

NMTNG main meeting 28th June 2018

Approved Minutes

Louise Raine	Senior Sister	GNCH
Simon Kendal	Lead Nurse	Northern Trauma Network
Jane Roscoe	Adult Ward	Sheffield Teaching Hospitals NHS Foundation Trust
Nicola Hill	Sister	Sheffield Teaching Hospitals NHS Foundation Trust
Victoria Smith	Nurse Educator	Sheffield Teaching Hospitals NHS Foundation Trust;
Gabby Lomas	Matron, Emergency Medicine	Salford Royal NHS Trust
Stuart Wildman	Consultant Nurse Major Trauma	Salford Royal NHS Trust
Caroline Rushmer	Paediatric Major Trauma Specialist Practitioner	Royal Manchester Children's Hospital
Marion de Almeida Santos	Resus Lead	Queen Elizabeth Hospital Birmingham
David Swannick	Clinical Educator ED	Queen Elizabeth Hospital Birmingham
Louise Bishop	Band 7 Physiotherapist	Queen Elizabeth Hospital Birmingham
Joséphine Evans	Junior Sister Trauma and Orthopaedics	Birmingham Children's Hospital
Sally Golsby-Taylor	Therapy Clinical Team Leader T&O	Heart of England Foundation Trust
Ann Marie Heath	Outreach Senior Sister	Royal Stoke University Hospital
Andrea Hargreaves	Matron	University Hospital Coventry
Lisa Armour	Paediatric ANP/Paed HDU	University Hospital Coventry
Kelly Clamp	Paediatric Trauma and Orthopaedic ANP	University Hospital Coventry
Sharon Sanderson	Major Trauma Case Manager	Nottingham University Hospital
Sharon Budd	Trauma coordinator	Royal Derby Hospital
Pam Burchill	Major Trauma Rehabilitation Coordinator	Royal Derby Hospital
Julie Wall	Trauma Nurse Coordinator	Royal Derby Hospital
Amy Cauldwell	Team Leader for Emergency Theatres	Nottingham University Hospital
Heather Young	NUH Theatres Staff Development Lead	Nottingham University Hospital
Dr Elaine Cole	Director of research and innovation: London Trauma System	Centre for Trauma Sciences, Blizzard Institute, Queen Mary University of London
Robert Pinate	Consultant Nurse - ED	Kings College Hospital, London
Anna Rose	Trauma Rehabilitation Coordinator	Royal London Hospital, Barts Health. NELETN (North East London & Essex Trauma Network)
Sarah Swann	Senior Sister	West Hertfordshire Hospital Trust
Usha Chandran	lecturer/practitioner, Paed CC	St George's University Hospitals NHS Foundation Trust
Lorrie Lawton	Consultant Nurse - Paediatric ED. CHAIR OF THE PAEDIATRIC SUB GROUP	Kings College Hospital, London
Jenni Fryer	Paediatric MT Nurse Co-Ordinator	Bristol Royal Hospital for Children
Jackie Fulton	Sister PICU	Oxford University Hospital
Emma Tabenor	Senior Major Trauma Practitioner	University Hospital Southampton
David McGlynn	Senior Charge Nurse A&E	Queen Elizabeth University Hospital, Glasgow
Bryony Roberts	MT Practitioner	University Hospital of Wales, Cardiff
Helen Luton	Senior Nurse for T&O	University Hospital of Wales, Cardiff

Orla Morgan	Senior Nurse, CC Directorate	University Hospital of Wales, Cardiff
Mary Glover	Lead Nurse, Child Health	University Hospital of Wales, Cardiff
Heather Mahoney	Lead Nurse for T&O Rehab	University Hospital of Wales, Cardiff
John Barada		University Hospital of Wales, Cardiff

