

Paediatric Intensive Care Society

21 Portland Place
London
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Paediatric Intensive Care Society

Council Meeting

12 December 2017

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 (JP)</u> The minutes from the last meeting were accepted as an accurate record. P-M F has had confirmation from RCPCH that they are processing HDU nominee for council. re. HDU nominee to Council.	
3	<u>President's Report (P-M F)</u> <ul style="list-style-type: none">• PICS/PCICS joint conference 2019. Letter of Agreement from PCICS had been received summarising new risk sharing proposal. PICS supported new arrangements. P-MF raised issue of QE2 venue being a risk if Parliament had to move from Westminster d/t renovations. Index Communications have scoped out the Institute of Engineers as a possible alternative venue. Agreement that LOC would now liaise with PCICS regarding conference arrangements• National PIC review. On-going. MB and others again raised concerns about conduct steering group meetings.• Curriculum meeting with RCOA planned next week.• NHSE statutory guidance on child death review consultation. No comments received to date by P-MF.	JF to circulate a second time requesting feedback to P-MF
4.	<u>Secretary's Report (JF)</u> JF presented several papers to Council that had previously been circulated for comment. <ul style="list-style-type: none">• PICS Endorsement Policy – supported by Council with minor amendments.	

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	<ul style="list-style-type: none"> • CDH national care principles – endorsed by Council • PICS meeting expenses policy – some minor changes agreed. Otherwise supported by Council • PICS ACCEA policy – supported by Council with minor amendments. 	
5.	<p><u>Membership report (JP)</u></p> <ul style="list-style-type: none"> • JP discussed intention to set up PICS membership committee and establish linkmen network. Suggestion to hold linkmen conference pre-Directors/Matrons meeting and establish presence at PICS –E nursing events. • Council supportive of principle that HDU consultants and nurses might become PICS ‘affiliate’ members but less sure that individual units pay for all nurse employees to be members of PICS • Current membership status: <i>Membership (tab 1).</i> This is a breakdown of membership numbers by category. As at 4th December there are 640 members, 27 of these are new members since the last membership report in October and four members have lapsed/resigned since the October report. There are currently 77 members who have not yet paid their membership totalling £5,655 yet to be collected, 76 of these have a Direct Debit set up and will be collected on the 14th December. If the 77 members were to be lapsed there would be 563 members. <i>Subs income (tab 2).</i> This tab provides a breakdown of the expected income based on the current membership numbers. The expected income based on the current membership of 640 is £68,610. As at 4th December £62,667 has been collected. £55,947 has been transferred to PICS and £6,720 is yet to be paid over. <i>New members (tab 3).</i> This tab provides a list of the new members who have joined since the last membership report in October. <i>Outstanding members (tab 4).</i> This tab provides a list of members whose membership is outstanding. <i>Lapsed/Resignations (tab 5).</i> This tab provides a list of the members who have lapsed/resigned since the last membership report in October 	<p>JP to establish PICS membership committee and to write to all unit/transport services Directors/ Matron to gain recommendations for consultant/nurse linkpersons</p>
6.	<p><u>Treasurers report and Finance (AH/JS)</u></p> <ul style="list-style-type: none"> • P-M F, JF, AH, and JP had had meeting with Paul Wood and Go Cardless. Very positive. Payment via Credit card, debit card, and DD all possible plus associated database capability. Council supported 	

