

Safe Staffing Advisory Committee

4 December 2014

Safe Staffing for Nursing in A&E Departments

Stephenson Room, 2nd Floor, Broadway House, Tothill Street, London, SW1H 9NQ

Approved Minutes

Attendees	<p>Safe Staffing Advisory Committee members:</p> <p>Standing members: Miles Scott (Chair) Elaine Inglesby-Burke Philomena Corrigan Genc Rumani Tanis Hand Julia Scott Mark Mansfield John Appleby Pauline Milne Bob Osborne Jean Gaffin Chris Bojke Elizabeth West</p> <p>Topic specialist: Rebecca Hoskins Aiden Slowie Mike Clancy Gerry Bennison (Lay)</p>
	<p>NICE Team Mark Baker (Director, Centre for Clinical Practice) Katrina Sparrow (Technical Adviser) Jennifer Heaton (Co-ordinator) Anna Brett (Technical Analyst) Jasdeep Hayre (Technical Analyst Economics) Abi Senthinathan (Technical Analyst)</p>
	<p>Contractors Gareth Harper (Optimity Matrix) David Morton (Optimity Matrix)</p>
	<p>Apologies Safe Staffing Advisory Committee Standing Members Sally Napper Elizabeth Rix Simon Hairsnape Annette Schreiner Hugh McIntyre Georgina Dwight Topic Specialist James Bird</p>

	<p>NICE Lorraine Taylor (Associate Director)</p>
Observers	<p>NICE Team Shaun Rowark (Technical Analyst – Indicators team) Sabina Keane (Technical Analyst – Indicators team) Laura Delaney (Data Analyst) Ahmed Rashid (NICE Clinical Fellow) Lucy Rutter (Systematic Review Analyst) Elizabeth Adelanwa (Media Relations Executive)</p> <p>Others Vicki Pollitt – Senior Health Economist (National Clinical Guidelines Centre)</p>

Author	Jennifer Heaton
Version	Approved SSAC minutes

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	Actions
<p>1. Welcome and introductions</p> <p>The Chair welcomed the Safe Staffing Advisory Committee (SSAC) to the third meeting on Safe Staffing for Nursing in A&E Departments guideline topic.</p> <p>The Chair welcomed the NICE team, Optimity Matrix and observers to the meeting.</p>	
<p>2. Plans for the meeting, declarations and minutes of the previous meeting</p> <p>The Chair invited members of the Committee, the NICE team, the Contractors and the NICE observers to introduce themselves.</p> <p>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.</p> <p>The Chair informed the Committee that apologies had been received. These are noted above.</p> <p>Declarations of interest</p> <p>The Chair asked everyone to verbally declare any conflicts of interest that have arisen since the last meeting.</p> <p>The Committee, NICE team and Contractors had no interests to declare.</p> <p>Minutes from the previous meeting</p> <p>The Chair asked the Committee if there were any inaccuracies in the minutes from the meeting held on 13 November 2015.</p> <p>The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.</p> <p>The Chair confirmed that all matters arising had been completed or were in hand</p>	
<p>2. Economic analysis and modelling</p>	
<p>The Chair introduced Jasdeep Hayre, Technical Analyst Economics, who gave a presentation on an introduction to modelling.</p> <p>The Committee then discussed the issues presented in relation to this guideline. The Chair thanked Jasdeep for his presentation.</p> <p>The Chair welcomed Gareth Harper and David Morton from Optimity Matrix who gave a presentation on the 'Economic Analysis'. They discussed how they have collected the data,</p>	

