

BRITISH ASSOCIATION FOR EMERGENCY MEDICINE

Registered Charity No 273876

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MINUTES

BAEM Clinical Effectiveness Committee meeting - 26th January 2006 at 09.30 am
Education Board Room - Royal College of Surgeons of England

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Meeting called by: Dr Stephen Nash - Chair

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Members Present:	Dr	Stephen	Nash	(SN)
	Dr	Jaydip	Banerjee	(JBa)
	Prof	Tim	Coats	(TC)
	Dr	Liza	Keating	(LK)
	Prof	Kevin	Mackway-Jones	(KM)
	Mr	Clifford	Mann	(CM)
	Mr	Andy	Volans	(AV)
	Mr	Abel	Wakai	(AW)
	Ms	Carolyn	Dow	(CD)

1. **Apologies:** Dr Jonathan Benger (JBe), Dr Andres Martin (AM), Dr Ian Maconochie (IM), Mr. Shum Dev (SV), Mr. Kyee Han (KH), Nigel Brayley (NB), Dr Matthew Cooke (MC), Mr. Ali Amin (AA).

Others members: Mr. Martin Shalley (MS), Mr. James Binchy (JB), Mrs. Niru Burchett (NB), Miss Alison Gammon (AG).

2. **Minutes of last meeting:** Accepted and signed as an accurate record of the meeting.
3. **Review of Action points:** Taken up with the agenda under each agenda point.
4. **NLH / BAEM website.** We had further discussions about the website. It is rather clumsy to use as it is necessary to go back to the homepage to explore the website. This should be easily resolved as all that is needed is an anchor page. In general there should be '2 clicks to the information'. We do not know how many 'hits' we have on each page.
ACTION: AW to contact Paul Gillard via Julie Bloomfield to get an anchor page.
ACTION: SN arrange for meningitis guidelines to go on the website.
ACTION: SN to see if the website can give hits for each page.
ACTION: Feedback to SN any comments on the CEC page of the joint website
5. **Medic to Medic:** SN shared the outline of the response JBe has had to his letter to Muir Gray. Medic to Medic is still on Muir Gray's agenda and the big 50 are, in theory at least, still supposed to be actioned. There is a lot going on in EM but it is not joined up. One of the key issues relating to guidelines is how to get them into practice. There has to be a way of linking best practice with education
ACTION: SN to ask JBe about JB's replacement to be on CEC.

6. **GEM Net:** SN confirmed that the funding is in place and a letter has been written by Arun Sen, the BAEM treasurer, to KM and SN. CEM has also released £10,000, which is in the BAEM account. We need to decide who is doing which guideline and also set an action plan for guideline production. It would be helpful if there were a deadline for presenting the guidelines at one of the 2007 Emergency Medicine conferences, as this would 'focus the mind'. Important issues remain Criteria for becoming a Guideline Centre and Criteria + selection process for becoming a Guideline Fellow. There is a desire to work more closely with the RCN in guideline production.

ACTION: KM to organize a GEM Net teleconference via his secretary Catherine

ACTION: KM & IM to produce a template and send to SN.

ACTION: KM to revise the 'Guidelines Checklist' to make it more specific and send to SN.

ACTION: KM to contact the RCN about nursing representation.

7. **Guideline Review Groups:** CM and others have been using the AGREE guideline assessment tool and they have been very pleased with it as it is simple and reliable and allows a consistent approach to guideline evaluation. It was felt that all the guidelines on the website should be re-evaluated using this tool and each guideline should have 3 or 4 assessors. The tool is particularly helpful when there are 2 guidelines addressing the same condition, allowing comparison of the guidelines. In practice the guideline review groups are not working and it is specific individuals that are actively reviewing guidelines. CM has now had about 10 replies where the AGREE guideline assessment tool has been used. It was agreed that it was a good idea to be able to complete it on line. It would be helpful to have an A4 sheet containing "take home messages" on each guideline that could be adapted locally and / or adapted into an algorithm. It was suggested that an article for the Bulletin would be a good way to recruit other reviewers and KM suggested an article to be submitted to the EMJ discussing the process of guideline review. The AGREE methodology lends itself to publication.

