

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



Paediatric Intensive Care Society

Council Meeting

7 December 2016

MINUTES

	MINUTES	ACTIONS
1	<u>Attendees (register appended)</u> Apologies included in register	
1b	<u>Declaration of interests</u> No declarations of interest were recorded	
2	<u>Minutes from last meeting</u> The minutes from the last meeting were accepted as an accurate record.	
3	<u>President's Report (P-M F)</u> <ul style="list-style-type: none"> • Council acknowledged papers (PIC strategic plan, NODC paediatric subgroup, council expenses briefing paper) • P-M F informed Council that several national newspapers had approached him for a comment on winter bed pressures. He believed PIC should respond. Council supported this but thought a narrative should contain reference to NHS England process. • PICS review. The expert panel met last week. Timeline is still to complete review by March. High-level aim to provide care closer to home. Work to interface with HEE. • Officer allowances re conference attendance. Council approved paper. To be reviewed on an annual basis. It assumes accounts in surplus. To be administered by conference organising committee. • AAGBI video working party. JP nominated to this. JF to forward details to AAGBI (actioned) • NODC paediatric subgroup. Council supportive of membership. However YH thought group should also 	<p>JF to email PICs re. a) data on functional bed base b) number of out-of-region transfers. P-M F to draft newspaper article</p> <p>JP to finalise details</p> <p>JF to email Kay Hawkins</p>

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



	<p>have nurse representatives.</p> <ul style="list-style-type: none"> • For information: NICE End of Life group. JF to represent PICS. Topic engagement exercise to run from Dec 9th – Dec 23rd. • For information: Paediatric Critical Care Pharmacy group are developing standardisation of infusion concentrations. PICS needs to advocate awareness of project. Next meeting Manchester 24th February • PIC Directors/Nurse managers meeting will be 11th July 2017, 11.15 am -3.30pm 	<p>PM-F to circulate hyperlink</p>
4	<p><u>Secretary's Report (JF)</u></p> <ul style="list-style-type: none"> • Council acknowledged papers (membership update, cardiac critical care group briefing paper) • PICS Membership now 603. 590 excluding outstanding members (still paying by credit card). Have agreed to remove members still paying by invoice. 19 new members. • AAGBI Spec Soc meeting update. Reported PIC database running very slowly d/t several apparent versions? Very slow progress with database development. Contributing to unwanted expense. • PCCM cost increase. Agreement to 'absorb' increase into existing subscriptions for 1 year. Ram suggested approach ORVID for a group discount re. electronic copies only. Council supportive of this. • PIC cardiac group. PICS supportive of initiative. To request verbal report to Council with summary report in 1 year containing Terms of Reference etc. • PTSD survey update. JF, PW, David Inwald, JP, YH, Michael Griksaitis, Amy Savage, Gareth Jones have had teleconference. Planning survey. Council suggest involve Gillian Colville (Clinical Psychologist St Georges (<i>should pay membership fee</i>)) 	<p>Ram/Paul/Adrian to meet with AAGBI to resolve</p> <p>JF to liaise via AAGBI</p> <p>JF to liaise with Kate Brown</p> <p>JF to liaise with Mike Griksaitis</p>
5	<p><u>Treasurers/Finance Report (AH/ AG)</u></p> <ul style="list-style-type: none"> • AH reported PICS net assets £140,000. • CAF account still needs to be opened. • AG noted AAGBI costs running ahead of budget. £9400 included in budget for full year, but in 6 months to September £7812 already invoiced. Partly a consequence of a) increase hourly fee charge £29.50 - > £33 ph) b) database cleanse c) very slow PIC membership database d) increase frequency PCCM 	<p>AAGBI to produce a report explaining situation. JS2 to attend contract meeting</p>

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
 London
 W1B 1PY
 Tel: 020 7631 8819
 Fax: 020 7631 4352
 Email: pics@aagbi.org



