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Safe staffing for nursing in inpatient mental health settings guideline Committee meeting

Date: 04/03/2015

Location: London: NICE Offices

Minutes: Confirmed

Committee members present:	
Marie Burnham (Chair)	(Present for items 1 – 13)
Deborah Wildgoose (Topic Specialist)	(Present for items 1 – 11)
Tanis Hand	(Present for items 7 – 13)
Peter Griffiths	(Present for items 1 – 13)
Nicola Lees (Topic Specialist)	(Present for items 1 – 11)
Chris Bojke	(Present for items 1 – 13)
Elaine Inglesby-Burke	(Present for items 1 – 13)
Tim McDougal (Topic Specialist)	(Present for items 2 – 11)
Sandra Crawford (Topic Specialist)	(Present for items 1 – 13)
Stephen Habgood (Topic Specialist)	(Present for items 1 – 13)
Elizabeth Rix	(Present for items 1 – 13)
Prithwiraj Das	(Present for items 1 – 13)
Jean Gaffin	(Present for items 1 – 13)
Catherine El-Houdaigui (Topic Specialist)	(Present for items 1 – 13)
Elizabeth West	(Present for items 1 – 13)

In attendance:		
Lorraine Taylor	Associate Director, Safe Staffing Guidelines	(Present for items 1 – 13)
Jasdeep Hayre	Technical Analyst (Economics), Safe	(Present for items 1 –

Safe staffing for nursing in inpatient mental health settings – Meeting 1
 Safe Staffing Advisory Committee (SSAC)
 04/03/2015

	Staffing Guidelines	13)
Abita Senthinathan	Technical Analyst, Safe Staffing Guidelines	(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 notes 1 – 13)
Lucy Rutter	Systematic Review Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Josephine Kavanagh	Systematic Review Analyst, Safe Staffing Guidelines	(Present for items 1 – 13)
Muralikarishnan R Katha	Economic Contractor - KiTEC	(Present for items 1 – 13)
Paul McCrone	Economic Contractor - KiTEC	(Present for items 11 – 13)
Hazel Watson	Head of Mental Health & Learning Disabilities, NHS England	(Present for items 1 – 5)

NICE Observers:

Aoife Malloy	Clinical Fellow, NICE	(Present for items 1 – 13)
Katrina Sparrow	Technical Adviser, Safe Staffing Guidelines	(Present for items 1 – 13)
Ian Mather	Costing Analyst	(Present for items 1 – 13)
Olufunke Usikalu	Technical Analyst, Accreditation	(Present for items 1 – 13)
Jane Cowell	Senior Public Involvement Adviser	(Present for items 1 – 13)
Laura Delaney	Market and Audience Intelligence Data Analyst	(Present for items 1 – 13)
David Sutton	Programme Manager, Education & Implementation	(Present for items 1 – 13)

Apologies:

Antoinette Foers	Standing Committee Lay member
Sally Napper	Standing Committee member
Tanis Hand (AM only)	Standing Committee member

1. Private session for the Committee

The Chair welcomed the Safe Staffing Advisory Committee (SSAC) to the first meeting together of the Safe staffing for nursing in inpatient mental health settings guideline topic. The Chair welcomed both the new standing members and the new topic specialists.

This part of the meeting was held in private with no members of the public present. The Chair and Lorraine Taylor, Associate Director Safe Staffing Guidelines, explained that the session was an induction session for the both the standing and topic specialist members as this was their first committee meeting together.

2. Welcome and plans for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on the Safe staffing for nursing in inpatient mental health settings guideline. 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: a policy content overview; current staffing practices; an overview of the scope for inpatient mental health settings; an outline of the evidence review and discussions of how this evidence can be used to draft recommendations.