ACTION: AW to write a 'CEC Comment' for Acute Heart Failure guideline and send to SN

ACTION: SN to send the Asthma 'guideline' written by Jba to CM for review.

ACTION: CM to arrange for current guidelines to be reviewed (slowly!)

ACTION: AW & CM to take forward AGREE assessment on line.

ACTION: CM to write article for the Bulletin and / or EMJ.

NB: Guideline approval. How new guidelines are going to be approved was discussed. It was felt that the Merger Board should discuss the approval process and how this fits with governance.

ACTION: SN to take this forward.

8. **New Guidelines:** There are potentially a lot of excellent guidelines that could be reviewed and put on the website. NICE Head Injury Guideline is due to be amended in April but in reality there are only one or two words changes.

ACTION: ?? to send the power point to SN

ACTION: IM to send SN the web details of RCPCH and SN to arrange the link from CEC page

9. **Update from The Healthcare Commission:** SN & MS had a positive meeting with Anna Walker the CEO of The Healthcare Commission. They have the resources within their current budget to continue to do 3 audits per year. We managed to steer her away from making the audits part of the traffic light system for hospital assessment. Retention of Urine in adults will be the next audit from Feb 2006 and asthma Aug 2006. The HCC is keen to have one audit, which is repeated annually, and this will probably with fractured neck of femur. There was a feeling that it would be better if the letter to the speciality came out with the logo of the Healthcare Commission. Returns will be done on line and HCC is working to make this possible.

ACTION: SN to take this forward.

10. **DH Update:** MC had given apologies.

ACTION: SN to contact MC

11. **Casemix / IT update:** NB's secondment is due to end on 14th February. He has written a proposal for a "Project Board and Assurance Group" to ensure that our crucial input into this 10 year project through this group is sustained. Various names were suggested to put on such a project board. CEC should continue to influence Connecting for Health.
ACTION: NB to produce a short written report to circulate before next meeting.
12. **Antidote project:** The guideline is now completed and has been given to the BAEM Exec and BAEM Council for any comments, which should be returned by 6th February if they are to be considered.
ACTION: SN to arrange for the guideline to be put on website.
ACTION: SN to write joint letter from the Guys Poisons Unit and BAEM.
13. **Standards Subcommittee:** The update of the Standards has been completed by the Subcommittee and this has been distributed to the BAEM Exec and BAEM Council for comments before 6th February if they are to be included.
ACTION: SN to organize next teleconference
ACTION: SN to arrange for the new standards to be put on the website
14. **Joint conferences:** Progressing satisfactorily
ACTION: TM to keep the CEC updated with developments
ACTION: SN to organize the next teleconference
15. **Maurice Ellis Award:** No response as yet to circulation before Christmas. Now that a College is on the horizon we will need to review the criteria. We may need to reset the closing date. We need to announce the winner in the Spring Conference in Cheltenham.
ACTION: AV to organize review of criteria
ACTION: TM to put in CEM newsletter
16. **Tetanus Survey:** SN is meeting with Natasha Crowhurst on 10th February to discuss this further.
ACTION: Agenda next time
17. **Membership of the Committee:** Some are due to resign from the Committee. We discussed selection for new members from April 2006. It was suggested that the Regional Representatives should be asked for nominations so that a wider group has opportunity to be active on the committee. Continued membership should depend on regular attendance. Once selected the normal period of service should be 3 years, which could be extended for a further 3 years. BAETA should continue to be asked to have at least one member on the committee.
ACTION: SN to take appropriate action.
18. **Meetings 2006:** 26th January: 27th April: 20th July: 19th October in the Education Board Room @ 09.30.
19. Any Other Business: Nil

Additional Information

I will send out material to be read before the next committee meeting as it becomes available.

Approved as accurate record Signed:

Date: