

**Sub group Critical Care;
National Major Trauma Nursing Group Meeting
Friday 19th July 2019
MINUTES**

PRESENT:		
Jill Windle		JW
Sharon Sanderson	Nottingham University Hospital	SS
Alex Arnott	Queen Elizabeth Hospital Birmingham	AA
Zoe Bedford	University Hospitals Leicester	ZB
Sian Cross	East of England Trauma Network	SC
Katy Crabtree	Severn Major Trauma Operational Delivery Network	KC
Caroline Hughes	Royal Infirmary of Edinburgh	CH
Bryony Roberts	University Hospital of Wales, Cardiff	BR
Sara Carter	Manchester Royal Infirmary	SCa
Alison Ward	Royal Manchester Children's Hospital	AW
Rachel Webster	Severn Major Trauma Operational Delivery Network	RW
Ceri Martin	University Hospital of Wales, Cardiff	CM
Mark Fores	Nottingham University Hospital	MF
APOLOGIES RECEIVED:		
Emma Edwards	Royal Gwent Hospital	
Jenni Riley	Southport & Ormskirk Hospital	
Thomas Hawthorne	Queen Elizabeth Hospital Birmingham	
Mark Dawes	Royal Wolverhampton Hospital	
Elaine Dempster	NHS Grampain, Aberdeen	

SUMMARY OF NEW ACTIONS AGREED			
No.	Action	Person Responsible	Due Date
1.	To email the whole group to ask for departments are using to cover the 8 hrs face to face MT education eg TILS, meetings, M&M, forums, debriefs etc	Jill	15/11/19
2.	To discuss whether the group would like a watts app group	All	15/11/19
3.	Sarah has kindly agreed to reformat the competencies once we've decided how we want them to look	Sarah G	15/11/19
4.	To look at how to combine both competencies	All	15/11/19
5.	To look at the language differences between level 1 & 2	All	15/11/19
6.	To develop frailty competencies	All	ongoing
7.	To develop adolescent competencies	All	ongoing
8	To develop an educational guide	All	15/11/19
9	To send to the group a list of how you deliver the 8 hrs face to face MT training	All	15/11/19
10	To look for duplications & commonalities in the competencies	All	15/11/19
11	To send Sarah G the competencies to reformat when we've completed our review	Jill	15/11/19

No.	AGENDA ITEM	ACTION /LEAD
1.	PROCEDURAL ITEMS	

	<p>To Receive Apologies Apologies received are noted above.</p>	<p>JW</p>
<p>2</p>	<p>Welcome & Introduction</p>	
<p>3</p>	<p>MEETING AGENDA</p>	
	<p>Jill did a recap of the previous meeting. We discussed the history of the group when it was first formed in 2016 and informed the group about the other sub groups. Jill discussed education criteria at level 2 and also the level 2 competencies. We discussed that the current competencies are not user friendly and as a group we need to re-look at them. We'd like to amalgamate level 1 & 2.</p> <p>We also discussed that it is a large document and whether we should have a separate sign off sheet.</p> <p>We need to add a section for frailty and adolescents. The ward group are currently doing this so we are waiting for these to come out so we can use and adapt them for our competencies.</p> <p>It was discussed that to achieve level 2 status for courses that there is a formal process to go through.</p> <p>Jill informed the group that the RCN are not writing trauma competencies and that they are aware of the work that we are doing.</p> <p>There was a general discussion around how to get staff to do the level 1 & 2 competencies</p> <p>The group discussed the "8 hours yearly trauma training" that ED staff are meant to receive and how are other areas achieving this.</p> <ul style="list-style-type: none"> • SIM training can be used for this- log of attendees must be kept • M&M's • MT forums etc <p>Gill suggested as part of the work we are doing that we write a guide for ED nurses at the beginning of the competencies what annual training that they need.</p> <p>We discussed that we need an education guide as to who can sign of the competencies and how the records are kept.</p> <p>Also need to decide how we present this information at Peer review.</p> <p>Gill asked how departments are recording staff level 1 & level 2 competencies:</p> <ul style="list-style-type: none"> • Some use databases • Some use moodle • Some pull reports on e-roster on individuals <p>It was discussed that there are differences between TU's & MTC's regarding education provisions and access to education.</p> <p>Question asked by a member- can the competencies become electronic to enable them to be uploaded as evidence of CPD</p> <p>Question asked by a member: could RCEM take on the competencies electronically- Jill stated that there would be a cost associated with this- Jill said that she would raise it the main meeting.</p> <p>Question asked by a member: if I am the education lead but not yet signed off as level 2 competent how can I sign someone off?</p>	

3.	ANY OTHER BUSINESS	
	None.	
	DATE AND TIME OF NEXT MEETING The next meeting will be held on 15 th Novemeber 2019 Venue: Plough & Harrow Hotel, Hagley Rd, Birmingham B16 8LS Timing: 10:00	
	DEADLINE FOR SUBMISSION OF AGENDA ITEMS Please submit any agenda items for the next meeting to Rob Pinate three weeks prior to the meeting. Please contact Rob 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	