1. Welcome to new people joining the group
2. Apologies – recorded on the register.
3. Approval of previous minutes- approved amendment - section 7 Karen Portas not Lynne Portas
4. Matters arising –
 - RCNi awards finalist in the leadership category due to find out the result 4th July
 - Trauma Care conference- Feedback – Heather Jarman led the days and Nursing day had 100 delegates. Sir Keith Porter invited the group to sit on Trauma Care UK steering group. He has kindly offered 2 days stream for nursing and labelled as NMTNG, moving forward the groups need to consider how this will work and how we can design a program and presentations, **ACTION:** please send Sarah Graham ideas and offers for help. Sir Keith heavily subsidises nursing tickets. Lorrie suggested skills teaching and drills that we can sign people off against and map to the NMTNG competencies. Trauma Care UK have requested a lead from the NMTNG, Andrea Hargreaves will work with them and take this forward.
5. Sub group meeting
 - a) Adult Critical Care
 - Welcomed new members which was great but still a small group.
 - Looked at educational standards, Critical Care has GPICS standards which are nationally set, new standards are out in the Autumn and the group are awaiting these to see where the gap is and what this means for this group. GPICS look at all ITU standards and map their recommendations to the National Major Trauma and Burns CRG. It mainly covers staffing ratios, environments etc. The group discussed TRIM and if they could influence at the consultation phase.
 - RP challenged the group on setting a quality standard for trauma that are set aside from GPICS standards. NA explained that most of these elements are covered in the CC3N work so feeding into CC3N would be the best route in for influence in an advisory way.
 - **ACTION** to be added to main action tracker to forge links. DM acknowledged the need to complete the adolescent elements of the competency document with support from the Paediatric sub group, this action would apply to all groups.
 - Further discussion was held regarding safeguarding.
 - **ACTION** DM to update NMTNG website.
 - DM is presenting a poster at the Global Conference on Emergency Nursing and Trauma Care based on the work of the NMTNG sub groups.
 - b) Adult Trauma Ward
 - Welcomed new members and appointed Sharon Budd as Vice Chair.
 - Group are working on the final version of the answer booklet, wider discussion on methodology of assessment and sign off process, they will work on this to share at next meeting.
 - Originally were working on Level 1 and 2 now are considering one document with different sections for the model answer booklet to sit alongside the competencies.

- Adolescents care will be addressed in the revision and they will work with the Paediatric sub-group on this.
- RP asked about the progress with the Level 2 competencies and suggested trying to define and plot the differences from level 1 to level 2 and if you can then there is a need for document or it could suggest that a specialist suite is needed.
- SB discussed the challenge with getting the competencies embedded.

c) Pediatrics

- Critical Care

The group has adapted the adult critical care documents and worked in conjunction with the Paediatric Intensive Care Society and Educators group to update and to potentially present a poster at an upcoming conference. They are working with the Paediatric Intensive Care Society with regards to them adopting the groups competency. Aiming for the competencies to be approved from national Burns and Trauma CRG by 17 September and then to the PICS education group.

- Ward group

Competencies - Still waiting sign off from CRG. The sub group are going to design an educational course to meet the competencies, following a survey they ran. They will write the learning outcomes and map them with the NMTNG competencies. **ACTION** RP- CRG to discuss with HEE the possibility of educational packages.

- Group happy to support Rehab stream if needed.
- LL raised the disparity in the sign-off process for combined units with Adult vs Paediatric sign-off as a priority. RP asked how peer reviewers were measuring the use of NMTNG competencies and if there is a tool we should be getting reviewers to assess from. LL raised frustration about the priority of Paediatric competencies which was echoed by a number of members and how England is working to embed them. Amie White suggested looking at TQUIN data submitted to get a view on where we are nationally.
- Discussion re CQC asking for the progress on NMTNG competencies.
- **ACTION** RP to ask CRG if there is a national measure that we can look at.
- Northern Network have launched a TILS for Paediatrics only and happy to share. Bristol also have a course too.

d) Rehabilitation

- The group did not meet today: RP provided update from the first group meeting in April. RP has discussed with the CRG re the possibility of setting up a National Major Trauma Rehabilitation Group that would sit alongside and join the NMTNG as a combined/concurrent group, as the NMTNG has been so successful. RP asked for feedback and the NMTNG were supportive as this would improve relationships with AHP's. **ACTION** RP will share the membership list with Amie White who will send out a message to Rehab colleagues. Aim for launch at next meeting.

e) Peri-operative

- New group welcomed. Chair and Vice Chair appointed to day. They will have their TOR ready for the next meeting. They will do a competency document, breaking it down into pathways and a scoping exercise to start writing the document. There is a national need for competency and educational standards. RP offered a contact to start an educational course long-term.
- LL asked re: paediatrics. Group had considered this as the need is there, they had already planned to do adolescence which they will include. Interventional Radiology will be

covered in these areas too. The sub group would like additional membership from Paeds, Recovery and IR representatives.