<p>developing the economic model and the results of the analysis.</p> <p>Gareth and David responded to points of clarification and questions from the Committee including the implications of low skill mix and low staff numbers in relation to waiting times and occupancy and how this will be reflected in the model.</p> <p>Following the discussion Gareth and David agreed to include the following in the final report:</p> <ul style="list-style-type: none"> • Range to accompany average figures • Greater certainty that the model works for the patient deaths and patients leaving without being seen outcomes • Present data in graph form <p>The Chair thanked Gareth and David for their presentation.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE to circulate final analysis before final meeting • Optimity Matrix to amend model in light of Committee discussion 	<p>NICE</p> <p>Optimity Matrix</p>
<p>4. Guideline sections 1.2 draft recommendations – Setting the A&E nursing staff establishment (1.2.1 – 1.2.6)</p>	
<p>The Chair introduced Anna Brett, Technical Analyst, NICE, who summarised the draft recommendations (paper D).</p> <p>The Committee discussed the draft recommendations in section 1.2 and asked for clarification on some of the draft recommendations for example the day to day variation that occurs within the anticipated general variation and amendments to the recommendations were agreed.</p> <p>The Committee were asked to identify terms to add to the glossary.</p> <p>The Chair thanked Anna for her presentation.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.2 in line with Committee discussions • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline • Committee members to send in agreed additional information • NICE to send the Committee the revised version of paper F 	<p>NICE</p> <p>SSAC</p> <p>SSAC</p> <p>NICE</p>
<p>5. Guideline section 1.3 draft recommendations – Responsiveness to patient nursing needs, departmental capacity and staff availability (1.3.1 – 1.3.8)</p>	
<p>The Committee discussed the draft recommendations in section 1.3 and asked for clarification on some of the draft recommendations for example assessing the difference between staff requirement and availability and red flag events. Amendments to the recommendations were agreed.</p> <p>The Committee were again asked to identify terms to add to the glossary.</p>	

<p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.3 in line with Committee discussions • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline. 	<p>NICE SSAC</p>
<p>6. Guideline section 1.1 draft recommendations – Organisational strategy</p>	
<p>The Committee discussed the draft recommendations in section 1.1 and asked for clarification on some of the draft recommendations for example accountability for A&E nursing establishments and staff training. Amendments to the recommendations were agreed.</p> <p>The Committee were again asked to identify terms to add to the glossary.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.1 in line with Committee discussions • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline. 	<p>NICE SSAC</p>
<p>7. Guideline section 1.4 draft recommendations – Monitor and evaluate A&E nurse staffing establishments (1.4.1 – 1.4.3)</p>	
<p>The Chair introduced Sabina Keane and Shaun Rowark, Technical Analysts, Indicators team who gave a presentation on Indicators – A&E settings.</p> <p>The Committee then discussed the issues presented in relation to this guideline. The Chair thanked Sabina and Shaun for their presentation.</p> <p>The Committee discussed the draft recommendations in section 1.4 and asked for clarification on some of the draft recommendations for example linking outcomes to indicators. Amendments to the recommendations were agreed.</p> <p>The Committee were again asked to identify terms to add to the glossary.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.4 in line with Committee discussions • NICE team to amend indicators in line with Committee discussion • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline. 	<p>NICE NICE SSAC</p>
<p>8. Equality and diversity considerations</p>	
<p>The Committee discussed and commented on the equality and diversity considerations for the draft recommendations.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend the equality impact assessment document in line with Committee discussion 	<p>NICE</p>
<p>9. Other sections of the guideline</p>	
<p>The Committee discussed other sections of the guideline. They suggested some changes in</p>	

<p>the introduction, gaps in the evidence section and the glossary sections.</p> <p>Action points:</p> <ul style="list-style-type: none"> • NICE team to amend other sections of the guideline in line with Committee discussion • Committee members to send the NICE team suggested wording for terms to be included in the glossary and other sections of the guideline. 	<p>NICE SSAC</p>
<p>10. Next steps</p>	
<p>Katrina Sparrow discussed the next steps in the guideline development process. The Committee will be sent the guideline on the 11 December and can submit their comments on the draft guideline until 5pm on the 16th December.</p> <p>The committee were informed that the field testing will take place for this guideline during the consultation phase.</p> <p>A volunteer from the standing committee was requested to assist the costing team with the development of the costing summary.</p> <p>Action points:</p> <ul style="list-style-type: none"> • SSAC to contact NICE if they would like to volunteer for the costing subgroup. 	<p>SSAC</p>
<p>11. Summary of the day and AOB</p>	
<p>There were no items of any other business.</p> <p>The Chair summarised the days meeting, reminded the group of the date and time of the next meeting and thanked the Committee for their contribution.</p> <p>The meeting closed at 4.30pm</p>	

<p>Date and time of next meeting</p>	
<p>The next SSAC meeting will be on 14 January 2015, Hamilton House, London</p>	