

## Birmingham, Black Country, Hereford & Worcester Trauma Network Combined Governance & Business & Data Meeting.

Wednesday 16<sup>th</sup> March 2016 – 13:30-16:30

Meeting Room, 4<sup>th</sup> Floor, kings House, 127 Hagley Road, Birmingham B16 8LD

### Attendees:

Daniel O' Carroll	DO	Medical Lead Walsall	WALSALL
Sarah Graham (Chair)	SG	Service Improvement Facilitator	MCC&TN
Adrian Simons	AS	Consultant Orthopaedic Surgeon	RWH
Jeff Osborne	JO	Network Manager	MCC&TN
Diba Shariat	DS	Consultant Rehabilitation Medicine	BHCH
Vadana Kalia	VK	Clinical Effectiveness Projects Facilitator	SWBH
John Hulme	JHU	Consultant - Intensive Care Medicine/Anaesthetics	SWBH
Janet Hallum	JH	Physiotherapy Lead	UHB
Shane Roberts	SR	Head of Clinical Practice	WMAS
Ian Roberts	IR	RTD/MERIT Support Officer WMAS	WMAS
Dr Abdul Jalil	AJ	Trauma Lead – Worcester Alex	ALEX
Azam Majeed	AMJ	Director of Emergency Medicine- Ultrasound	UHB
David Raven	DR	Birmingham Heartlands Hospital ED Lead	HEFT

### Apologies:

Keith Porter	KP	Professor of Clinical Traumatology	UHB
Angela Himsworth	AH	Nurse Lead	MCC&TN
Nick Turley	NT	Trauma led A+E	WORCS
Zac Falope	ZF	Consultant - Rehabilitation Medicine	BCHC
Anne Preece	AP	Neurosurgery Nurse	UHB
Karen Hodgkinson	KH	MTC Coordinator	BCH
Peter Burdett-Smith	PBS	Consultant – Emergency Medicine	WVT
mark Dawes	MD	Emergency Medicine - Advanced	RWH
Jane Wallace	JW	Trauma Nurse Practitioner	UHB
Steve Littleson	SL	Network Data Analyst	MCC&TN
Alison Lamb	AL	Consultant Nurse	RJAH
Rivie Mayele	RV	MTC Administrator	UHB
Martin Beard	MB	Surgical Care Practitioner	SWBH
Alastair Marsh	AM	Consultant Orthopaedic Surgeon	DGH

No	Item	
1	<b>Welcome and Introductions</b> – Sarah Graham Chaired the meeting and welcomed everyone, introductions were made.	
2	<b>Apologies (see above)</b> – apologies were noted.	

3	<p><b>Approval of previous minutes - 06.01.2016.</b> The minutes were agreed as an accurate record of the previous meeting</p>	
4	<p><b>Outstanding Actions from Previous Minutes –</b> 5b) SL will be collecting data regarding motor cycle RTAs and open fractures with Am as an audit. KP is in agreement with this and it will be fed back to the network, once complete. 5c) SR updated regarding pre-Booking transport: he will be attending a meeting on 21<sup>st</sup> March to discuss Pre-booking patient transport.</p>	
5	<p><b>Governance –</b> <u>TRID Discussion-</u> TRID 1233 - involving 11 month old baby. IR to check details on CAD before this case can be closed. TRID 1239 - involving delay in hospital transfer. Need more information and feedback before case is closed. TRID 1252 - regarding patient taken to UHB and not City. Not clear about boundaries. More information is required and this case staying open awaiting feedback. TRID 1261 - Regarding motor cycle accident. Some issues with ambulance crew and communication. This case is staying open while being investigated. TRID 1279 - involving 9ft fall, this has been passed to KP and will stay open while awaiting feedback. TRID 1285 - involving a fall. Case is staying open while IR checks the CAD for more details.</p> <p>SG requested that ambulance case numbers are added when TRIDing cases. This will make finding a particular case easier, because the number is linked to a particular day.</p>	
6	<p><b>Business Updates-</b></p> <p><u>Paediatrics –</u> there was no one available to represent BCH therefore this item as been deferred until the next meeting.</p> <p><u>Spinal injuries-</u> SG advised there will be a meeting on 31<sup>st</sup> March regarding the Spinal Retrieval Service with Oswestry. Items to be discussed include, Spinal Care Pathway, referral pathway and preferred mode of transport. SG mentioned the difficulties staff are experiencing accessing the Spinal Injury database and being unable to login to see the patients progress. AM mentioned he would be taking this issue to the CRG meeting and will update after the meeting.</p> <p><u>Ambulance Services –</u> SR updated the P&amp;Q approved Escalation Policy is now in place. Network MTCs that are out of capacity in ITU, agreed policy is to ask other MTCs for assistance for critical care.</p> <p><u>Burns -</u> SR mentioned the Burns Pathway document has been tweaked. It has been agreed by 3 of the MTCs but UHB would like more discussions. This will be brought back to P&amp;Q.</p> <p><u>Electronic Patient Record-</u> SR reported the paper version is still being used but they</p>	