6. Review of action tracker- reviewed and updated

- TARN update: AH working with TARN representatives with a view to including specific questions in relation to the national major trauma quality indicators. More details to follow.
- Endorsement: AH working with the RCN on endorsement of current competency frameworks. NES looking at Knowledge and Skills Framework instead. The Welsh Workforce, Education and Development Service (WEDS) HEE rep has now been passed to the CRG to influence.
- The Trauma Coordinator sub-group discussed Paediatrics which is an established network. **ACTION** RP/AH to consider a Task and Finish group? This is a challenge nationally for standardizing roles.

7. Regional/national update:

- Scotland:
Proposal is a 4 x MTC model which is run from a central point and includes Aberdeen, Glasgow, Dundee & Edinburgh by 2020. Challenging times with set up, they have adopted educational standards, competencies and quality standards for ED. The Scotland Trauma Group are meeting with multiple subgroups and David McGlynn is pushing for all work to be adopted. NHS Education for Scotland (NES) are unsupportive of the quality standard and competencies and would rather have a KSF approach; it is not clear although some areas are already using the NMTNG competencies. TILS is being widely adopted with a national standard group being set up as governance process. ETC/TNCC is being used and run with a mobile faculty to deliver training.
There is still no designated Paediatric MTC. Consideration given to transport networks as this is well established. LL asked about border trauma and ownership?
- Wales:
Welcome to 5 new members. University Hospital Wales will be the MTC and go live July 2019. South and West Wales Network is established. UHW asked for support or contacts with how to set up MTC and governance. National Trauma Units not decided on. RP suggested linking with Northern Ireland colleagues for support.
- Northern Ireland:
Established and NMTNG documents and standards fully adopted. Challenges with political funding and decision making as no formal government.

8. AOB

- NA raised the issue of learning disabilities and cognitive impairment, **ACTION** RP asked sub groups to add this to their competencies.
- SB discussed whether there could be a resource element to website, **ACTION** RP asked for individual groups to vet the suitability and GDPR elements prior to upload.
- TCAR course feedback- American course that has been imported by the UK and is aimed at ward-based nursing. It has been run and has been well evaluated. **ACTION** RP suggested feedback goes to the adult trauma ward sub group.
- RP discussed funding; CNO Jane Cummings offered support. Suggestion for Scotland and Wales CNO to support as representation comes from there.

Appendix 1

National Major Trauma Nursing Group Paediatric Sub-Group 28th June 2018

Present:

Lorrie Lawton (Chair) (LL)
Caroline Rushmer (Vice-Chair) (CR)
Kelly Clamp (KC)
Lisa Armour (LA)
Sarah Swan(SS)
Louise Raine (LR)
Simon Kendal (SK)
Mary Glover (MG)
Jackie Fulton (JK)
Kimberly Hamilton (KH)
Usha Chandran (UC)
Aimee White (AW)

Apologies:

Andrew Bedford
Charlotte Clay

Item		Action
Review of Minutes 9 th March 2018	Minutes of March 2018 reviewed and confirmed accurate	LL
Matters arising not on agenda	<p>Ward competencies - still have not been signed off at the CRG. It was understood that chairs actions would be taken, however this does not seem to have taken place. The next CRG meeting will not be until Autumn</p> <p>Adolescent definition. - raised at main meeting, decided that paediatric group would concentrate on 0-16 years. There would be need for the Paeds group to assist the Adult groups in ensuring specific adolescent concerns were covered in their documents</p>	LL to talk to RP re: CRG
Feedback from Critical Care group	<p>The critical care competences are nearly completed, and the critical care team are making final changes. This will then be sent around to the group for final approval.</p> <p>JF, KH and UC had presented the current competences to the PICSE group in May. It was received positively. It is envisaged that these competencies will be incorporated into the National competencies that PICSE are developing,</p>	

	<p>A National PICSE conference is taking place on 19th Sept – LL suggested that the group try to present the competencies on this national stage. KH suggested that it may be too late but she will try to get a poster presentation in.</p> <p>KH, JF and UC asked for the group to give her useful links regarding paediatric trauma, so they can add this to the reference section</p> <p>LL stated that these competencies may need to go to the CRG for approval. This could be the same time for the ward competencies. LL encouraged that the Competences be completed by September. All agreed this was possible.</p>	<p>KH</p> <p>ALL</p> <p>LL</p>
Vice-Chair	<p>Caroline Rushmer has kindly volunteered to be Vice -Chair of the group.</p> <p>LL stated that next year she would stand-down due to studying commitments, but would still be an active member of the group.</p>	
Learning Outcome	<p>LL recapped on the piece of work surrounding the development of some LO for a Ward based educational programme. The 6 areas selected were based upon the questionnaire completed earlier in the year. Member of the group were asked to develop LO for each of the areas.</p> <p>It was highlighted the Caroline Cunningham is no longer in post - however Lisa Armour and Kelly Clamp will take Orthopaedics forward.</p> <p>LA also offered to set up a drop box so that people could put resources into it for the group to share.</p> <p>There was a general discussion surrounding copyright of materials use and gaining permission. It is important that all members of the group ask permission from the authors of the work to use and observe any copyright laws</p> <p>LL asked if people could try to get something written by next meeting so that they could be reviewed.</p>	<p>LA & KC</p> <p>LA</p> <p>All</p> <p>All</p>

<p>Work streams/Way forward</p>	<p>LL asked if there were any more work stream that the group felt that we needed to review.</p> <p>There was general discussion surrounding the Rehabilitation and paediatrics. It was felt in general that the rehab group would be best suited to take this forward – however the Paediatric sub-group would offer any support they would need from a paediatric view point.</p> <p>AW asked if she could review the ward competencies regarding any rehab information. LL will send to AW for her to review.</p> <p>LL suggest that there now needs to be a review of the implementation of the L1 and L2 Paediatric Emergency Nursing competencies in ED across England. From anecdotal evidence the mixed paed and adult units are concentrating on the adult competencies. There was reassurance that Paediatric units had started to complete the competencies. SK suggested that the Networks Leads should have some information regarding the completion of the competences.</p> <p>LL agreed to e-mail the Sub-group to gain a feel of how the L1 and L2 sign off were proceeding for stand-alone units vs combined.</p>	<p>LL</p> <p>LL</p>
<p>AOB</p>	<p>SK presented information regarding a Paediatric TILS courses that has been developed in the Northern Trauma Network. It is based upon TILS but focuses on paediatrics. It has been mapped against L1 competencies and was completed with 12 candidates. The group generally thought this was an excellent idea and it was suggested that this could be rolled out across the country if successful. SK will review and keep the group informed.</p> <p>No other AOB presented.</p>	

Next Meeting. - TBA

Perioperative sub group – June 2018

Draft minutes

Attendees:

Jon Barada Wales- Cardiff
Jay Stacey- UHCW trauma ODP Vice chair
Lucinda Peachey – UHCW ACP

Amy Cauldwell - Nottingham MTC Chair
Heather Young - Nottingham MTC
Emily Bond Derby – TU

Quorum – 3

Discussion

Background to NMTNG and work completed given

Discussion for background from each organisations including challenges experienced, MTC/TU split and HCP's in roles.

Are there competencies out there? ACTION- Scoping exercise to be completed by next meeting.

Where does there pathway start and end? ACTION – Agreement on trauma patient journey

What stream do they want to start with?

Discussion on expanding group- ? how to achieve

Agreed Actions:

Competency documents – same format as other approved competencies to start with Level 1 for all units and ? level 2 for MTC review once Level 1 work completed

Core categories completed at meeting.

Educational standards – agreed Standard needed but there is variability to courses available. Scoping exercise to be completed.

