

**Ninth Meeting of the All Wales Critical Care Development Group:
Note of the Meeting held at 12.30pm on 28th September 2004 at the
Temple of Health and Peace, Cathays Park, Cardiff.**

Present

NHS:

Dr Andy Webb, Medical Director for Clinical Services, UCL Hospitals London
– Group Chair

Dr David Hope, Chair of the Welsh Intensive Care Society (WICS) – WICS
Representative

Dr Les Gemmill, Consultant Anaesthetist and Clinical Director for
Anaesthetics, Wrexham Maelor General Hospital – Anaesthetist
Representative

Dr David Cartlidge, A&E Consultant and Clinical Director, Glan Clwyd Hospital
– A&E Representative

Dr Ed Major, Director of Intensive Care, Morriston Hospital – Education and
Training Representative

Dr George Findlay, Consultant in Intensive Care Medicine, University Hospital
of Wales – Co-opted member

Sandra Caple, All Wales Team Lead, Healthcare Services Quality and
Development Team, National Public Health Service representing Nina
Williams – Public Health Representative

Sue Rees, Head of physiotherapy services, University Hospital of Wales
representing Judyth Jenkins – Allied Health Professional Representative

Trish Delaney, Chair of the British Association of Critical Care Nurses
(Wales), representing Hayley Ellis Evans – Nursing Representative

Steve Bowden, representing David Roberts, Chief Pharmacist, University
Hospital of Wales

Jan Worthing, Director of Nursing and Modernisation, representing Jack
Straw, Chief Executive, Swansea Local Health Board (LHB) – LHB Chief
Executive Representative

Mr Martyn Jenkins, Chief Officer, Cardiff Community Health Council (CHC) –
CHC Representative

Welsh Assembly Government:

Dr David Salter, Principal Medical Officer, Office of the Chief Medical Officer

Secretariat:

Alison James, Health Services Policy, NHS Wales Department
Jason Stickler, Health Services Policy, NHS Wales Department

In Attendance

Liz Williams, Lead Nurse Critical Care, Wrexham Maelor Hospital

Apologies

Dr Nina Williams, Director of Public Health, Bridgend Local Health Board –
Public Health Representative

Judyth Jenkins, Chief Dietician, University Hospital of Wales

Hayley Ellis-Evans, Sister, ICU, Princess of Wales Hospital.

Hugh Ross, Chief Executive, Cardiff and Vale NHS Trust

Miss Maggie Parker, Nursing Officer, Office of the Chief Nursing Officer

Martin Turner, Chief Executive, Gwent Healthcare NHS Trust

1. Introductions and Welcome

- 1.1 Dr Webb thanked everyone for attending. Each Group member introduced themselves.

2. Minutes of the Last Meeting held 30 September 2003

- 2.1 The action points from the minutes of the last meeting were reviewed and agreed. It was also agreed that Paediatric Critical Care be taken off the agenda. One outstanding action point was the appointment of an Information and Information Technology representative; the secretariat would continue to pursue this issue. The minutes were agreed as a true reflection of the meeting and a final version should be issued.

(ACTION: Secretariat to issue minutes of 30 September meeting as final. Take paediatric critical care off the Group's agenda. Continue to seek I & IT representation for the Group).

3. Sub Group Chair Progress Reports

- 3.1 The Sub Group Chairs provided feedback to the Group on their progress.
- 3.2 Dr Hope presented his **Capacity and Service Model Sub Group** paper and ran through the key issues that had been identified and considered. The sub group had identified 3 options, namely: do nothing; centralisation of services and a "middle way" approach. One issue of concern to the sub group had been the development of networks. Dr Salter explained the concept of the proposed networks and identified the type of functions they would undertake. He explained there would be 3 networks, similar to the cancer networks, under one central umbrella. The network approach would be flexible across the regions integrating with commissioning LHBs.
- 3.3 Dr Major asked if a preferred option would be put forward by the sub-group. It was agreed that the preferred option needed to be agreed via the full group. It was considered at this stage that the third - middle way - option represented the best option. Further work would need to consider issues such as efficiency savings, appropriate channelling of current funding, capacity levels etc and discussions were held on data and auditing issues. Dr Hope also informed that Mr Hugh Ross CE of Cardiff and Vale NHS Trust had advised that due to time constraints he was unable to commit time to the work. It was also not clear whether he

would be able to sit on the AWCCDG. Ms James agreed to pursue from the AWCCDG's perspective. Dr Webb summarised discussions and commended Dr Hope on his work to date and the production of such a comprehensive first paper. Consideration was given to the timing of the completion of Dr Hope's work. It was considered that the deadline set within the Terms of Reference set out in Ms James guidance letter of 8 June was no longer practical and it was agreed that the deadline for the Capacity and Service Model Group was put back to 30 November. Dr Hope would continue work via his sub-group and, as agreed with Ms Rees, engage AHP representatives in future discussions. **(ACTION: Dr Hope's sub-group to continue with it work noting the issued discussed. Secretariat to ascertain Mr Ross' role on the full Group and to note the revised date for the deadline for the completion of Dr Hope's sub-group's work.)**

- 3.4 Dr Gemmell discussed his sub group work on **Information Requirements**; he had held several informal meetings to discuss information requirements and establish a clearer definition of the level of care that beds being used provided. Presently, 7 Welsh units send data to ICNARC, although WICS want all level 3 beds to send live data to ICNARC. There was discussion about various data systems being used, as well as the Scottish system, and some of the difficulties with some Welsh systems.
- 3.5 The options for the development of robust information system were considered:
- Do nothing
 - ICNARC
 - A Welsh system managed by WICS with a project manager.
- 3.6 Dr Major suggested that Wales needed a national dataset that could produce more data than first day/last day data since commissioning was dependent on throughput data, and clinical audit data was valuable to enable comparison with services outside Wales. The development of the English minimum dataset was discussed as a method of collecting daily data.
- 3.7 Dr Webb summed up stating that the key issue the sub group was to decide on and recommend was of the minimum data set which should include a method of making comparisons across the UK. Dr Webb informed the group that the English minimum dataset (in development) was primarily a tool to support the use of critical care HRGs . Dr Gemmel added that costs and workforce training for those who would collect the data needed to be considered. He would continue work with his sub-group and report back as appropriate.

