


NENCL Adult Critical Care Network – Work Plan

Mandated				
	Work Programme	Objectives	Progress	Notes/Time Scale
Open	Memorandum of understanding (MOU)	To develop a memorandum of understanding between NHSE and network members in order to gain full commitment to the aims of the Network	MOU agreed by of all parties and signed off by all units taking part in the Network	September 2019
Open	Network Budget	To work with the host hospital finance department and NHSE in order to maintain clarity of Network budget, and to produce 6 monthly expenditure reports for both pay and non-pay to NHSE. To work with host finance department in order to develop alternative income streams to support non pay items	Relationship developed with finance department and Network receiving separate budget statements. Working with the finance department on the governance surrounding the development of generating income streams that are not from NHSE 6 month interim report completed and signed off by NHSE	On going

Governance				
	Work Programme	Objectives	Progress	Notes/Time Scale
Open	Network Annual Report	To provide an annual report at the end of 2019 detailing progress and the development of the Network	Will be worked on throughout the year	On going
Open	GIRFT	To join GIRFT feedback sessions to the Network units and collate data for Network use. Descriptive analysis of data from this and the workforce survey data to be presented at a COG?	Completed some sessions and awaiting further units' reports To identify data that can be used to support Network activities	On going
Open	Data sharing	To feedback to the network and comparative SSQD/ICNARC report and address any concerns where needed. Work towards presenting audit data at network meetings With discussion around disseminating best practice. (also, we need a process for addressing concerns) To ensure that patient transfer documentation is audited	Regular update at COG meetings Continuing problems with obtaining SSQD data, being addressed Feedback at the transfer training	On going

		in order to improve safety of transfer		
Open	Transfers	To work with and develop the role of the Network transfer lead. Ensuring equitable and timely access to specialist services	Meeting booked with new transfer lead	On going
Open	SI/risk	Learning from SI's	Lead to be advertised	On going

Activities				
	Work Programme	Objectives	Progress	Notes/Time Scale
Open	Network Annual Conference	To plan and host a Network event annually in order to bring the network members together to learn and share ideas that are network related	2019 conference took place (? insert evaluation) Date booked for 2020	September 2019
Open	Network sustainability, communication, engagement and delivery	<p>Deliver, sustain and continue to develop the network infrastructure.</p> <p>To ensure the Network members remain engaged in the Network.</p> <p>To set up and work through work plan with Network members at the Network meetings i.e. COG (Clinical Oversight Group) ensuring collaboration by rotating across all Network units in order to offer the opportunity for all Units to host.</p> <p>To publicise the Network and its activities in order for the Network to maintain engagement with its members and provide information on its aims/activities and work streams through the Network's website and host hospital's newsletters and events.</p> <p>Review possible ways in which the network could help constituent units to address winter pressures</p>	<p>The Network's website is up and running and regularly updated.</p> <p>Network team members are growing with engagement from all units in the Network.</p> <p>Publishing the Network and its activities through the Network website.</p> <p>Capturing feedback from Network members through on line survey via the Network website.</p> <p>Presentation at Network conference 2018 regarding main findings from survey and response from Network management team.</p> <p>The Network is now working with the host hospital regarding publicise the work of the Network and this model is to be rolled out to other Network units</p> <p>Twitter account launched</p>	On going
Open	Peer Review	<p>To complete the Networks first round of peer reviews</p> <p>To plan for the next round of peer reviews</p> <p>To work with the other two London adult critical care networks in order to standardise the peer review process across London</p>	<p>All units in the Network reviewed</p> <p>Themes from first round of peer reviews were submitted to NHSE in 2018 and presented at the Network Conference September 2018</p> <p>Appointed Network Peer Review lead</p>	<p>First round of peer reviews completed</p> <p>Need to agree revised SOP and start timetable for next</p>