	<p>journal additional work</p> <ul style="list-style-type: none"> • There are still a number of mainly former members (~100) with continuing standing order payments that are being accumulated in the old PICS main bank account. With the opening of the new CAF (Charities Aid Foundation) Bank account and closure of HSBC accounts, this stream of revenue will cease – receipts to date for the Research Fund are £4,980. FW had recommended keeping HSBC a/c open for further 12 months. Those seeking reimbursement should be offered 1 year's refund. AG advised reimbursements need to be filed within 3 months of payment. • FW work (see later) will impose a small cost pressure. Accepted. 	
6	<p><u>Francis Wirgman report (verbal update JF)</u></p> <ul style="list-style-type: none"> • Council acknowledged papers on Record Management and Membership Development . • PICS record management. PICS has a legal obligation to retain certain records as a registered CIO, as well as a need to maintain records and archives to enable it to operate efficiently. Council has the overall responsibility for records, and it is the role of the Honorary Secretary/Honorary Treasurer to maintain these as an ongoing resource for the Society. Records exist in paper form and electronically. AAGBI holds historic records both at 21 Portland Place and offsite in storage facilities outside London. Many of these records are related to membership and the membership database. Others are of commercial importance, such as contracts and insurance policies. The records are both current and historic – including PICS pre-charity, and PICS as a charity, as well as the current CIO. New files have been set up for the CIO from 1 April 2016. FW recommends establishing a Records Management Project to a) Approve a Records Management Policy–to be drafted for Council approval. by March 2017 Council meeting. The policy will cover both paper and electronic records, define retention periods, and provide AAGBI with a working document to follow in managing PICS records. The Policy will be worked out with AAGBI Specialist Societies staff (an initial meeting will be arranged in January 2017, when AAGBI staff have availability). b) Organise records for retention and ongoing access at 21Portland Place – these records must include 	<p>FW to liaise with AAGBI and draft a Records Management Policy</p>

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
 Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
 Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
 London
 W1B 1PY
 Tel: 020 7631 8819
 Fax: 020 7631 4352
 Email: pics@aagbi.org



	<p>contracts, policies, membership records and charity records, including minutes of meetings and committees, with supporting papers. c) Categorise and add retention periods or dispose of historic records- AAGBI has done no records management and PICS has an accumulation of records, both paper and electronic. The transition to a CIO has highlighted the need to manage the historic and current records in an efficient way. Only those records required by law or best practice should be retained and the rest disposed of. Those retained should be kept according to a Document Retention Policy (which falls under the Hon Secretary's remit for non-financial records and under the Honorary Treasurer for financial records).</p> <p>Council approved the Records Management Project and allocated a budget for professional fees and AAGBI time of £2,000</p> <ul style="list-style-type: none"> • PICS Membership development. 6 keys themes to developing membership: PICS must be worth belonging to (reputation/influence/added value) 2. It must have presence in PICUs/social media/externally 3. Effective and efficient infrastructure is essential 4. Segmented membership: understanding and meeting the different needs (e.g. Nurses and AHPs who have their own professional membership organisations) 5. Be for all staff working in/alongside PICUs - adding value to their professional and working lives (part of the charitable remit of public benefit) 6. Introducing and maintaining a network for members and non-members within PICUs and across common interest groups. PICS will need to invest in its membership, so that Council's central presence in managing the Society is well connected to membership in PICUs. FW suggests an initial budget of £5,000 should be allocated to the Honorary Secretary, released for fully scoped and costed projects to achieve significant implementation advances in all 6 Key areas during 2017. <p>Council approved further work on Membership Development under the Honorary Secretary and an initial budget of £5,000</p>	<p>JF to liaise with FW as required</p>
<p>7</p>	<p><u>Nursing update (YH)</u></p> <ul style="list-style-type: none"> • Council acknowledged paper on Quality Assurance for PIC Critical Care • At PICS Educators meeting colleagues very worried that central budgets for nursing training are being cut. 	

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
 Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
 Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



	<p>Several units have no specialist education courses for PICS nurses. YH explained intention to provide quality assurance for post registration specialist education in level 3 PCCUs. Initiative would allow all educational courses to be accredited. In future a link with a University may be possible, as might be extension of approach to HDU, NIC, and retrieval education. 2 centres ready to pilot new approach for next year (B'ham, Manchester). Council very supportive of initiative. Believed all peer reviewers for PICS material should be a member of PICS. Project requires web space and server space to house documentation. Council discussed value of charging a fee. JP asked whether accreditation might warrant a review of PICS indemnity cover. In principle Council supported a fee charge of £100 per unit to cover cost server space and insurance. Final documentation to be circulated to membership before Xmas</p>	<p>AG to investigate</p> <p>YH</p>
8	<p><u>PICS-SG (MP)</u></p> <ul style="list-style-type: none"> • Terms of Reference drafted. Election of chair in progress. 4 week voting period. Could be a voting member of council rather than a co-opted member. • NIHR decisions not aligning to PICS for large studies. MP to organise prioritisation exercise before Xmas. 	<p>AG to check constitution</p>
9	<p><u>APA update (KB)</u></p> <ul style="list-style-type: none"> • Council acknowledged receipt APA Report • KB taking over as meeting secretary for APA 2017/2018. Suggested having a session 'Management of the Critically Ill Child'. P-M F suggested contacting retrieval group. 	
8	<p><u>Conference Report (CW)</u></p> <ul style="list-style-type: none"> • Council acknowledged report from N'ham LCOC • Nottingham PICS meeting. Council view that registration fees should not be put on website until March. Residual concerns about costs of speaker fees and audiovisuals. Ongoing risk re. sponsorship income. • AH stated also need to see final accounts re S'ton meeting (PMA) 	<p>N'ham (PMA) to update budget by March Council with proposed fees that take into account Council allowances</p>
11	<p><u>Website (Ram)</u></p> <ul style="list-style-type: none"> • Council acknowledged report from Paul Wood re. website proposals • Paul Wood suggested add calendar functions to 	<p>Ram/ MB</p>