	<p>are moving to a digital version to be used on a tablet. This means they will be able to upload the information at one end and it will be available to be downloaded. Mandatory training will take place for EPR, running from April 2016 and all staff should be trained to use EPR by April 2017. AS mentioned poor photocopying results when trying to copy the paper versions of the Patient Record Form.</p> <p><u>Rehabilitation &amp; Repatriation</u> – JH updated regarding the National Rehab Meeting which took place 3<sup>rd</sup> February 2016. The meeting was well attended and included presentations from TARN regarding PROMS. There was a talk about a new clinical audit concerning patients’ complex needs and the use of UK Roc and TARN data being combined. The meeting also included Mass Casualty military presentation and a presentation given by AB regarding Rehab prescriptions. The whole day was considered a success and another date has been chosen for November. SG wanted to reassure the Midlands Critical Care &amp; Trauma Network want to support the Trauma Units in the Network.</p> <p><u>Network</u>- SG updated Graham Flint has been emailed regarding the issues with NORSe, and he is helping to rectify them. SG requested the TUs use the NORSe System instead of using the telephone and to email her if anyone is experiencing problems with it. SG has invited Graham Flint to attend a Network meeting to discuss NORSe and will feedback as soon as possible.</p> <p><u>Trauma Care Conference</u>- SG mentioned there are still some places available and to contact SL if anyone wishes to attend.</p> <p><u>Data</u> – SG gave presentation on behalf of SL regarding TARN data. It included comparative data at Network level and also Adult MTC Level. The data was taken from the Clinical Report 3 and the MTCs most recent dashboards for trauma. SL will send the data if anyone would like a copy.</p>	
	<p><b>AOB –</b></p> <p><u>Trauma Handbook</u> – SG updated regarding progression of the Trauma Handbook. Progress has been slow but she has received a lot of help from SD, JaO, AB and KP and appreciates the help from the Networks, especially when the work has been carried out in their own time. The documents are being updated, but SG needs the ones the units require for this year’s Peer Review first. The plan is to prioritise the ones for Peer Review, which are being developed. SD and SG will be going through the NICE guidelines to see which are available to use in the handbooks. SG raised concerns about the amount of work and time this has created and not just for our Network but every Network in the country and why we should all be creating Handbooks when there is often National and NICE guidance out there already that we should be using. JO has taken this matter to the National Trauma Network Managers Group, where a number agreed there were too many books being produced by the Networks.</p> <p><u>Mass Casualty/ Emergency Preparedness</u> – SG advised the proposed date for the</p>	

Mass Casualty desktop exercise for June, would not be taking place. She will update as soon as possible once the date has been confirmed.

SG also provided brief details of the 2 events that took place this week, one run by the Network the other run by the **National Team**. SG is compiling notes from both which she aims to circulate by the end of next week. They will provide details of the presentations and the discussions held. UHB have developed a *role4trauma*. This can be accessed at [www.role4trauma.co.uk](http://www.role4trauma.co.uk). This site contains all the presentations, pods casts and lecture notes from both Emergency Mass Casualty Planning Preparedness Event and the Clinical Response to a Terrorist Attack SR also mentioned the Pre hospital section from Tuesday's national event and how important it will be to have national response to any major incident and that plans will need to reflect this. SG asked if anyone has any questions regarding Mass Casualty, could they please contact her directly.

