

Safe Staffing for nursing in inpatient mental health settings – Meeting 2
Safe Staffing Advisory Committee (SSAC)
01/04/2015



Safe Staffing for Inpatient Mental Health settings Committee meeting

Date: 01/04/2015

Location: NICE London office – Prince of Wales meeting room

Minutes: FINAL

Committee members attending:	
Marie Burnham (Chair)	(Present for items 1 – 13)
Philomena Corrigan	(Present for items 1 – 13)
Sandra Crawford (Topic Specialist member)	(Present for items 1 – 13)
Prithwiraj Das	(Present for items 1 – 13)
Catherine El-Houdaigui (Topic Specialist member)	(Present for items 1 – 13)
Antoinette Foers	(Present for items 1 – 13)
Peter Griffiths	(Present for items 1 – 13)
Stephen Habgood (Topic Specialist member)	(Present for items 1 – 13)
Tanis Hand	(Present for items 1 – 13)
Nicola Lees (Topic Specialist member)	(Present for items 2 – 13)
Tim McDougall (Topic Specialist member)	(Present for items 1 – 13)
Sally Napper	(Present for items 1 – 13)
Elizabeth Rix	(Present for items 1 – 13)
Elizabeth West	(Present for items 1 – 13)
Deborah Wildgoose (Topic Specialist member)	(Present for items 1 – 13)

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NICE members & Contractors in attendance at the table:		
Mark Baker	Director, Centre for Clinical Practice	(Present for items 1 – 13)
Anna Brett	Technical Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Amanda Chandler	Project Manager, Safe Staffing Guidelines	(Present for items 1 – 13)
Jasdeep Hayre	Technical Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Muralikarishnan R Katha	Economic Contractor - KiTEC	(Present for items 9 – 13)
Josephine Kavanagh	Systematic Review Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Sabina Keane	Senior Technical Analyst, Indicators team	(Present for items 1 – 5)
Paul McCrone	Economic Contractor - KiTEC	(Present for items 9 – 13)
Shaun Rowark	Technical Analyst, Indicators team	(Present for items 1 – 5)
Abitha Senthinathan	Technical Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Lorraine Taylor	Associate Director, Safe Staffing Guidelines	(Present for items 1 – 13)

NICE observers:		
Elizabeth Adelanwa	Media Relations Executive	(Present for items 1 – 13)
Ann-Louise Clayton	Senior Medical Editor	(Present for items 1 – 13)
Jane Cowell	Senior Public Involvement Advisor	(Present for items 1 – 13)
Laura Delaney	Market and Audience Intelligence Data Analyst	(Present for items 1 – 13)
Carolyn Hughes	Medical Editor	(Present for items 1 – 13)
Olufunke Usikalu	Technical Analyst, Accreditation team	(Present for items 1 – 13)

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Apologies:	
Chris Bojke	Standing Committee member
Jean Gaffin	Standing Committee member
Elaine Inglesby-Burke	Standing Committee member

1. Private session for the committee

This part of the meeting was held in private with no members of public present. The Chair discussed proposals for how plans to run today's and future committee meetings. Clarification on a number of procedural queries was provided by the NICE team.

2. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 2nd meeting of the Safe staffing for nursing in inpatient mental health settings guideline. The Chair welcomed Antoinette Foers, Sally Napper and Philomena Corrigan to their first committee meeting. The committee members and attendees introduced themselves.

The Chair welcomed the members of the public to the meeting. The members of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, whose role is to observe (they should not speak or ask questions). No filming or recording of the meeting is permitted. The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting, which included an overview of current practice in inpatient (Tier 4) Child Adolescent Mental Health Services (CAMHS); a recap on the evidence presented at the previous meeting to inform the development of the draft recommendations; an introduction to health economics and the economic analysis plan; and discussions to inform other sections of the guideline.

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2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Safe staffing for nursing in inpatient mental health settings.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting on 4th March 2015. No interests were declared.

Minutes of last meeting

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting on 4th March 2015. The Committee suggested the following changes:

- One addition to the attendees list
- One amendment to the DOI section

The Chair confirmed that all matters arising had been completed or were in hand.

Action:

- NICE team to amend the minutes as requested at the meeting.

3. Current staffing practice in inpatient (tier 4) CAMHS

The Chair introduced Tim McDougall, Topic Specialist member and Nurse Consultant and Clinical Director CAMHS (Cheshire & Wirral Partnership Trust), who gave a presentation on current staffing practice in inpatient CAMHS services. Tim took questions of clarification from the group during the presentation.

The Committee then discussed issues around current practice in different units across England which relate to this guideline.

The Chair thanked Tim for his presentation and contribution to the development of the guideline.

4. Guideline section 1.4 draft recommendations – Monitoring and evaluating nursing staff establishments for inpatient mental health settings

The Chair introduced Sabina Keane and Shaun Rowark, NICE Technical Analysts in the Quality Standards and Indicators team, who gave a presentation introducing the development phases of the indicators section of the guideline. At the end of the presentation Sabina and Shaun suggested a number of indicator areas for the Committee to consider in the recommendations section of the guideline.

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The committee asked for clarification between red flags and indicators and Lorraine Taylor, NICE Associate Director Safe Staffing Guidelines team, gave a brief overview of the difference.

The Chair then introduced Josephine Kavanagh, NICE Systematic Review Analyst in the Safe Staffing Guidelines team, who reminded the Committee of the key findings from the evidence review which may help inform the development of the indicators section of the . Josephine gave an overview of the relevant included studies, and also provided a summary of the amendments made to the evidence review since the previous meeting.

The Committee discussed the evidence and asked for clarification on some of the terms used in the studies. The Committee were asked to consider the information presented and identified a number of areas for possible development as indicator content. Sabina and Shaun agreed to review the suggestions and to provide feedback at the next meeting on whether they could be used as indicators.

The Committee discussed possible recommendations relating to monitoring and evaluating the nursing establishment for inpatient mental health settings. The Committee debated the evidence and asked for clarification on areas such as who should be monitoring and reporting; and the difference between the various types of units. A number of suggested recommendation areas were agreed.

The Chair thanked Sabina, Shaun and Josephine for their presentations and contribution to the development of the guideline.

Actions:

- NICE team to prepare indicators section and draft recommendations relating to monitoring and evaluating nursing staff establishment for further discussion at the next meeting.

5. Guideline section 1.1 draft recommendations – Organisational requirements

The Chair gave a brief introduction to section 1.1 of the draft recommendations in the draft guideline. Josephine Kavanagh gave a short presentation reminding the Committee of the evidence for this section.

The Committee discussed the evidence and asked for points of clarification, for example the difference between observation and special observation, and levels of risk and responsibility. The Committee were then asked to identify suggested amendments to the content of this section of the recommendations and to identify terms to include in the Glossary section.

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The Chair thanked Josephine for her presentation and contribution to the development of the guideline.

Actions:

- NICE team to amend the draft recommendations in section 1.1 in light of the committee discussions
- SSAC to provide NICE team with definitions for terms to be included in the glossary section.

6. Guideline section 1.2 draft recommendations – Setting the nursing staff establishment for inpatient mental health settings

The Chair gave a brief introduction to 1.2 of the draft recommendations, and Josephine Kavanagh reminded the Committee of the key evidence findings for this section.

The Chair introduced Abitha Senthinathan, NICE Technical Analyst, who gave an overview of possible methods to set staffing establishment. The Committee discussed the draft recommendations and debated the evidence presented. The Committee asked for clarification, for example, on some of the terminology used. . The Committee were then asked to provide comment on the content of this section and to identify terms to be included in the glossary. Volunteers were requested to help populate a section of content which summarising relevant nursing activities.

The Chair thanked Josephine and Abitha for their presentations and contribution to the development of the guideline.

Actions:

- NICE team to amend section 1.2 of the draft recommendations in light of committee discussions
- SSAC to provide NICE team with definitions for terms included in the glossary section
- SSAC volunteers to provide suggestions for inclusion in the nursing activities section.

7. Guideline section 1.3 draft recommendations – Assessing differences in the number and skill mix of nursing staff needed in inpatient mental health settings and number of nursing staff available

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The Chair gave a brief introduction to section 1.3 of the draft recommendations. Josephine Kavanagh reminded the Committee of the evidence review findings related to this section.

The Committee discussed the draft recommendation and debated the evidence presented. The Committee asked for clarification, for example, on risk assessments and red flag events. The Committee identified terms to be included in the glossary and to be listed as red flag events section.

Actions:

- NICE team to amend the draft recommendations in section 1.3 in light of committee discussions
- SSAC to provide NICE team with definitions for terms included in the glossary section

8. Introduction to Health Economics

The Chair introduced Jasdeep Hayre, NICE Technical Analyst (Economics), who gave a presentation introducing the economics component of the guideline. Jasdeep also explained how different economics techniques can be used in the production of safe staffing guidelines.