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



	<p>website filtered to professional group. Access to editing according to professional status.</p> <ul style="list-style-type: none"> • Council agreed all Council meeting minutes should be made public and available. All subgroup minutes should also be publically available. Council papers should be password protected. • Council agreed that there should only be 1 PICS twitter feed. • Council agreed that website should have an email address (eg press@picsociety.uk) linked to officers email account to allow direct time-sensitive access relating to media inquiries. • Council wanted national PIC bed status to be removed from website <p>Council approved additional work to be undertaken by Tekoa creative</p>	
	<p><u>PIC MISAC/Workforce planning (AH)</u></p> <ul style="list-style-type: none"> • 44 applicants for 21 Grid posts. 30 shortlisted. Final appointments not yet decided. • 1st draft new PICM curriculum expected Xmas. Christine Pierce leading. Submission to GMC by 14th July 2017 to be operational for 2018 training year. Cannot have dual accreditation with FICM until our and their new curricula approved by GMC. • New junior doctor contract demands all trainees require own work schedule to be drawn up within 2 weeks starting. The 'Training Opportunities' section will need a description of how training needs are linked to service needs 	<p>Trainee committee to discuss generic templates for work schedule</p>
	<p><u>Trainees report (PS)</u></p> <p>PS spoke to how to improve trainee attendance at masterclass. Dr Mehringese Cooper has written to all training advisors in PICU's to raise profile of masterclasses. P-M F had suggested a survey to better understand why trainees do not attend. V. poor response.</p>	<p>PIC CD's to ensure Grid trainees not on rota for Masterclass CD's. To discuss at CD's meeting.</p>
14	<p><u>Science and Education (verbal update JF)</u></p> <ul style="list-style-type: none"> • 2017 RCPCH sub-group meeting joint with Renal. Closing date for RCPCH abstract submission Dec 19th. • Research grant awarded as per judgment announced at PICS meeting. Travel grant not awarded. 	
15	<p><u>AOB</u></p>	

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



	<ul style="list-style-type: none">• JF informed Council of 3 strands of work being undertaken by NHS England relating to child mortality:<ul style="list-style-type: none">○ National child mortality database. At advanced stage of writing tender specification○ Legislation passing through government (summer 2017) transferring responsibilities for child death review from DE to DH. Will be supported by detailed guidance.○ Series of national workshops/ expert stakeholder meetings to standardise processes at Child Death Overview Panels and hospital Mortality and Morbidity meetings	
4	<p><u>Dates of future meetings (2017)</u></p> <p>March 24 – AAGBI June 20th – AAGBI July 11th Nurse managers and PIC Directors December 12th – Nottingham</p>	

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535

Paediatric Intensive Care Society

21 Portland Place
London
W1B 1PY
Tel: 020 7631 8819
Fax: 020 7631 4352
Email: pics@aagbi.org



Attendees and Apologies

	Present	Apologies
Trustees		
Peter-Marc Fortune (Pres)	Yes	
Peter Wilson (Past-pres)	No	Yes
Jeff Perring (Vice-pres)	Yes	
James Fraser (Sec)	Yes	
Yvonne Heward (Vice-pres)	Yes	
Adrian Humphry (Treasurer_)	Yes	
Fiona Lynch (Vice-pres)	Yes	No
P Ramnarayan (Website/Retrieval)	Yes	
Yamuna Thiru	No	Yes
Margarita Burmester (Med rep)	Yes	
Lynda Pitilla (Conference liaison)	Yes	
Andrea Macarthur	Yes	
Eldilla Rizal (Trainees rep)	Yes	
Peter Sidgwick (Trainees rep)	Yes	
Simon Gates (AHP rep)	Yes	
John Papachan (Med rep)	Yes	
Carli Whittaker	Yes	
Co-opted		
Madeleine Wang	No	No
Akash Deep	No	Yes
Adrian Plunkett	No	Yes
Mark Peters (PICS-SG)	Yes	
Simon Courtman	No	
Joe Brierley	No	Yes
Carl Waldmann	No	
Karen Bartholomew (APA)	Yes	No
In attendance		
Francis Wirgman	No	
John Speed	No	
Adam Gibbs (JS2)	Yes	

Council Officers

Peter-Marc Fortune – President, Peter Wilson – Immediate Past President, James Fraser – Honorary Secretary,
Adrian Humphry – Treasurer, Yvonne Heward – Acting Non-Medical Vice President
Registered as a Charity in England & Wales No. 1165535