a driver to improve quality in completing these new competencies.</p> <p>Several suggestions were made including:</p> <ul style="list-style-type: none"> • A minimum of one registered paediatric nurse on each shift that has completed the relevant competencies to their own ward environment. 24hour 7 day per week, in a TU, but 2 per shift for a PMTC and duel MTC. • 2 years' paediatric experience 	<p>LL</p> <p>CR, LL</p> <p>DB</p> <p>LL, CC</p> <p>JB</p>
<p>Educational Standard for ward competencies</p>	<p>Group discussed that there is no known educational standard for paediatric ward trauma nurses. APLS not suitable for ward nurses as this concentrates on initial resuscitation.</p> <p>Could standardise the education by developing an e-learning package and involving health education England. CC suggested maybe a workbook with an assessment and set pass rate. CR mentioned what is done in Australia or America.</p> <p>Discussed about whether an e-learning package could be set up and that the trusts opt to buy in paying a fee and then a nominal fee for updates, which could allow a web designer and admin with healthcare/universities experience to help create this package.</p> <p>Suggestion of creating a local face to face or in-house day course that could be used in addition to the competencies.</p> <p>DB mentioned she had spoken with a local university paediatric nursing course leader, who said they were happy to help develop such a module, but before going to extensive work, it was first best creating a questionnaire which is sent to all whom deal with</p>	<p>DB, CR</p>

	<p>trauma and see if there was a market for it, especially with the fact that funding to send nurses on courses has been dramatically reduced so nurses wanting to attend the course might find they have to self-fund. CR offered to help DB with the creation of this questionnaire.</p> <p>DB will also speak with those who are attending the next National children's major trauma network meeting scheduled for 22nd September to see how they feel nurses should be trained within their network.</p>	DB
E-learning	<p>Discussion re: the potential development of an e-learning package for ward base nurses. The structure for each section would be:</p> <p>Anatomy Mechanism of injury Treatment and complications Summary and case studies</p> <p>Areas to be develop could include:</p> <ol style="list-style-type: none"> 1.Chest injuries - LL 2. Abdominal injuries – Jane 3. Head injuries - Sarah 4.Orthopaedics - Donna 5.Spinal cord injuries - Donna 8.ENT/Max-Fax - Kate 9.Ophthalmology - Kate 10. Teenage pregnant trauma patient - Charlotte 11.Burns - Sarah 12. Assessment <p>(this was discussed in previous meeting so left in for reference, however if new members want to add anything this can be discussed in next meeting)</p>	
AOB	<p>DB has asked for a plea into asking if they know of anyone who is a paediatric surgical consultant with APLS trainer, ATLS experience who may be interested in teaching on future CAT (Children Advanced Trauma) courses, which is ran at Sheffield Children's Hopsital. If so please email the course leader with a short resume</p> <p>Edward.snelson@sch.nhs.uk</p> <p>11th December 2017 - Pan London Trauma Nursing conference LL will send out when call for paediatric papers</p> <p>Website: discussion re: NMTNG and its content, please can individual look at the www.nmtng.co.uk</p>	DB LL ALL
	<p>Next meetings - 1st December 2017</p> <p>All at present scheduled for Birmingham and to commence at 10am.</p>	

Appendix 3



<u>PRESENT:</u>		
Nicola Ashby	University of Nottingham and RCN Critical Care & Inflight Nurse Forum.	NA
Karen Berry	Greater Manchester Critical Care & Major Trauma Network.	KB
Angela Morgan (Chair of the Critical Care sub group)	Imperial NHS Trust Lead Educator Critical Care.	AM
Dawn Moss (Vice chair and secretary)	UHNM NHS Trust Lead Educator Critical Care.	DM
<u>APOLOGIES RECEIVED:</u>		
Sam Cook	Critical Care Skills Institute Manager. & Chair National Critical Care Nurse Education review Forum. Chair of CC3N	SC
Julie Platten	Critical Care Network Manager, North of England Networks	JP
Sharon Sanderson	Major Trauma Case Manager, Nottingham University Hospital	SS
Dean Whiting	ANP in Trauma & Critical Care, Stoke Mandeville Hospital	DW
Ann-Marie Heath	Lead Sister for Outreach at Royal Stoke, University Hospital North Midlands (UHNM)	AMH
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.	Letter completed for CRG and send back to Rob Pinate.	Angela Morgan	6 Oct 2017
2.	Competencies finalisation; with the adding of logos and front cover	Dawn Moss	22 Sept 2017
3.	Vice chair required for Adult Critical Care Sub Group – applications welcome.	All group members to consider	2 Dec 2017

4.	Publicising competencies	All group members	2 Dec 2017
5.	To send for Alliance endorsements after 6 th June 2017	AH	2 Dec 2017
6.	Photo for front cover required from CC3N	AH	22 Sept 2017
7.	Website information; group needs to develop the area on the website for the NMTNG web site which can be found at http://www.nmtng.co.uk	All group members	2 Dec 2017

ONGOING ACTIONS FROM PREVIOUS MEETINGS

Start date	Issue	Action	Person Responsible	Due Date
May 2017	Development of a TQUINs	All group members to consider what a TQUIN for adult critical care should consider	Group to think about the development of TQUINs for Critical Care	2 Dec 2017
May 2017	Publicising the work of the groups	All group members to publicise the competencies in their location hospitals and networks	All group members	2 Dec 2017 review progress

NO		AGENDA ITEM	ACTION/LEAD
1.		PROCEDURAL ITEMS	
	1.1	To Receive Apologies Apologies received are noted above.	AM
	1.2	Minutes of the Previous Meeting Minutes from previous meeting were circulated prior to this meeting. No objections/queries were raised. Amendments had been previously made.	AM
2.		MEETING AGENDA	

	2.1	Finding a new Chair for the Adult Critical Care Sub Group; DM offered to be considered by the group. AM endorsed this at the meeting as no other members had come forward.	
	2.2	Finding a new vice chair for the group was then discussed. If any member of the group would like to be considered for the position please contact AM or DM .	
	2.3	The group discussed how we can measure the effectiveness of the competencies in improving nurse knowledge and the impact on patient care. The group considered a questionnaire, no further action taken at present.	
	2.4	The group discussed publicity of the Trauma competencies, discussion ensued about different events and publications. AN discussed taking them to the Critical Care Conference in Paris in February 2018. All group members are to participate in the publicity of the competencies. You don't have to have a large stage, a local message is vitally important . If any of you have contact with Journals and wish to write for publication please send a copy to the Chair and Vice-Chair for review before sending to the journal. This ensures we are not making more work for ourselves and ensures we are meeting the NMTNG agenda.	
3.		ANY OTHER BUSINESS	
	3.1	No other business discussed	
		DATE AND TIME OF NEXT MEETING The next meeting will be held on 2nd December 2017 . Venue and Timing: TBC	
		DEADLINE FOR SUBMISSION OF AGENDA ITEMS Please submit any agenda items for the next meeting to Dawn Moss at dawnj.moss@uhnm.nhs.uk no later than three weeks before the meeting . Please contact Dawn at dawnj.moss@uhnm.nhs.uk if you would like further information or about being part of the group . The National Major Trauma Nursing Group can be found at www.nmtng.co.uk	

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.