2.1 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 Committee started their tenure.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Jean Gaffin	Standing Lay Committee member	02/03/2015: Member of Associate Hospital Managers' lay panels for the following Trusts: Central & North West London NHS Trust and Barnet, Enfield & Haringey Mental Health NHS Trust.	<ul style="list-style-type: none"> • Specific • financial 	No action needed
Prithwaj Das	Standing Committee member	15/01/2015: Employed by pharmaceutical company Boehringer Ingelheim Ltd.	<ul style="list-style-type: none"> • Non-Specific 	No action needed
Paul McCrone	KiTEC (contractor)	04/03/2015: Author on one of the papers cited in NICE's Safe Staffing for Nursing in Inpatient Mental Health Settings draft evidence review: Sabes-Figuera R, McCrone P, Sharac J, Csipke E, Craig T, Rose D et al. Developing a tool for collecting and costing activity data on psychiatric inpatient wards. <i>Epidemiol Psychiatr Sci</i> 2012; 21(4):393-399	<ul style="list-style-type: none"> • Non-Specific • Personal non-financial 	No action needed as not committee member

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Policy Context overview

The Chair introduced Hazel Watson, Head of Mental Health & Learning Disabilities, NHS England, who gave a presentation on policy context in inpatient mental health settings. Hazel responded to questions from the group during the presentation.

The Committee then discussed the key policy issues presented in relation to this guideline. The Committee asked for clarification on terms, for example 'Acute' in a

mental health setting.

The Chair thanked Hazel for her presentation.

4. Current staffing practice in inpatient mental health settings

The Chair introduced Sandra Crawford, Topic Specialist Committee member and Associate Director of Nursing Quality & Patient Experience at Nottingham Healthcare Trust, who gave a presentation on current staffing practice in inpatient mental health settings. Sandra responded to questions from the group during the presentation.

The Committee then discussed the key issues around planning nurse staffing and current practice in setting nursing establishments in relation to this guideline.

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

5. Inpatient mental health settings: Overview

The Chair introduced Abitha Senthinathan, NICE Lead Technical Analyst for this topic, who gave a presentation overview of the inpatient mental health guideline; and included key aspects of the scope and the use of other guidance and data. Abitha responded to questions from the group during the presentation.

The Committee then discussed the key areas of the scope and how other guidance and data would be used; Lorraine Taylor and Abitha provided further explanation of these areas. The Committee asked for clarification on, for example, the role of Allied Health Professionals, and terminology used in the scope.

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

6. Evidence review

Abitha Senthinathan gave a brief introductory overview of the evidence review process and then the Chair introduced Lucy Rutter and Josephine Kavanagh, NICE Systematic Review Analysts, who gave a presentation of the results of the Evidence review. Lucy and Josephine responded to questions from the group during the presentation.

The Committee discussed the key areas of the evidence review and asked for clarification on, for example, the definition of violence and aggression indicated in the

studies, and the relationship between the time of day and number of incidents.

The Committee thanked Lucy and Josephine for their presentation and contribution to the development of the guideline.

Action:

- NICE to investigate points raised by Committee about the evidence review

7. Organisational factors and requirements – considering the evidence and drafting recommendations

The Committee discussed the review question which related to organisational factors and requirements, and were given the opportunity to ask questions.

The Committee debated the evidence and discussed experiences within their own trusts. The Committee asked for points of clarification on, for example, Star Wards and Safeward schemes. The Committee requested that terminology stayed consistent with the previous safe staffing guidelines. The NICE team asked the Committee for suggestions for inclusion in the glossary section of the guideline.

The Committee were informed that the NICE team were to start to put together the guideline for the Committee to read at the next meeting.

Action:

- NICE team to draft the guideline in line with Committee discussions
- SSAC to send the NICE team suggestions for inclusion in the glossary

8. Approaches for determining the nursing staff establishment – considering the evidence and drafting recommendations

The Committee discussed the review questions which related to approaches for determining the nursing staff establishment, and were given the opportunity to ask questions.

The Committee debated the evidence and discussed experiences within their own trusts. The Committee discussed for example gender mix, unit sizes and service

user contact.