The Committee thanked Jasdeep for his presentation and contribution to the development of the guideline.

9. Economic analysis plan

The Chair introduced the economic contractors, Paul McCrone and Murali Radhakrishnan Kartha from King's Imaging Technology Evaluation Centre (KITEC) who gave a presentation summarising their plan for the economic analysis and modelling work. Paul and Murali took questions from the Committee during the presentation.

The Committee then discussed the potential data sources for the economic analysis and modelling and asked for clarification on, for example, patient variables, definitions of comparable groups and numbers of patients vs number of beds.

The Chair thanked Paul and Murali for their presentation and contribution to the development of the guideline. The Chair then explained that there is currently an economics sub-group comprising a small number of Committee members who will

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help inform the parameters for the economic analysis and modelling. Further members to join the sub-group were requested. Two committee members volunteered to join the sub-group. It was also agreed that the evidence review team would identify any data on staffing/service user ratios which may help inform the development of the economic analysis and modelling.

Action:

- NICE team to extract staffing/service users ration data from evidence reviews and share with team undertaking the economic analysis and modelling work

10. Other sections of the guideline

The Committee were asked to take into consideration the introduction, gaps in the evidence and research recommendations, related NICE guidelines, the glossary and the contributions and declarations of interest sections.

The Committee went through each of these sections and gave suggestions for change of wording and terminology. The Committee agreed to email the NICE team with identified changes for the 'Contributors' section of the guideline.

Actions:

- SSAC to send the NICE team suggestions for changes to the 'Contributors' sections
- NICE team to amend the various section of the guideline in light of committee discussions.

11. Equality impact assessment considerations

The Committee considered equalities issues, for example:

- Gender
- Disability
- Language barriers

The NICE team agreed to add the additional issues raised to the current Equality Impact Assessment (EIA) form which will be circulated for further comment at the next meeting.

Action:

- NICE team to amend the EIA form in line with Committee discussions.

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12. Next steps

The Chair invited Lorraine Taylor, NICE Associate Director, to give a short summary of the next steps for the development of the inpatient mental health guideline, and an overview of the development of the implementation resources. Lorraine confirmed that the NICE team will update the draft guideline and a revised version will be circulated with the Committee papers for the next meeting on 12th May 2015.

Lorraine informed the Committee that the Economic Analysis for this topic will be presented at next meeting. Lorraine explained what will happen at the next Committee meeting in preparation for the guideline consultation stage. Lorraine confirmed that field testing will be taking place during the guideline consultation period and that the results will be presented at the final SSAC meeting for this topic.

Lorraine notified the Committee of the NICE annual conference in October 2015. The SSAC members will receive an invitation and related information from the conference organisers and from the NICE Communications team via email.

The Committee were asked to contact NICE Communications team if they are asked to present at any conferences. The Committee were reminded that they could only present information related to the guideline that is already in public domain. Lorraine also asked the Committee to please share any proposed slides with the NICE before the event. The NICE team will send out the Communications team contact details for information.

Lorraine updated the Committee with the volunteers so far for the various implementation products, and requested two further Committee members to join the Costing commentary sub-group. Two members volunteered to join the sub-group.

The Committee were updated about the Vice chair recruitment and were informed that further information will be announced at the next meeting.

The Committee were reminded that they needed to declare any interests at each meeting and these declarations need to be recorded and minuted. The Committee were asked to determine the category of any declarations (for example pecuniary/non pecuniary) when submitting each declaration.

Lorraine also asked the Committee to contact Amanda Chandler or Jennifer Heaton in the first instance if they had any queries relating to the SSAC meetings.

The Chair introduced Mark Baker, NICE Director of the Centre for Clinical Practice Directorate, who informed the Committee that the coming election had implications for NICE. Mark told the Committee that during the Purdah period no guidelines can be published or consulted on. He indicated that NICE were not able to present or

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speaking at any conferences during this time too. Mark indicated that NICE will not be publishing any draft guidelines or taking part in public speaking until after the 18th May, or later if the purdah period is extended.

Actions:

- NICE team to send out the Communications team contact details

13. Summary of the day, final questions and AOB

The Chair summarised the meeting and thanked the Committee, presenters and NICE team for all their contributions to the day.

The Chair confirmed that the meeting on the 12th May will still be going ahead and not be rescheduled in light of it being International Nurses day.

Date of next meeting: 12/05/2015

Location of next meeting: NICE London Office