		Review the peer review SOP in line with national guidance when that is published		round of Peer Review for 2020
Open	Transfer training 2a Network Transfer Training 2b Transfer Training faculty 2c Transfer Training working group	<p>2a. To deliver a minimum of five full day MDT training courses on safe transfer for Network staff across Network units</p> <p>2b.To recruit faculty members through the Network in order to support the transfer training</p> <p>2c.To continue to develop and maintain the transfer training content through the transfer working group, (meets twice yearly) looking at course evaluation and keeping up with new ideas such as clickers and faculty. Working group met in November see enclosed minutes.</p> <p>2d.To collect all documentation forms from transfer documentation books for audit</p>  <p>Draft minutes TT working group Nov 20</p>	<p>2a.All dates booked for transfer training for 2020</p> <p>CPD points obtained for 2019 training and obtain for 2020</p> <p>2b.The numbers of faculty numbers are growing through word of mouth from Network members</p> <p>2c. transfer training working group met June and Nov 2019</p> <p>2d. New transfer documentation books developed and distributed to all Network units in August 2018, including A and E departments with audit presentation presented at COG May 2019</p> <p>Network transfer lead appointed</p>	On going
Open	Critical Care Workforce in NENCL Work towards ease of movement for clinical staff between ICUs across NENCL. Aim to establish network medical training posts	<p>Work towards common education and training standards across NENCL, and with the other London CC ODNs, across London.</p> <p>Work towards a common Critical Care IV medication administration passport for London.</p> <p>Engage with matrons and HR departments to understand challenges to moving between units.</p> <p>Work with the other London CC ODNs and the Pan-London Critical Care Practice Development group to understand local workforce challenges and scope further opportunities for education and training passports.</p> <p>Participate in national Critical Care workforce and educational audits that aim to establish a national picture of the challenges facing these areas.</p>	<p>Pan-London CC theory workbook and practice assessment document developed, and launched 22.03.2019. Implementation bundle being developed and launched June 2019. Need to monitor implementation in NENCL, and understand barriers to this.</p> <p>E-learning material being develop to replace theory workbook, for launch in early 2020.</p> <p>National Nursing and outreach surveys launched 02.12.2019</p>	
Open	Patient engagement and involvement	To work with and support both patients reps recruited to the Network in order to maintain patient involvement in Network projects	Both patient reps regularly contribute to Network projects such as the development of a Network patient information leaflet for patient feedback to the units, and being part	On going

			of the panels for Network Peer Reviews. New patient rep recruited from Whittington unit	
	Work Programme	Objectives	Progress	Notes/Time Scale
Closed	Paid Pharmacy post in the Network - Rose Tobin	Unable to fund this post from this year's budget. JD still needs working on for possible future funding		On hold until funding change
Closed	The MTI program - Banwari Agarwal	BARTS, Homerton, Newham No further with this		
Closed	Developing a nursing recruitment retention and rotation in the Network - Bev Thomas	New lead to be found for this. RT to find out if any interest in the Network lead group to move this forward. As there is no uptake on this and the challenges posed are it was decided to close this initiative.		On hold
Closed	Managing conflict in ICU - Marie Healy	The Royal London team will share their recent updated policy on this, and present at a Network meeting their actions re staff training and managing patient with mental problems		Presented 05 Mar 2019 Will move to closed
Closed	Guidelines - Banwari Agarwal	Develop NatSSIPs for common procedures. Adopt 6 recently published checklists by the FICM. Check list is enough.		Advice given to all units to check FICM website for guidelines and checklists and to adopt/tailor to their own needs
Closed	Develop a Network feedback form for friends and relative - Rose Tobin	To use UCLH one for Network sharing		July 2018 Developed and distributed to the units
Closed	Admin network team - Olivera Nikolic	ON to organise a meeting in October		October 2018 Team exists and supports the network
Closed	2 nd Clinical Opinion	Requests for 2 nd opinion to ideally go through the Network Manager who will then forward this request to clinical leads. Only clinical information (without patient identifying detail) to be given. 2nd opinion through network is not feasible for emergency situation.		

