**Minutes**

**Monday 11th September 2017**

**10:00- 15:00hrs**

**Critical Care Seminar Room**

**Junction 8**

**York District Hospital**

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| **Minutes** | | | |
| 1. | **Attendance:**  Andrea Berry (WYCCODN) (Chair)  Linda Brennand (Airedale)  Elizabeth Depnering (York)  Linda Cross (Harrogate)  Lesley Durham (NoECCN)  Sheelah Ainsworth (Leeds)  Joanne Walker (CHFT) | Liz Ellis (Mid Yorks)  Sarah Wood (Leeds)  Alison Richmond (WYCCODN)  Karen Field (Bradford)  Chloe Hardcastle (Hull) | **Apologies**  Lindsay Nairn  Julie Platten  Julie Hepplestone  Yardley Soriano |
| 2. | **Minutes of last meeting/Actions**  The minutes of the last meeting were agreed as an accurate record by those present. Liz Ellis to be added to attendance list.  **Matters arising not on the agenda:**   1. Website joining instructions - everyone present could login to the website 2. All to submit Line / Circuit Changes - information to share 3. ETT and Eye Care Guidelines to be uploaded to website. This had not been done as further work is required before sign off. 4. Submit scores O2 and Humidification / Weaning / Tracheostomy 5. Submission of benchmarking scores - majority of scores received | |  |
| 3. | **Audit Calander**  Folowing a meeting of the West yorkshire Benchmarking/SILs Group it was proposed that an attempt should be made to streamline the number of benchmarks undertaken. It was also proposed that an audit calendar be agreed, so that all audits are completed in a one year cycle to monitor progress.  There was some discussion about what should be included and also the natural order of audits. The general benchmarks such as urinary catheter should be removed and focus given to critical care specific practice areas. AR to update the calendar and circuilate with minutes. Once the next audits have been submitted it was agreed to have a short break until January 2018 when the audit calendar would commence.  In an attempt to standardise the audit tools AR had upated the CRRT and suctioning benchmarks. All tools in future will follow the same 7 stage approach:   1. Guidelines 2. Education & Training 3. Assessment of needs undertaken by a trained and competent practitioner. 4. Planning and individualised care by a trained and competent practitioner. 5. Care delivery by a trained and competent practitioner 6. Evaluation and reassessment of care by a trained and competent practitioner. 7. Equipment / Resources   All existing audit tools to be removed from the website and once they have been uptaed they will be available again. | |  |
| 4. | **High Flo Nasal Oxygen**  Presention given by Fisher & Paykel. More information available at:  https://www.fphcare.co.nz/optiflow/ | |  |
| 5. | **Network Update**  **North Yorkshire & Humberside** – no feedback available  **NoE -** Fast Focus groups continue, review guidelines.  **West Yorkshire** – See attached presentation  *For future regional (York) meeting - all local groups to send a summary of local meetings to JP / AR in advance.* | |  |
| 6. | **Review of Scores**  The last three benchmarks to be scored were weaning/oxygen therapy and tracheostomy. A review of the scores demonstrated there were some areas where there was strong compliance. One area where there was little evidence was weaning guidelines. It was felt that this in part was due to units adopting a patient centred approach. AB informed the group that West Yorkshire has a group looking at weaning and long term ventlation. The aim is that a set of princiles will be agreed for difficult to wean patients. Once completed they will share.  LD to share Oxygen Therapy guidelines used in NoECCN as all units scored green.  It was agreed that LTHT would submit scores for each unit if there were discrepancies between units when scoring. This was felt to give a more accurate picture. | |  |  |
| 7. | **Eye Care / ET Care Guideline**  AB established whether units were in fact using the BPG being produced. There was a general consensus that they have value and where they not be used in entirity, some units adapt them for local use.  There had been additional feedback provided to the previously circulated eye and ET care BPG. Therefore the documents were worked through again as part of the meeting. AR to update and revised versions to be attached to minutes for any additional comments then sign off. Once this has happened they would be uploaded to the website. | |  |
| 8. | **Tracheostomy Passport**  Kapitex had worked with a broad MDT of Clinical staff to develop the trachy passport. Due to time constraints AB agreed to send out copies of the passports to anyone who wanted one if they contacted her. | |  |
| 9. | **Proning BPG**  A Staff Nurse from Harrogate attended this part of the meeting as she had done some work around proning. She will forward work she had done via ED, including pictures that can be used to make amendments to the BPG. AR will then make updates to the guideline.  JW will forward picture for relative information sheet on proning. This will then be added to the website. | |  |
| 10. | **General Discussion**  It was proposed that meetings of the group be reduced to three times a year. It was felt by some present that this wasn’t enough as they don’t have access to regular network meetings. AB agreed to discuss further with JP. | |  |
|  | **Future Dates 2017:** | |  |
| **Next meeting: Monday 20th November 2017. 10:00 – 15:00 hrs**  **Venue:classroom 1, Post Graduate Centre, York Hospital** | | | |

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| **Actions** | **Who** | **When** |
| Update CRRT & Suctioning benchmarking audit tools | AR | circulate with minutes |
| CRRT & Suctioning Benchmarks to be submitted | All | By 6th November |
| Each network to provide update prior to next meeting | AB/JP/MI | Prior to next meeting |
| Principles for weaning to be shared once completed | AB | When available |
| Oxygen Therapy guidelines from NoECCN to be shared | LD | Prior to next meeting |
| Revised eye and ET BPG updated following discussion | AR | Circulate with minutes |
| Kapitex Tracheostomy Passports available form AB if anyone wants one | All |  |
| Proning work done at Harrogate to be shared with group. | ED |  |
| Amendments to Proning BPG to be made & circulated | AR |  |
| Discussion to be had regarding frequency of meetings | AB/JP |  |