Peer Review – SG updated there were now only 4 Trauma Unit Visits left to complete and to contact JO if anyone would like a copy of the report from their visit. SG informed the network of the information received from the national team to date and what will be done in the networks. TU visits will take place over a two week period between 6<sup>th</sup> – 9<sup>th</sup> and 13<sup>th</sup>-16<sup>th</sup> September. . TUs are required to submit their self-assessments against the Standards, 1 month before their TU visit. There will also be a request for external reviewers. If anyone would like to be a reviewer they should contact SG directly.

Instructions will be sent out in the next week providing details of the process, visit etc. TQUiNS will be used this year and SG will type up the reports for each visit on the day. SG is hoping to attend all visits for continuity. TUs will be Peer Reviewed by the Network and the MTCs will self assess against the Standards, with KP leading.

Elderly Trauma ½ Day Lecture- SG advised there will be an Elderly Trauma ½ day lecture being held on 25<sup>th</sup> May at UHB. Anyone who wishes to attend, please email STB for a registration form.

Tri Network Forum October 2016- SG mentioned the Agenda was being developed and asked the Network to email her if they wished anything be added. SG also requested items for the Network Newsletter.

Legal Day 1 – JH mentioned attending a meeting in Nottingham with KP to discuss the Irwin Mitchell Legal Day 1 **Service**. Services include: Peer Support System, Legal Benefits Advice and Support Education Staff. This has been rolled out at Birmingham University Hospital and Nottingham University Hospital Trust.

BBCHWTN - SG reminded the Network that this is their Network meeting and if they have any items or presentations, posters, they would like to be discussed please email to her so they can be added to the Agenda. SG currently feels she is putting in all the work for the meetings, but she needs their input and the Network should be suggesting items to be brought to the meetings. The new bi-monthly meeting arrangement will be reviewed again in 6 months to see if this new meeting format is actually working.

Sandwell/City- JHU mentioned training days for the ED nurses and Multi-disciplinary a half training day.

7	<p><b>Actions –</b></p> <p><u>From Previous minutes-</u></p> <p>10c) AL was not present to update regarding the Spinal Cord Injury Pathway.          10d) ND was not present to update regarding the Hand Service results.          5b) SL to collate data for motor cycle RTAs and open fractures audit with AM and will bring to the BBCHWTN meeting once it is complete.</p> <p><u>From Agenda-</u></p> <p>5a) SR To find out from KP, what the catchment area for WMAS for City and Sandwell regarding transferring patients.          5b) IR to check CAD details regarding TRID 1233 and <b>feedback to SG.</b>          5c) KP awaiting feedback on TRID 1252, to feedback.          5d) SG to send details of TRID 1279 to AJ.          5e) IR to check CAD for LEH regarding TRID 1285.          5f) AMJ to feed back with updates from meeting with the CRG regarding access to Spinal injury database.          5g) SR to bring Burns Pathway document back to next PQ meeting.          5h) SR to send Burns Pathway documentation to AMJ.          6a) SG to feedback details regarding Graham Flint and the issues with NORSe and the invitation to attend a Network meeting.          7a) SG to email out details of the confirmed date for the desk top exercise for Mass Casualty.          7b) STB to email out information/dates regarding Peer Review to the Network.          7c) SG to email out details for Peer Review to help units to prepare for Peer Review.          7d) SG and SD to look through NICE Guideline for documents that can be added to the handbook.          7e) SG to email out invites for Elderly Trauma ½ Day Lecture Nationally.          7f) SG to email out details regarding Irwin Mitchell and Day 1 information.</p>	
8	<p><b>Time, date and venue of next meeting: Wednesday 18th May 2016. 13:30-16:30, Gov/Data - Meeting Room, Network Office, 127 Hagley Road, Birmingham.</b></p>	