

**Emergency Department Sub Group  
National Major Trauma Nursing Group Meeting  
Friday 26<sup>th</sup> April 2019  
MINUTES**

<b>PRESENT:</b>			
Jill Windle	Lecture Practitioner in Emergency Nursing	Salford Royal	JW
Rob Pinate	Consultant Nurse ED	University College London Hospitals	RP
Alex Arnott	Clinical Educator ED	Queen Elizabeth Hospital	AA
Sharon Sanderson	Major Trauma Case Manager	Nottingham University Hospital	SS
Bryony Roberts	MT Practitioner	University Hospital of Wales, Cardiff	BR
Ceri Martin	Senior Nurse ED	Cardiff and Vale UHB	CM
Gillian Laird	Practice Development Nurse ED	Royal London, Barts Health	GL
Jay Harrison	Quality Improvement Lead	Greater Manchester CC & Trauma ODN	JH
Katy Crabtree	ED Sister	Severn Major Trauma ODN	KC
Lori Undecimo	Senior SR ED	University Hospital Southampton	LU
Nina Brown		University Hospital of Wales, Cardiff	NB
Sian Cross	Network Education Lead	East of England Trauma ODN	SC
Emma Edwards	Practice Educator	Royal Gwent Hospital	EE

<b>SUMMARY OF NEW ACTIONS AGREED</b>			
<b>No.</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>
1.	To send out the competencies to the Group	Rob P	July 2019
2.	To send out the peer review document to the group	Rob P	July 2019
3.	Ensure all members have read the level 1 & 2 ED competencies to review for: Any redundant material Any new innovations to be included eg Frailty	All	July 2019
4.	To review the current competencies to see if we can amalgamate level 1 & level 2	All	July 2019
5.	Ensure all members have read the RCN competencies	All	July 2019
6.	Write Terms of Reference: refer to the other sub group terms of reference	All	July 2019
7.	To revamp the format of the competencies	All Sarah Graham	July 2019
8.	To add an adolescent section	All	ongoing
9.	To review the "Bespoke" courses document & "rules"	All Rob P to send	ongoing
11.	Appoint/seek nominations for Chair and Vice-Chair	All	July 2019 meeting

<b>No.</b>	<b>AGENDA ITEM</b>	<b>ACTION</b>
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1.	<b>PROCEDURAL ITEMS</b>	
	<b>To Receive Apologies</b> Apologies received are noted above.	RP
2	Welcome & Introduction	
3	<b>MEETING AGENDA</b>	
	<p>Rob &amp; Jill discussed the history of the group when it was first formed in 2016 and informed the group about the other sub groups.</p> <p>The following was discussed:  <b>The ED Quality Indicators</b>  <b>Adult &amp; Paediatric Competencies level 1 and level 2</b>  <b>Educational Standards Level 1 &amp; level 2-</b> the group has agreed which courses meet level 1 &amp; level 2 (TILS &amp; local study days level 1, ATNC, TNCC, ETC and APLS Level 2- APLS after April 2016)</p> <p><b>Bespoke trauma courses</b> and the process for peer review process - the group published an assessment document to assess bespoke courses for level 1 &amp; 2 status in 2016.</p> <p>The group were informed that all the competencies can be found on the NMTNG web site There is a separate "sign off" competency document on the web site that can be used so that you don't have to print off the whole document. The whole document can therefore be used as a reference tool. Some ED's have printed off the full document and laminated it for their staff to use as a reference.</p> <p><b>Discussion re how long the competencies are valid for?</b> Should we redo them every 4 years? Do they need to be re checked when nurses move departments?</p> <p>Jill discussed whether the providers of courses such as TNCC &amp; ATNC should email the competencies to their candidates?</p> <p>There was a discussion on signing off certain objectives i.e surgical airway. Nurses are not expected to perform a surgical airway but would be expected to know an airway was at risk, who to call, difficult airway trolley etc.</p> <p>Rob explained that Level 1 competencies are intended to be achieved in the 1<sup>st</sup> year of ED practice. Thus at Peer Review departments should only measure those members of staff who have &gt;1yrs experience Against the Quality Indicator standard of 100% level 1 trained.</p> <p>Regarding paed's- it was discussed that a paediatric version of TILS needs to be developed.</p> <p><b>Peer Review</b> Rob explained the NMTNG will help to write questions to guide the peer review panels.</p> <p><b>Revamp of competencies-</b> we discussed as a group looking to re design the competencies to make them more user friendly- clearer headings but to keep the CABCD order. And for the group to review the current competencies to see if we can amalgamate level 1 &amp; level 2. It may make it too large a document.</p> <p>We discussed the differences between level 1 &amp; 2. There are some competencies in level 1 that are not in level 2 so staff have to do both packages.</p>	All

	<p>E.g. .for pelvic binders In level 1 staff needs to know where they are, in level 2 staff need to know the landmarks and how to apply them.</p> <p>Rob discussed that in his area they are used in conjunction with career progression i.e. not putting staff forward for courses &amp; promotion if they haven't completed their competencies. Since doing this they have seen an improvement in staff engaging with the competencies.</p>	
<b>3.</b>	<b>ToR and Chair/Vice-Chair position</b>	
	<p>In line with other sub-groups this group will need to:</p> <ul style="list-style-type: none"> <li>• Appoint a Chair</li> <li>• Appoint a Vice-Chair</li> <li>• Agree a ToR</li> </ul> <p>RP to send round ToR from other sub-groups as a template. The Chair and Vice-Chair positions were not decided at this meeting. All agreed to hold this over to the next meeting to ensure wider membership is included/informed.</p>	<b>All</b>
<b>4.</b>	<b>ANY OTHER BUSINESS</b>	
	None.	
	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting will be held on 19<sup>th</sup> July 2019  <b>Venue:</b> Plough &amp; Harrow Hotel, Hagley Rd, Birmingham B16 8LS  <b>Timing:</b> 10:00</p>	
	<p><b>DEADLINE FOR SUBMISSION OF AGENDA ITEMS</b></p> <p>Please submit any agenda items for the next meeting <b>to Rob Pinate three weeks prior to the meeting.</b></p> <p><b>Please contact Rob if you would like further information or about being a part of the group.</b></p> <p>The National Major Trauma Nursing Group can be found at: <a href="http://www.nmtng.co.uk">www.nmtng.co.uk</a></p>	