



LONDON'S
AIR AMBULANCE
roadside intensive care



Pre-hospital Care Standard Operating Procedure
London Prehospital Care Clinical Governance Day (CGD)
Role and Responsibilities for PHC Specialist Registrars

REVIEW:	May 2010	
APPROVAL/ ADOPTED:	PHC Policy Board	
DISTRIBUTION:	PHC Doctors	
RELATED DOCUMENTS:		
THIS DOCUMENT REFERS TO:	PHC Clinical Practice <input checked="" type="checkbox"/> PHC Non-clinical Practice PHC Operational Procedure	Ref: NCP-

Aims:

During your time as a Prehospital Care Specialist Registrar you will be responsible for the organisation of at least one Clinical Governance day. Each day will be organised, prepared, chaired and led by a named Specialist Registrar with support from a named consultant. The annual programme will be included in your induction pack. The consultant mentor is there to help and advise on your preparation for the day.

Background:

Clinical Governance days are open to all interested parties. These days have an excellent reputation for delivering high quality audit and clinical teaching. It is important that the quality of these days is maintained.

You are advised to plan your CGD well in advance (at least 2 months). Your role will be to act as “master of ceremonies”. This is a significant undertaking and in addition to testing your organisational skills will allow you to demonstrate your ability to host an event.

Policy:

Arranging the Venue

- Venues must be confirmed well in advance. There are a variety of lecture facilities available.
- If possible book the same room for the whole day. Contact Martin Cole at centralised booking on ext 0207 882 8163 (m.r.cole@qmul.ac.uk). The venue must accommodate seating for 60-80 people. First choices are Perrin LT (RLH), Milton (Anatomy) Lecture Theatre (RLH), and Morris LT (Barts).

At the venue

- Laminated signposts (red arrows - kept in CGD file) should be strategically placed on the day to direct visitors to the venue.
- These should be attached with blue tack to internal walls.
- All signs *must* be removed at the end of the day.

Audio-Visual Facilities

- The venue must have PowerPoint capability / sound facility / large screen etc. You should take the HEMS laptop from the helipad. An extension cord is often useful. A portable projector is available for back-up.
- Ensure all audio-visual equipment is up and working before the start of each session.
If you need audio-visual assistance:
 - Royal London Hospital: contact Marco – Audio-visual technician ext 3270.
 - St.Bartholomew's Hospital: contact Richard Chandler 0207 882 8164 who will locate the technician on site.

Advertising

- A flyer should be prepared 1 month in advance detailing the timetable and location of the day.
- The flyer should include contact details for queries. There is a list of contacts on the Q drive (HEMS / CGD / Organisation / circulation list). It includes:

Doctors.org forum

All London BASICS doctors

Relevant BLT doctors via the email system

All London A&E Consultants

All London A&E departments

The London Ambulance Service Routine Information Bulletin [published weekly] - contact Graham Chalk.

Regional air ambulance services – Kent / Surrey & Sussex / Essex / Herts / GNAAS

All London A&E / Anaesthetic trainees.
 Prehospital Care Programme Medical students

Format

- The initial part of the day [team / research & departmental meetings] is limited to current PHC staff *only*. The rest of the day is open to all BLT staff and other emergency services / clinicians.
- Each day has the same basic structure. This format must be maintained as we receive automatic CPD approval for this schedule.
- If you wish to alter the format, CPD approval *must* be applied for at least 3 weeks in advance. (Q drive / HEMS / CGD / CPD approval)

Team meetings	30 Minutes
Research / project meeting	30 Minutes
Multidisciplinary departmental meeting.	30 Minutes
Journal club (split – 2 sessions)	55 Minutes
Trust Trauma meeting (lunchtime)	60 Minutes
External general interest speaker	45 Minutes
Longitudinal audit (3 audits @ 30 minutes)	90 Minutes
External clinical topic speaker	45 Minutes

CPD points

In the above format the day is registered for 5 CPD points with the Royal College of Anaesthesia. To attract CPD points the meeting *must* have:

- Certificates of attendance – must be signed by the lead Consultant for the day.
- Feedback assessment sheet (must be kept for 5 years)
- Attendance registers for each meeting (must be kept for 5 years)

Templates for these documents are on the Q drive (HEMS / CGD / Organisation). Electronic copies of these documents must be kept on the Q drive in the relevant CGD file each month.

Sponsorship

- Each CGD should be sponsored by a representative of a company – medical equipment / drug / product relevant to PHC / anaesthesia etc.
- Each sponsor should be asked to donate £350 to cover speaker travel expenses and catering costs in return for the opportunity to display their product. They may be given a short (10 minute) slot to give a presentation. Please ask for cheques to be made payable to “A&E/HEMS Research Fund”. All cheques should be passed to Janet Brady (PHC secretary). Receipts can be provided.

