Minutes of the All Wales Critical Care Advisory Group Meeting held on 29th February 2007 at City Hall, Cardiff

Chair: Dr Andrew Webb – Medical Director, University College London NHS Foundation Trust

Attendees: Chris Hancock – National Leadership and Innovation Agency for Healthcare (NLIAH)
Dr Dave Hope – Lead Clinician, Mid and West Critical Care Network
Ifor Evans – Manager, Mid and West Critical Care Network
Dr George Findlay – Lead Clinician, South East Wales Critical Care Network
Jennie Willmott – Manager, South East Wales Critical Care Network
Martyn Jenkins - Chief Officer, Cardiff CHC
Dr Ian Greenway – Chair of Welsh Intensive Care Society
Dr David Salter – Principal Medical Officer, Welsh Assembly Government
Helen Roberts- Corporate Analysis Team, Department for Health and Social Services
Michelle Osborne - Welsh Independent Hospitals Association
Cathy White - Community, Primary Care & Health Services Policy
Caroline Lewis - Community, Primary Care & Health Services Policy
Chris Newbrook - Community, Primary Care & Health Services Policy

Apologies: Dr Bruce Ferguson – NHS Trust Medical Director
Denise Richards - Nursing Officer, Welsh Assembly Government
Andrew Gunnion – Chair, North Wales Critical Care Network
Sue O'Keeffe- Manager, North Wales Critical Care Network
Dr Ed Farley-Hills - Lead Clinician, North Wales Critical Care Network
Kate Watkins – Chair, South East Wales Critical Care Network
Phil Jennings – Head of Planning & Performance, North Wales Regional Office
Prof Mike Harmer – Deputy Chief Medical Officer, Welsh Assembly Government
Anthony Tracey – Project Manager, Corporate Health and Information Programme
Bernadine Rees – Chair, Mid and West Wales Critical Care Network
Tina Luton - Welsh Independent Hospitals Association
Dr Nina Williams - Public Health Representative
Dr Les Gemmell - Co-opted member
Cathy Bridges - Corporate Analysis Team, Department for Health and Social Services
Keith Jones – Chief Executive Representative, Carmarthenshire NHS Trust

1. Welcome and Apologies
Dr Webb welcomed the group and noted the apologies.

2. Notes and Action Points from Meeting
The notes were agreed and the Group reported back on action points.

ACTION: Martyn Jenkins, Andrew Gunnion, Keith Jones, Dr Bruce Ferguson and Anthony Tracey to complete the Declaration of Interest form and return to secretariat
ACTION: North Wales Network to provide Secretariat with link to website, once established.

3. Critical Care Advisory Group Business Objectives 2006/7

Critical Care Definitions and Guidance for cancelled operations
Jennie Willmott, on behalf of the Networks, presented a paper to the group regarding critical care definitions in respect of Cancelled Operations, Premature Discharges, Out of Hours Discharges, Transfers for Non Clinical Need, Delayed Transfers of Care and guidance for cancelled operations due to lack of critical care beds.

The group were invited to comment on the paper to consider the involvement of Critical care consultants in elective admissions. After discussion, the group agreed that it should be recommended that Consultants are involved in elective admissions. It was suggested a consensus statement should be developed within the Networks to define who requires level 2 and level 3 critical care post-operatively. It was agreed that the group would ask Dr Nina Williams to look at the evidence base for post operative critical care. Dr Findlay stated he was happy to assist.

The paper suggested the targets, including those for cancelled operations should be 0%. After some discussion it was agreed breach reporting could be a useful way of monitoring performance against a 0% target. It was agreed breach reporting and providing regular reports to the Trust Clinical Governance Committees should be included within the guidance.

It was agreed that the secretariat would discuss the revised definitions relating to cancelled operations due to lack of critical care beds with the Waiting Times Branch who administer STIREPS.

ACTION: National Public Health Service to be asked to look at the evidence base for post-operative critical care

ACTION: Networks to define who requires level 2/3 care and provide guidance

ACTION: Secretariat to discuss revised definition for cancelled operations with Waiting Times Branch

Transfers and Transport
A report was presented to the Group regarding the result of the recent audit of critically ill transfers and progress towards improving the quality and safety of patient transfers.