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	<p>decision to proceed. Need to clarify what happens with existing Direct Debits and also notify AAGBI re intentions prior to next Contract meeting.</p> <ul style="list-style-type: none"> • Provisional accounts form Nottingham PICS meeting show ~£19,550 profit • PICS Management Accounts in healthy state showing net assets carried forward of £135668 • CAF account has established drop box to allow double signing of CAF accounts with co-signatories. 	
7.	<p><u>PICS ECMO group (YT)</u></p> <ul style="list-style-type: none"> - Group has now finalised ECLS standards. These are comprehensive in terms of the personnel required to deliver ECMO. Need to be formatted in PICS format to be hopefully ratified in Mar 2018. Then plan to review every 3 years. Standards cover competencies, practical skills, hours on pump, updates, education and governance. Once signed off plans for validation visits. Patient follow-up expected. - Also plans for cannulation course and ELSO training course. Developing parent and clinician information leaflets. - All ECMO centres have forwarded training programmes to Mark Davidson for review so that ECMO group can ensure content broadly similar across all centres. - PICS ECMO group plans to hold meeting every 6/12 for all centres doing ECMO to review management of cases. -Group has begun to develop KPIs (survival, pressure areas, time from ECMO referral to arrival ECMO centre, number declined referrals) - More work needs to be done re. developing tariff for ECMO/ECPR. -UK ECMO report from ELSO awaited. <p>Shortfall of PICAnet data re. ECMO National PICS/specialised surgery review – much discussion. Re dilution of expertise wrt respiratory ECMO since numbers are not increasing. Next P:ICS ECMO group meetings 1/3/18 and Day 1 ASM</p>	
8.	<p><u>Conference Report (LP and AH)</u></p> <p>Discussion regarding Nottingham conference report. Agreement that if relevant study groups do not respond to invitation to attend then room would not be booked. JB had communicated that PICS ethics group (no longer quorate) had not sought to arrange a room for</p>	

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	<p>pre-conference meeting. Index Communications have prepared a discussion paper on the development of a hand held APPS devices for PICS conference. Proposal to develop for 3 societies so that costs limited. Budget presented. Council had some concerns regarding commitment to this project in context of forthcoming contract discussions with Index post Bristol. Council suggested Bristol d/w Paul Wood re. stand-alone alternatives. Finally there was a discussion regarding clarifying the roles and responsibilities of the Conference Liaison Officer towards the local organising committee</p>	<p>LP to write paper for Council outlining roles and responsibilities of Conference Officer to Local Organising Committee</p>
9.	<p><u>Nursing education (FL)</u></p> <ul style="list-style-type: none"> • Some Nurse Education courses still awaiting registration payment (Manchester, Alderhey). P-M F and SM offered to assist. • PICS-E still looking at developing draft standards for HDU courses. Need to work out cost / fee and to explore electronic mechanism for making enrolment easier. Council supportive of education expansion to encompass level 1 centres. 	<p>YH/JS to agenda paper for March council meeting with estimation of real cost of accrediting courses</p>
10.	<p><u>APA update (KB report)</u></p> <ul style="list-style-type: none"> • APA and PICS moving forward with national survey of fatigue • FAPA/PICS have finally received a response from Russell Ampofo at RCOA on subject of joint training curriculum. Meeting date scheduled. • RCPA/APA are engaging in the NHSE consultation events re. the National PCC/surgery review in as much as they have been asked to send representation to 4 planned meets around the country. 	
11.	<p><u>Trainees report (CL/PS report)</u></p> <ul style="list-style-type: none"> • Request for PICS endorsement of CACTUS course by council by Michael Griksaikis and CACTUS core group. Council discussed this paper. Council recognise that POCUS training now contained within expectations of curriculum thereby giving legitimacy to CACTUS. Council very supportive of proposal but wished to have some further clarification of the overarching governance oversight for the course (would tis fall to CSAC), the framework for assigning mentors, further detail relating to the suggested log book and process for eventual operator 'sign-off'. 	<p>JF to Email MK / core group with re. outcome of Council discussion.</p>