Catering

- Coffee breaks should be included mid morning and mid afternoon. BLT catering facilities are expensive. Sponsorship for the meeting should cover these costs. It is often better to suggest that sponsors may wish to provide their own food / refreshments or pay for catering at an alternative location at lunchtime. The Nucleus café in the medical school will provide coffee at RLH – this will need to be ordered in advance. See Janet Brady (PHC secretary) re budget code for payment.

External Speakers

- Try to be adventurous with your choices. Choose topics you would like to learn about. You will need one general interest talk and one / two clinical presentations.
- The department will provide standard class travel expenses for external speakers (see sponsorship). Copies of travel tickets should be handed to Janet Brady (PHC secretary) who will arrange refunds.

Research / Project Meeting

- Attendees: All PHC doctors and paramedics and any medical students on attachment.
- 1 week before the CGD issue agenda to all docs and paramedics. Prompt all to prepare a resume of their projects to be collated by Liz Foster / David Lockey
- There is a standing agenda which is the name of each Prehospital Care doctor and their project.
- Ensure the meeting starts and finishes promptly

- Introduce the meeting. Liz Foster or David Lockey will chair the meeting.
- Ensure notes and attendance list are taken.

Departmental Meeting

- Attendees: All current PHC staff
- 2 weeks before the CGD, request agenda items from all PHC staff.
- Ensure the nominated chair and secretary are aware of their roles (nominated at previous meeting)
- Ensure copies of the previous minutes have been circulated via email to “All HEMS staff” and a few copies are available for attendees on the day.
- Ensure the meeting starts and finishes promptly
- Ensure all action points from previous CGD longitudinal audits are reviewed.
- Ensure the minutes are distributed by the secretary within one week of the CGD.
- Ensure a chair and secretary are nominated for the next meeting.

General Interest Speaker

- Attendees: All PHC staff & open forum.
- When choosing speakers check previous CGD timetables to avoid duplication of topics within previous 2 years.
- Ask the speaker to provide a short biography to allow effective introductions.
- Confirm CGD details and venue with speakers 1 week before CGD
- Ensure the speaker is greeted, offered refreshment and escorted as necessary.
- Book audio visual equipment – AV technician, Marco X 3270
- Ensure the speaker is aware of the time allocated and offer to give a five minute warning.

Journal club

- Attendees: All PHC staff & open forum
- All PHC doctors, paramedics and medical students are allocated to a journal group.
- Each registrar should co-ordinate their own group
- Every team will review the journals allocated (see laminated sheet in office)
- Each team should present an overview of the relevant publications and discuss one paper in detail.
- The audience should leave with a detailed understanding of the final paper.
- If medical students / paramedics are chosen to present, the SpR must run-through the presentation prior to CGD and be available to support on the day.

Longitudinal Audits

- 3 weeks before CGD liaise with nominated Consultant lead re case selection for MEDIC1, DA77 & PRU.
- Review the action points of the previous audits & prompt completion by relevant personnel.
- Invite crews present on scene (liaise with GC)
- Set up a folder on the Q drive (HEMS / CGD / Longitudinal Audits / Year / Month)
- Place a template power point presentation for staff to enter slides / data.
- Email all HEMS staff the details of missions to be audited and ensure that the relevant sections of the audit are completed on the master copy. Establish from each group which individual will present on the day.
- Ensure that copies of all audited missions are available for Consultant staff and lead paramedic to review during case discussion (3 copies)
- Ensure action points are recorded during audits and are inserted into the power point presentation after the meeting.

Clinical Speaker

- Try to be adventurous with your choice. Choose a topic you would like to learn about.
- Speakers should be high quality and challenging to the audience. Remember we have a reputation as the leading edge PHC service for the UK!
- Ask the speaker to provide a short biography to allow introductions.
- Confirm CGD details and venue with speakers 1 week before CGD
- Ensure the speaker is greeted, offered refreshment and escorted as necessary.
- Ensure the speaker is aware of the time allocated and offer to give a five minute warning.

On the day

- Ensure all relevant documentation is available – attendance lists, minutes for meetings, feedback sheets, CPD certificates, copies of audited missions for review.
- Ensure powerpoint presentations are loaded and AV equipment works
- Ensure all speakers & meetings are introduced in a polite and meaningful way
- Ensure all speakers keep to time allocated

After CGD

- Ensure all relevant documents are saved on the Q drive under the relevant file (HEMS / CGD / Longitudinal audit / Year / Month)

- Read the feedback forms and advise Lead Clinician for PHC if any issues need addressing for future CGDs
- Ensure all original feedback forms, attendance lists and minutes are kept in a labelled file on the helipad. These must be kept for 5 years.
- Please write to the guest speakers and offer thanks. You may wish to include feedback details for CPD purposes where appropriate.
- Ensure that colour copies of summary slides and journal club papers are placed on the CGD notice board in A&E.

Finally, thanks for all your hard work!