The group questioned how the data collected on the transfer form would be recorded, but there was no clear outcome to the discussions.

The South East Wales Network had hoped to bid for capital funding for transfer trolleys, but were too late. The Networks highlighted they were not all aware of the end of year capital funding that NHS Trusts in Wales were invited to submit bids for. It was acknowledged Networks had not been informed but every Trust had been made aware. The Secretariat had taken steps to ensure Networks would be informed should a similar exercise be undertaken in the future. There is a proposal that the NWCCN will host the auditing for All Wales.
Dr Webb mentioned work that had been done for DH England on critical care transport. Although this was part of the mass casualty contingency planning there was potentially useful information on ambulance standards, training and governance for a national critical care transport system.

**ACTION: Dr Webb to e-mail copy of DH transport report to NW CC Network**

**Critical Care minimum data set progress to date**

Jennie Willmott presented a paper on the CCMDS. The paper stated a review of some data definitions was required to ensure that all clinicians are recording data in the same way. She explained that CHIP would be undertaking a Benefits review of CCMDS and had advised that any changes to definitions would need an impact assessment and to go through the information governance procedures.

A discussion then took place around the issues surrounding data reporting including the need for the reports relating to critical care to be accessible quicker and also the contents of the CCMDS reports to be finalised.

The Group discussed that there are a number of information flows relevant to critical care and the Networks but it is difficult to identify them. It was suggested that the Corporate Analysis Team within the DHSS could help the Group identify what information was available and how it could be accessed.

**ACTION: Jennie Willmott on behalf of Networks to meet with Anthony Tracey to discuss the review of CCMDS.**

**ACTION: Secretariat to review the Service Level Agreement with Health Solutions Wales relating to the CCMDS.**

**ACTION: Corporate Analysis Team to develop identify information flows, how they may link together and help ensure that the Networks can access information promptly.**

**Key Quality indicators**

Cathy White explained to the Group the Quality Indicators document had been circulated within WAG and updated. The Group agreed to the suggested amendments.

It was noted the Corporate Analysis Team within the Department of Health and Social Services would be prepared to collate the returns.

It was agreed the next steps would be for the secretariat to discuss formally with the SLIM project manager and seek his thoughts on how the critical care indicators would interface with SLIM indicators.

The future of the Critical Care Improvement Programme database recording care bundle compliance is yet to be decided as the project is now coming to an end and moving into the Saving 1000 lives campaign, it was suggested that the Network may be able to host it or to add support for its continuation.

**ACTION: Secretariat to seek views of SLIM project manager**
ACTION: Networks to discuss returns with Corporate Analysis Team

Second Strategic Framework
The Group considered and agreed the final draft of the second Strategic Framework for 2008-11. Cathy White explained that this will be incorporated into a WHC which will be sent to the Minister for her agreement.

ACTION: Secretariat to seek Ministerial agreement for the second strategic framework and issue as part of a Welsh Health Circular

4. Proposed Group 2008-09 Business Objectives
Cathy White explained that 2008-09 business objectives for the Group will fall out of the 2008-11 Strategic Framework, once this has been agreed by the Minister.

ACTION: Secretariat to draft 2008-09 AWCCAG Business Objectives and circulate to the Group.

5. Progress reports from Critical Care Networks
Each of the Networks provided the Group with a paper on progress to date. Jennie Willmott (SEWCCN) and Ifor Evans (M&WWCCN) told the group about progress that their respective Networks have made. SEWCCN Audit against the Quality Requirements had recognised some good progress since 2003 but that the gaps identified were fundamental to the delivery of a quality critical care service and SE Wales is likely to require significant investment to develop local services. The paper from NWCCN was noted in their absence.

Dr Webb congratulated the Networks on their progress to date and stated a lot of work had been taken forward by the Networks in such a short period of time. Cathy White also congratulated the Networks.