Transfer training needs to be incorporated

TOR to be done completed by next meeting

Scotland rep coming next meeting.

Actions

Explore existing competencies and send round by 1 August.

Set up drop box

Email chain

Appendix 3

National Major Trauma Nurse Group Adult ward sub group draft minutes 28/06/2018

Attended:

Emma Tabenor – Senior Major Trauma Nurse Practitioner – University Hospital Southampton
Neil Strawbridge – TNC – Sheffield
Victoria Smith – Clinical Educator – Sheffield
Nicola Hill – Sister T&O ward – Sheffield
Jane Roscoe - Sheffield
Marion De Almedia Santos – Resus Officer Queen Elizabeth Hospital Birmingham (QEHB)
Debby Edwards – Lead nurse - QEHB
Bryony Roberts - Major Trauma Practitioner – Cardiff and Vale University Health Board (UHB)
Gillian Edwards – Lead Nurse T&O – Cardiff and Vale UHB
Julie Wall – Trauma Nurse – University Hospitals of Derby and Burton NHS Trust
Pam Burchill – Major Trauma Rehab Co-ordinator - University Hospitals of Derby and Burton NHS Trust
Sharon Budd – Trainee ANP Cardiothoracics – QEHB (vice chair but acting as chair in Claire Marks absence) – previously Trauma Nurse Derby

Apologies – Claire Marks (chair), Stuart Wildman, (? others will check with Sarah Graham)

Sharon welcomed the new members and gave a brief introduction regarding the purpose of the group, the work that had already been done and the information available on the website.

The main focus of the meeting was to discuss the model answer / crib sheets for assessors to use when assessing the competency of staff. However Sharon asked the new members what competences they were using within their areas of practice and what documents they were using for the assessment. A general discussion also took place about what courses were already running across the trusts and what topics were included. Sharon highlighted that at the Trauma Care conference in Stone, the TARTS course was presented (((check))) which was a 1 day course for Ed staff. This was developed from the NMTNG competences and incorporated assessment of all staff within the same day. The TCAR course (Trauma Care after Resuscitation) although this had only just been brought to the UK in June. Preliminary feedback for this was very positive but it did not include competences / assessment. The group felt that whilst this was a very cheap course to attend it may be worth considering block booking for trusts ! The group felt that it was important to consider how the competences could be linked to current courses and reduce the need for staff to repeat certain parts of the training.

Other educational / training opportunities were discussed. Emma had a colleague with an excellent presentation on chest drains and will ask for permission to copy/use. Jane showed the group the AO app that is excellent for A&P of the skeleton (<https://aotrauma.aofoundation.org>) . Sharon mentioned the spinal resources previously sent to the group (<http://www.elearnsoci.org>)
The group felt the NMTNG website could have links to other educational tools/ websites to help staff develop their knowledge and skills.

The model answer sheets were passed around the group (Sharon had printed off from Claire's email the night before). Some had more information than others and needed further work. Particular commendation was given to Emma's work on circulation and Sean's airway answers. The Derby group (above plus others who will be acknowledged later) did a very large piece of work for the spinal competences. However it was felt that some of this could be identified as level 1, whilst other sections

level 2 or specialist level. This led to the group discussing that an option would be to incorporate all of this information into the model answers but either have sub sections or different colours for the different levels. (To be discussed with the other sub groups)

On review the sections still needing completion were highlighted and volunteers asked for to help those who were originally identified for the specific areas :-

Thoracic – Neil offered to help Becky Blythe and he will contact her to check what help is needed

MSK – Victoria will help with the resources she already uses in Sheffield (Sharon will check with Laura Goule about work already done)

Pregnancy – Neil offered to help (Sharon will check with Julie Wright about work already done)

Bariatric – Julie will contact the bariatric team in Derby for any current resources

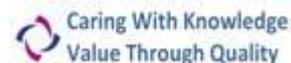
Psychological input – Victoria will contact Nathan, a colleague in Sheffield and the group discussed using information that the QMC in Nottingham currently use. Sharon will check with Laura Goule about work already done)

Discussion took place about how to document / record the competency assessment. Victoria shared the 'novice to expert' package that she had developed at Sheffield which is based on the NMTNG competences (Sharon will send out an electronic copy when available). The whole group felt this was excellent and would like to adopt it if the other sub groups agree.

