

**6th Meeting of the PCCS Working Group held on
Friday 21 September 2012 at 12 noon in the
5th Floor Meeting Room, HSC Board Headquarters,
Linenhall Street, Belfast**

Present:	Dean Sullivan (Chair)	HSC Board
	Teresa Magirr	HSC Board
	Philip Moore	HSC Board
	Dr Nigel Campbell	Primary Care / SE LCG
	Pat Cullen	Public Health Agency
	Dr Frank Casey	Belfast Trust
	Rosie Byrne	Belfast Trust
	Sarah Quinlan	Children's Heartbeat Trust
	Julie Greenaway	Parent Representative
	Irwyn McKibbin	Heartbeat NI
	Natasha Sheppey	NIAS

Observers:	Margaret Rose	DHSSPS
	McNaughton	
	Dr Heather Livingstone	DHSSPS
	Nadine McGaffin	Parent Representative
	Claire Ball	Parent Representative
	Stephen Brady	Parent Representative
	Valerie Hawthorne	Parent Representative
	Jean Hawthorne	Parent Representative

Item

Action

1. **Apologies**

Dr Miriam McCarthy, Public Health Agency
Dr David McManus, NIAS
Dr Damien Armstrong, Western Trust
Dr Brian Armstrong, Belfast Trust
Alastair Graham, Belfast Trust
Maeve Hully, Patient and Client Council
Clare Caulfield, Heartbeat NI

2. **Notes of the previous meetings**

The minutes of the meeting held on Friday 7
September were agreed as an accurate record.

3. Matters Arising

3.1 Update on Consultation document

The consultation document was discussed and agreed at the last meeting. Dean Sullivan advised that the document was subsequently approved at the HSC Board meeting on 13 September 2012.

The consultation document was forwarded to the Department on 14 September 2012 for consideration by the Minister.

Margaret Rose McNaughton advised that the document is currently with the Minister and it is hoped that he will be in a position to make a decision for the document to be issued for formal public consultation in the next few days.

DHSSPS / Minister

3.2 Retrieval / Transport

The first draft of the Project Initiation Document for the Retrieval / Transport work was tabled at the last meeting. A revised version was circulated with the papers for today's meeting. This version incorporates the comments from the last meeting and includes more detail in the attached annex on the proposals for delivering on the objectives.

Teresa Magirr advised that input has been secured from the NI Critical Care Network and the Medical Director of the Ambulance Service, particularly with regard to gathering information on service standards from elsewhere to inform the development of a service model for NI. A nomination from the paediatric and neonatal network is to be confirmed.

Dr Casey suggested that a nomination is also sought from Paediatric Cardiology.

HSCB

There was discussion at the previous meeting around parental involvement in this process. This was to be considered by the parent groups for further discussion at the today's meeting. Both parent groups expressed an interest in being involved with

the Project Team. It was noted that the transport service is for all children and neonates. The Board will seek nominations from parent groups from other service areas.

HSCB

In response to a query from Dr Casey, Dean Sullivan confirmed that there was a need to ensure that the appropriate transport arrangements are agreed within the same timeframe as the implementation of any decision on Paediatric Cardiac Surgery.

3.3 Update on initial contact with other potential providers

Dean Sullivan advised that the Board has written to other potential providers (seven in England, one in Scotland and one in Republic of Ireland) seeking initial information on whether providers would be willing to assist in the provision of paediatric cardiac surgery for children from Northern Ireland.

The providers have been asked to respond by Friday 28 September outlining whether they would be in a position to accommodate elective, emergency/urgent and/or interventional activity for Northern Ireland, what level of activity and by when.

The responses will be discussed at the next meeting in the context of agreeing which units it is planned to visit.

4. Documents for consideration

4.1 Draft Communication Plan

Further to discussion at the last meeting, a revised communication plan to underpin the consultation process was tabled. Philip Moore highlighted that the document had been prepared to ensure that the engagement process was open and transparent and inclusive and that the Board, as well as sharing information, had the opportunity to hear from as many stakeholders as possible.

The communication plan has been prepared with

input from the Board's equality lead and as well as the focus on earmarked stakeholders, the consultation document will be shared with over 300 other groups included on the Board's general consultation list. All organisations on the list will be asked to publicise the consultation process through their existing channels.

Various amendments were agreed to the method of stakeholder engagement annex to the communication plan. The key actions were:

- An electronic form for stakeholders to complete will be developed and included on the Board web-site;
- Philip Moore will liaise with both parent groups and the Belfast Trust to consider the available databases and the most appropriate process for engaging with patients;
- Philip Moore to contact; the Participation Network and the Sommerville Foundation regarding the focus group meetings;
- Individual letters should be issued to all MLAs, consultant paediatricians, the Irish Cardiac Society and Irish Congenital Cardiac Associations.

The communication plan will be revised to reflect all of the agreed amendments and a revised version will be issued by close of play on Tuesday 25 September 2012.

Philip Moore

5. Patient Experience Issues

It was noted that the focus of the retrieval/transfer work would be primarily on patient safety and capacity issues associated with transport. It is not intended that the work will include detailed consideration of the practical experience issues that have been discussed at earlier meetings e.g. arrangements for booking flights and hotels.

The Board is keen to explore this further with a view to improving the existing arrangements as required and it was acknowledged that the input from the

parents and parent groups would be essential in this regard.

It was agreed that a separate workshop-type event would be arranged to take this forward. The parent group representatives undertook to consider with the HSCB how best to schedule the event to provide adequate opportunity for parental involvement.

HSCB
Parent Group
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Dr Casey noted that the Belfast Trust was in the process of recruiting to a transport co-ordinator post and it was agreed that the postholder would be included in this event.

6. Next Steps

The Working Group members will be updated on the timescales for the consultation process.

The draft communication will be finalised and reissued to the Working Group by close of play on Tuesday 25 September.

The responses to the letters seeking expressions of interest are due back with the Board on Friday 28 September. These will be discussed at the next meeting in the context of agreeing the process for visiting units outside NI.

7. Any other business

There was no other business raised.

8. Date of next meeting

The next meeting of the Working Group will take place on Friday 5 October 2012 between 12 noon and 2pm. The venue for the meeting will be the 5th floor meeting room, HSC Board headquarters.