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	<ul style="list-style-type: none"> PS has updated guidance for masterclasses. RBH Masterclass well attended in November. Next one in Newcastle in February (lower turn out expected). After that its Cambridge and then Birmingham. PS to formally step down from Council in February when heading off to Sydney. Council thanked Peter for all his hard work. 	
11.	<p><u>PIC MISAC (MB)</u> Nil to report. New trainees now on new curriculum.</p>	
12.	<p><u>PICS- SG (BS report)</u> BS reported lots of activity in PICS_SG. Website updated. Survey application form now being sent out to interested parties. Next PICS-SG meeting in May (will use eventbrite)</p>	
13.	<p><u>Science and Education (AD)</u></p> <ul style="list-style-type: none"> AP has now stepped down. Need to organise election for new co-chair. Nursing and physio representatives being approached to join committee. Domain on PICS Website updated Plan to again run a Nephrology and PICS joint meeting at RCPCH ASM in 2018. First call abstracts end of January First call for PICS Research and Travel grants also end of January. AD requested increase grant size and number. Council supportive but requested AD to produce short paper for March meeting 	<p>AD to write short job description and send to JF.</p> <p>AD to write proposal for increased monies to wards research and travel grants.</p>
15	<p><u>AOB</u> Nil</p>	
4	<p><u>Dates of future meetings (2017)</u> December 12th – AAGBI Tuesday 20th March 2018 – 1115-1500 (Portex room for Council Meeting) Wednesday 20th June 2018 – 1115-1500 (Portex room for Council Meeting) Wednesday 11th July 2018 – 1000-1600 (Intavent room for Nurses and PIC Directors Meeting) Wednesday 19th September 2018 PICS ASM Bristol Thursday 13th December 2018 – 1115-1500 (Portex room for Council Meeting)</p>	

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Action Log

Number	Date	Action	Person Responsible
1.	20/6/17	PICS Endorsement Policy: write short paper describing levels of PICS 'endorsement' / engagement	MB/JF – policy developed, discussed Council 12 th Dec, and signed off
2.	20/6/17	End of life decision-making framework: develop standard practical guidance.	JF to liaise with JB – has talked at CHELSIG. Possible plans to convene a special meeting
3	20/6/17	RCPCH to nominate HDU rep to council	P-M F Update 12/12/17: RCPCH have discussed-> awaiting nomination
4	01/02/17	Write policy summarising PICS approach to ACCEA round	JF – policy developed, discussed Council 12 th Dec, and signed off
5.	20/06/17	Specialist societies to write Terms of Reference	JF
6.	20/6/16	Conduct survey of membership re. views on receiving PICM/NICC journals (plus INFANT) magazine	PR
7.	11/10/16	MIST standardised infusion policy – still to come to Council for sign off	P-M F/Council
8.	12/10/17	Establish PICS membership committee and to write to all unit/ transport services Directors/ Matron to gain recommendations for consultant/nurse linkpersons	JP
9.	12/10/17	Prepare proposal for PICS- E HDU course.	YH/FL
10.	12/10/17	Prepare proposal for increased monies towards research and travel grants.	AD
11.	12/10/17	Prepare paper for Council outlining roles and responsibilities of Conference Officer to Local Organising Committee	LP

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Attendees and Apologies

	Present	Apologies
Trustees		
Peter-Marc Fortune (Pres)	Yes	
Peter Wilson (Past-pres)	No	No
Jeff Perring (Vice-pres medical)	Yes	
Fiona Lynch (Vice-pres nursing)	Yes	
James Fraser (Hon Sec)	Yes	
Adrian Humphry (Treasurer)	Yes	
P Ramnarayan (Website/Retrieval)	No	Yes
John Papachan (Membership and APA rep)	Yes	
Margarita Burmester (Med rep)	Yes	
Sarah Mahoney (Med Rep)	No	Yes
Yvonne Heward (Nurse rep)	No	Yes
Lynda Pitilla (Conference liaison)	Yes	
Carli Whittaker (Nurse rep)	Yes	
Simon Gates (AHP rep)	Yes	
Carla Lilleker (PICS Trainees rep)	Yes	
Peter Sidgwick (RCPCH Trainees rep)	No	Yes
Co-opted		
Akash Deep (PICS-S&E)	Yes	
Adrian Plunkett (PICS-S&E)	Term expired	
Barney Scholefield (PICS-SG)	Yes	
Joe Brierley (ESPNIC)	No	No
Carl Waldmann (ICS)	No	No
Karen Bartholomew (APA)	No	Yes
Kate Brown (cardiac)	No	No
Yamuna Thiru (ECLS committee)	Yes	
In attendance		
John Speed	No	
Adam Gibbs (JS2)	Yes	

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