A brief discussion took place about the implementation of the competences, who will assess, for example senior nurses, sisters, educators. It was felt that this was different for individual trusts, depending on what staff they had available. However it was acknowledged that this was a big piece of work in itself and would be addressed by the whole group.

NB Sharon did not mention at the meeting about the Whatsapp group, if attendees wish to be included please email Laura Crowle

**Sub group Critical Care;
National Major Trauma Nursing Group Meeting
Friday 28th June 2018 11:00 Queen Elizabeth Hospital, Birmingham.
MINUTES**



PRESENT:		
Nicola Ashby	University of Nottingham and RCN Critical Care & Inflight Nurse Forum.	NA
Ann-Marie Heath	Outreach Critical Care UHNM NHS	
Orla Morgan	Critical Care Manager, Cardiff	
Dawn Moss (Chair)	UHNM NHS Trust Lead Educator Critical Care.	DM
Sharon Sanderson		SS
APOLOGIES RECEIVED:		
Sam Cook		SC
Julie Platten		JP
Dean Whiting		DW

SUMMARY OF NEW ACTIONS AGREED

No.	Action	Person Responsible	Due Date
1.	Add section on safeguarding children to competency, awaiting feedback from endorsements RCN so changes can be made at the same time and returned.	DM	Sept 2018
2.	Advertise for a vice chair of the critical care sub group.	DM	Sept 2018

ONGOING ACTIONS FROM PREVIOUS MEETINGS

Start date	Issue	Action	Person Responsible	Due Date
1/12/2017	Purpose of the group for NMTG website	Needs putting on web	DM	28/08/2018
1/12/2017	Membership list & CC3N link adding to website	Adding to website	DM	28/08/2018

1/12/2017	Review terms of reference	To have draft ready for next meeting	ALL	Sept 2018
1/12/2017	Promotion of the competencies	Group to use contacts to promote	ALL	Sept 2018
9/3/2018	Add safeguarding to competency	Seek some guidance to what that should contain, draft by September	DM	Sept 2018
9/3/2018	Update competency in line with endorsement information	To have them updated in draft by September 2018	DM	Sept 2018

No		AGENDA ITEM	ACTION/LEAD
1.		PROCEDURAL ITEMS	
	1.1	To Receive Apologies Apologies received are noted above.	DM
	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.	DM
2.		MEETING AGENDA	
	2.1	DM apologies to the group about the confusion of the meeting being cancelled.	
	2.2	Welcomed Orla, from Cardiff Critical Care. Updated her on the work so far. Orla shared the work they have been doing in Wales. The group fielded questions as Cardiff are setting up a Major Trauma Centre.	
	2.3	TQUINS discussed at length, revised GPICs are due to be published and the group felt that these would need to be reviewed before definitive TQUINS can be produced. It was discussed but not confirmed that 1 person per shift should have completed the competencies. Ration of nursing staff to trauma patients and the need for psychological support for nurses caring for trauma patients.	
	2.4	TQUINS discussed at length, revised GPICs are due to be published and the group felt that these would need to be reviewed before definitive TQUINS can be produced. It was discussed but not confirmed that 1 person per shift should have completed the competencies. Ratio of nursing staff to trauma patients and the need for psychological support for nurses caring for trauma patients.	
	2.5	Safeguarding and child death in adult critical care units was discussed. AH asked to look at the guidance for adult units and feedback to the group.	AH
	2.6	NA updated the group on the National Trauma Conference that she was unable to attend, leading DM to attend in her absence. NA to create the poster for presentation.	AN

3.		ANY OTHER BUSINESS	
	3.1	None	
		DATE AND TIME OF NEXT MEETING The next meeting will be held on 19 th October 2018 Venue: Plough & Harrow Hotel, B16 8LS Timing: 10:00	
		DEADLINE FOR SUBMISSION OF AGENDA ITEMS Please submit any agenda items for the next meeting to Dawn Moss three weeks prior to the meeting. Please contact Dawn if you would like further information or about being a 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.