(ACTION: Dr Gemmel's sub group to identify systems, costs and workforce training issues for collecting data and report back to the full group as appropriate).

- 3.8 Dr Major discussed his paper produced following his **Workforce, Education and Training** sub group which last met in July. He was currently investigating what courses were available for critical care workforce and asked group members to let him know of any training courses that they were aware of. He mentioned the need for an analysis on workforce numbers. He made reference to the high turnover of staff and felt that this may be due to training issues. He said that a number of individual sub-group members were currently undertaking some outstanding action points and that the next meeting of his sub-group was scheduled for the 15 October. Dr Major added that some of his findings could affect the information currently contained within the Standards of Care and it therefore might be necessary to make some amendments/updates.
- 3.9 Dr Major also announced that he would be resigning from the full group and therefore as chair of the sub-group since he was stepping down as regional advisor in Intensive Care. He hoped that his replacement as regional advisor could take on his roles within the groups and would ensure that he provided as much of a handover as possible. Dr Webb thanked Dr Major for his work and commitment to the AWCCG.

(ACTION: Dr Major to email paper to Secretariat for circulation to each group member and provide an update following his sub-group's meeting on the 15 October.)

4. Outreach Services

- 4.1 Liz Williams presented her Adult Critical Care Extended Services in Wales (ACCES) Outreach Services paper to the group outlining the work she had undertaken in recent months and explained various elements of the report. The paper was still in its draft stage and Ms Williams asked for the group's view as to whether it was heading in the right direction before she further developed. Dr Webb considered the paper to be the right approach but would benefit from some further work and input from the group. Ms Williams questioned whether she should include costs within the paper, Dr Webb confirmed that she should not and that costs should be dealt with at the implementation stage.
- 4.2 It was also considered important to note that Outreach Services were not intended to replace Critical Care Services but were complimentary/additional services to enhance them. It was agreed that the Secretariat should circulate the ACCES paper to each group member and comments should be feed back via the Secretariat for forwarding to Ms Williams who would further develop the paper by the end of November.

(ACTION: Secretariat to circulate Ms Williams' paper for comments so as she could develop the paper further by end November 2004.)

5. Update on Communication strategy

- 5.1 Discussion took place about how the group could strengthen its communications strategy and ensure the work of the group was shared across NHS Wales. Ms James informed that minutes of meetings and other key papers had been forwarded to Dr Hope for inclusion on the WICS website and it was suggested that these could be also be included on key websites such as BACCN website. Group members were asked to consider their method of sharing and engaging with colleagues in their respective organisations and associations and to ensure that Dr Hope was copied into any key papers that could be posted onto the WICS website.

(ACTION: Secretariat to email papers to Ms Rees and Ms Delaney for inclusion on BACCN website and continue to ensure key papers were forwarded to Dr Hope for the WICS website. All Group members to consider their method of sharing information as appropriate.)

Production of final Standards of Care – Financial Implications

- 6.1 Ms James reported that a small amount of funding was available that could be used to produce a final version of the Standards of Care document. She was currently costing up this exercise and ascertaining whether the document would need to be produced bilingually but it was hoped this could be avoided due to its limited audience and as the document was generally of a highly technical nature. The group was asked to consider whether the document would be in its very final format early in the New Year to ensure production prior to the end of the financial year.
- 6.2 It was agreed that the Standards needed to be revisited and updated in light of Agenda for Change to ensure the grades in the nursing and AHP sections of the Standards were correct. It was agreed that nursing and AHP representation reported back to Dr Webb on these issues.

(ACTION: Nursing and Allied Health Professions to look at the grades to ensure that these fit in with the Agenda for Change and report back to Dr Webb via the Secretariat.)

7. AOB

- 7.1 There was no other business.

8. Date of Next Meeting

- 8.1.1 It was agreed that the Secretariat arranged the next meeting for early January.

(ACTION: Secretariat to arrange next meeting).

ACTION

- **Secretariat to issue minutes of 30 September meeting as final and take paediatric critical care off the group's agenda. Continue to seek I & IT representation for the group.**
- **Dr Hope's sub-group to continue with it work noting the issues discussed and report back to full group as appropriate. Secretariat to ascertain Mr Ross' role on the full group and to note the revised date for the deadline for the completion of Dr Hope's sub-group's work.**
- **Dr Gemmel's sub group to identify systems, costs and workforce training issues for collecting data and report back to the full group as appropriate.**
- **Dr Major to email his sub-group's paper to Secretariat for circulation to each group member and provide an update following his sub-group's meeting on the 15 October.**
- **Secretariat to circulate Ms Williams' paper to full group members for comment and relay back to her so as she could develop the paper further by end November 2004.**
- **Secretariat to email key group papers to Ms Rees and Ms Delaney for inclusion on BACCN website and continue to ensure key papers were forwarded to Dr Hope for the WICS website. All Group members to consider their method of sharing information as appropriate.**
- **Nurse and Allied Health Professions to look at the grades within the Standards of Care to ensure that these fit in with the Agenda for Change and report back to Dr Webb via the Secretariat.)**
- **Secretariat to arrange next meeting for early January 2005.**