

Date and Time: *Thursday 25 September 2014 10:00 – 16:00*

Minutes: Confirmed

Place: *Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ*

Present: GDG Members

1. David Skinner (Chair)	DS
2. Bhaskar Basu	BB
3. Fiona Lecky	FL
4. Karen Hoffman	KH
5. Keith Young	KY
6. Iain McFadyen	IM
7. Chris Fitzsimmons	CF

NCGC Technical team

1. Kate Kelley	KK
2. Vicki Pollit	VP
3. Amy Kelsey	AK
4. Carlos Sharpin	CS
5. Mark Perry	MP
6. Sharon Swain	SS
7. Jessica Glen	JG
8. Alex Allen	AA
9. Caroline Farmer	CF
10. Margaret Constanti	MC
11. Katie Scott (AM only)	KS

NICE

1. Ben Doak (PM only)	BD
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In attendance

1. Stacey Lockyer	SL
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Apologies

1. Stephen Bennett	SB
2. Heather Jarman	HJ
3. Richard Lee	RL
4. Karim Brohi	KB
5. Bob Handley	BH
6. Ann Weaver	AW

Guideline Development Group Meeting Service Delivery GDG 3

Notes

1. The Chair welcomed the group to the third guideline development group meeting. The Chair reviewed and requested updates to the declarations of interest register. There were no new declarations of interest.
2. Apologies were received from BH, RL, SH, AW, KB, HJ and SB
3. The Chair introduced Vicki Pollit, NCGC Senior Health Economist, who provided an overview of the days aims and objectives. The Chair thanked VP for her presentation.
4. VP then presented the following protocols for GDG discussion:
 - Paediatric training
 - Trauma coordinator
 - Multidisciplinary teams management
 - Rehabilitation assessment
 - Audit

The GDG discussed the protocols presented. The Chair thanked VP for her presentation.

5. VP then presented an overview of the planned systems model for service delivery. The GDG discussed this. The Chair thanked VP for her presentation.
6. There was no other business. The Chair closed the meeting and thanked the GDG for attending.

Date of next meeting (GDG 3 and 4): Thursday 25 and Friday 26 September 2014,
Boardroom, NCGC, 180 Great Portland Street, London W1W 5QZ

Date and Time: *Friday 26 September 2014 10:00 – 16:00*

Minutes: UnConfirmed

**Guideline Development Group Meeting
Service Delivery GDG 3**

Place: *Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ*

Present: GDG Members

1. David Skinner (Chair)	DS
2. Bhaskar Basu	BB
3. Ann Weaver	AW
4. Karen Hoffman	KH
5. Keith Young	KY
6. Karim Brohi	KB

NCGC Technical team

7. Kate Kelley	KK
8. Vicki Pollit	VP
9. Amy Kelsey	AK
10. Carlos Sharpin	CS
11. Mark Perry	MP
12. Sharon Swain	SS
13. Jessica Glen	JG
14. Alex Allen	AA
15. Caroline Farmer	CF
16. Margaret Constanti	MC
17. Peter Cain	PC

NICE

18. Ben Doak	BD
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Apologies

1. Stephen Bennett	SB
2. Heather Jarman	HJ
3. Richard Lee	RL
4. Bob Handley	BH
5. Fiona Lecky	FL
6. Iain Mcfadyen	IM
7. Chris Fitzsimmons	CF

Notes

1. The Chair welcomed the group to the fourth guideline development group meeting. The Chair reviewed and requested updates to the declarations of interest register. There

Notes

were no new declarations of interest.

2. Apologies were received from SB, HJ, RL, BH, FL, IM and CF.
3. The Chair introduced Vicki Pollit, NCGC Senior Health Economist, who provided an overview of the days aims and objectives. The Chair thanked VP for her presentation.
4. VP then presented the ambulance triage tools model strategies. The GDG discussed this. The Chair thanked VP for her presentation.
5. VP then presented the following protocols for GDG discussion:
 - Triage tools
 - Tiered trauma teams
 - Pre-alert
 - Estimating impact of delay
 - Travel times
 - Competencies of pre-hospital staff
 - Quality of transfer
 - Location of services
 - Documentation
 - Information and support

The GDG discussed the protocols presented. The Chair thanked VP for her presentation.

6. There was no other business. The Chair closed the meeting and thanked the GDG for attending.

Date of next meeting (GDG 5 and 6): Wednesday 5th and Thursday 6th November 2014, Boardroom, NCGC, 180 Great Portland Street, London W1W 5QZ