The Committee discussed all the evidence and were asked if they were aware of any other data sources, and if so to send information to the NICE team.

Action:

- SSAC members to send NICE team information about evidence available
- NICE team to draft the guideline in line with Committee discussions
- Agreed at next committee meeting to discuss the timings around nursing activities

9. Dealing with variation in the number and staff mix of nursing staff on the day-considering the evidence and drafting recommendations

The Committee discussed 'on the day' staffing and how to conduct an 'on the day assessment'. The Committee also discussed possible staffing trigger factors.

The Committee debated the evidence and asked for clarification on terms used in the evidence, for example, accountability. The NICE team asked the Committee if they had any suggestions of terms for inclusion in the glossary.

The Committee then discussed red flag events and were asked by the NICE team to give examples of these to include in the guideline.

Action:

- NICE team to draft the guideline in line with Committee discussions
- SSAC to send the NICE team suggestions for inclusion in the glossary

10. Monitoring and evaluating the nursing staff establishment-considering the evidence and drafting recommendations

The Chair informed the Committee that this item would be deferred to the next meeting.

11. Economic analysis plan

The Chair introduced Jasdeep Hayre, NICE Technical Analyst (Economics), who

gave a brief presentation introducing the economic analysis to the Committee. Jasdeep responded to questions from the group during the presentation.

Jasdeep informed the Committee that he would be setting up an economic subgroup and the SSAC members should email the NICE team to express an interest in being on the sub-group.

Jasdeep then introduced the economic contractors, Murali Radhakrishnan Kartha and Paul McCrone from KiTEC, who gave a presentation introducing a proposed plan for the economic analysis.

The committee discussed the information presented and debated the evidence. Murali and Paul responded to questions from the group and the committee asked for clarification on the types of data available.

Jasdeep then presented a slide with questions for the Committee to consider and submit responses to the NICE team. The NICE team agreed to send these questions by email after the meeting.

The Committee thanked Jasdeep, Murali and Paul for their presentations and contribution to the development of the guideline.

Action:

- SSAC to send the NICE team expressions of interest for the economic sub-group
- NICE to email economic questions to SSAC
- SSAC to respond to questions and send any thoughts or further information to assist with the economic analysis

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 implementation resources. Lorraine confirmed that the NICE team will present the draft guideline at the next meeting.

Lorraine informed the Committee that the next meeting would include detailed induction sessions for economics, the communications strategy, and indicators and red flags.

Lorraine showed the Committee an example of a safe staffing pathway and asked for volunteers to assist with this implementation product. Lorraine also asked for

volunteers to be on the press panel for the guideline launch; and to assist with the Information For the Public (IFP) guideline, the costing summary, and the economic subgroup. The Committee were asked to contact the NICE team with expressions of interest.

Action:

- SSAC to send the NICE team expressions of interest for volunteer positions

13. Summary of the day, final questions and AOB

The Chair summarised the meeting and thanked the Committee and presenters for their contributions to the day.

The Chair informed the Committee that future SSAC meetings would be starting at 9.45am and closing at 5pm, and reminded the Committee that they need to be aware that quorum needs to be maintained at all times during the meeting. The Chair asked Committee members to ensure that their travel plans allowed sufficient time to attend the full meeting. The Chair reminded the Committee of the importance of attending all the meetings for each topic if possible, and to let the NICE team know in advance if there are any apologies.

Action:

- SSAC members to ensure they stay for the duration of committee meetings where possible.
- SSAC members to inform NICE team if they can attend the SSAC meeting on 12th May as this coincides with International Nurses day

14. Other issues

The Committee considered equalities issues, and discussed for example:

- Gender
- Language barriers
- Disability

The NICE team agreed to draft an Equalities Impact Assessment (EIA) form to assess at the next committee meeting.

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Date of next meeting: 01/04/2015

Location of next meeting: Prince of Wales meeting room, NICE, Spring
Gardens, London