ACTION: North Wales and Mid & West Wales Networks to send copies of their Establishment Agreements to Welsh Assembly Government

ACTION: All Networks to provide Welsh Assembly Government with a brief report on how network funding was spent in 2007-8

ACTION: Mid and West Wales to provide the Welsh Assembly Government with a summary of the Mid and West Wales Audit against Quality Requirements

6. Interface between CCAG, Networks and NLIAH
Dr Salter spoke to the Group about a letter he had received from Bruce Ferguson, Medical Director at Bro Morgannwg NHS Trust and Chair of the WCCIP Steering Group. Dr Salter explained that at a recent meeting of WCCIP Steering Group a discussion took place about the relationships between the various Critical Care bodies in Wales and the ‘1000 Lives’ Campaign.

Some concern was expressed about the remit of the Networks to plan, organise and support delivery of critical care services and the relationship with QUIP and ensuring that the Networks and the AWCCAG were informed and consulted regarding all developments that may impact on critical care in Wales, including the 1000 Lives Campaign.
This was discussed at great length and there was agreement the work of the Critical Care Collaborative and that involved in the 1000 Lives Campaign did need continuing support. However, the consensus view was the Critical Care Networks and the AWCCAG should support Dr David Hope in his role in the ‘Saving 1000 Lives Campaign’ and he would act as the link between both Groups.

The 1000 Lives Campaign process should be accountable to the All Wales Critical Care Advisory Group to provide appropriate governance. The data requirements are similar to those of the Critical Care Quality requirements, so should not be too much of a problem but concern was raised about the duplication of reporting.

**ACTION: Dr David Hope to act as link between All Wales Critical Care Advisory Group and the Saving 1000 Lives Campaign**

**ACTION: David Salter to respond to Bruce Ferguson**

7. All Wales Critical Care Advisory Group
Jennie Willmott asked for the Group to confirm its role and membership, as well as meeting frequency and the relationship between the Group and the Networks.

Cathy White stated that the Group provides the Welsh Assembly Government with the strategic forum it needs to provide advice and the networks are a key part of this process.

It was agreed the Networks would consider the terms of reference and membership of the Group and feedback their thoughts to the Group electronically.

**ACTION: Secretariat to send AWCCAG Terms of Reference and membership to the Networks**

It was agreed that 3 meeting dates will be agreed at the start of each financial year with recognition of the travel arrangements required for North Wales Network.

**ACTION: Secretariat to arrange 3 meeting dates for 2008/09**

8. Critical care costs per bed days
The Group was asked to note the contents of the report and that the published critical care bed day costs varied significantly due to variations in the activity counting and aspects of services including in the costing returns.

The group agreed that for 2007-08, the activity should be counted in line with the English bed day count and that in future years a cost block programme methodology should be adopted in Wales.

9. Organ Donation Taskforce Report
Caroline Lewis presented the group with a short update on the Organ Donation Taskforce Report and asked the critical care networks to consider how the networks and critical care clinicians could assist in the implementation of the taskforce recommendations.

**ACTION: Networks to provide advice to the Welsh Assembly Government on how the aspects of the Taskforce Report that relate to critical care can be implemented in Wales**

10. Welsh Neuroscience Review
Caroline Lewis gave the Group a brief overview of the Welsh Neuroscience Expert Review. It was explained that the review Group consisted of experts from outside of Wales and would be recommending the future service provision of neuroscience, spinal and stoke services in Wales.

Dr Webb explained he had met with the chair of the review and further meetings would be arranged with the network lead clinicians.

**ACTION: Secretariat to arrange meeting between Network Lead Clinicians and Neuroscience Review Group**

11. Any Other Business
Dr Hope presented a paper on behalf of Chris Hancock on the critical care education and training survey.

It was noted that this report tied into the workforce action contained with the second strategic framework.

The Group supported the direction of travel. This should be considered further by the Networks and discussed at the next meeting.

**ACTION: Secretariat to include as item on next Agenda**

12. Date and Time of next meeting

**ACTION: Secretariat to arrange 3 meeting dates for 2008/09**

Dates circulated:
- Tuesday 17 June 2008
- Thursday 2 October 2008
- Thursday 5 February 2009

All meetings to take place at the Welsh Assembly Government, Cathays Park commencing at 11am.