**South West Simulation Network**

**Minutes**

**Date: Thursday 20th January 2022**

**Time:** **9:30 - 10:15: Executive meeting**

**Time:** **10:15 - 11:45: Network meeting**

**Virtual: Microsoft Teams**

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| **Present:** | Dan Freshwater-TurnerJen Minford (Admin)Lynn GarlandAlex ChisholmRoane AmroliwallaBethany GatesBill WylieClare Van HamelDebi ReillyRoland GudeJames HambridgeStephen HauptAnca IchimJane BunceGeorge KendallLara HarrisonLeigh BeardLesley HaigLisa MerrettLucy WatkinsKerri MagnusSarah O’ConnorOmer AzizPhil ElverdRebecca Williams LockRebekah ThomasRosie CourtneyRuth WilsonSarah IrelandShona HillSimon KerseyMaria SmithRuth ThomasDaryl Thorp-JonesVictoria RataKate WilliamsLouise HuntRoland GudeUrsula RolfeLorraine WhatleyGemma Witchard | **Apologies:** | Wai TseJane LukerAlan JervisAnna Thursby-PelhamDan WildingNicholas WebbAlice GirlingAnn GallagherKatherine FinucaneRebecca WintersonKatherine HuntTim DraycottEmily FooteIan KerslakeRussell ChiltonRachel SalesHelen WatersRichard JefferiesBernadette GeorgeMike ForsterSofia SalimSophie KingHisham KhalilCharlotte RyanSusan NutlandKevin JonesGuy RousseauVictoria CollinsEva WoodingEsther WilsonRoxane AmroliwallaSteve KnowlesSunny KaradiaMatthew WilliamsAndrew BoultDaisy OsborneKeri PhillipsAndrew RobinsonClare NadafTim MasonKatie CornthwaiteAbi BartlettGiovanna EdwardsSimon HallRozz McDonaldRichard Fenton |

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| **Agenda Point** | **Agenda Item** | **Notes** | **Owner**  |
| 1 | Welcomes & Apologies  | Introductions from DFT – Co-lead, Wai Tse, is acting clinically today.DFT and WT led Simulation Network for 3 years. | DFT |
| 2 | Executive Meeting feedback | DFT - Network is a large open group for individuals with Sim and Immersive/TEL background. We have a smaller executive group – open invite to join. Decisions are often made in executive meeting, but nothing specific for today. | DFT |
| 3 | Minutes of the last meeting | Sent on MS Teams for review prior to this meeting. All in agreement. DFT - There were a number of actions from the last meeting:1. Website – we have updated this and added a link to documents and to our SharePoint which hosts documents from our conference.
2. IRiS – we can activate access to IRiS – contact us. This allows you to make Sim scenarios – useful resource for establishing Simulation set up
3. Mentors – we have secured mentors for all funded projects
4. Network meetings – 2022 dates agreed, will be shared with minutes
5. Funding application process – review undertaken using feedback from 2021. Streamlined and developed application form with assistance of HEE/PPMO - more user friendly and will appear with guidance and new scoring criteria.
 | DFT |
| 4 | Workstreams:* Technicians
* Multi-agency working
* TEL/Immersive Technologies
* Research
* Standardised patient
 | DFT - Workstreams take volunteers and act autonomously to set plans for actions for areas of work.**Technicians:** GW – aim was for better communication within workstreams – encourage sharing ideas, shared learning. If anyone would like to join our page, contact GW. Also we are in process of development of a questionnaire for training needs based on background of technicians. Looking to meet F2F in the future. Query: are there funding resources for teaching? Request for more members within the Network (currently 3 per meeting)LG – Is there any update with apprenticeship? GW - Date of February given, launch with national apprenticeship week.DFT – There is an emerging Technician Network nationally. Could we request technicians in Network to contact Gemma so we are aware of you. **Multi-agency Working**: Wayne Evans cannot attend today. Contact has been made with group and a virtual meet up is planned for this month to direct work moving forward. **TEL/Immersive Technologies:** Nick Perez not present at meeting – no further update from the workstream currently. **Research**: Liz Berragan not present, DFT to update. LB has documents on research which we will share within our Sim resources SharePoint. We have also funded a colleague of LB to complete an MSc in research and Simulation Based Education.**Standardised patient:** LM – group is working through smart objectives. We have developed our standards and guidelines to embed into workstream – safety checklist with QR code to ensure auditing and evaluations on training. We have created two days: educators training day and standardised patient training day (pilot training)SH – Is the training free?DFT – Once pilot is completed, it will have a cost (similar to ‘train a trainer’ etc). There are organisational costs so funding will need to be found for it. Pilot will be nominal fee as you will act as guinea pig for the team.LG – Could the guidelines be added to the website? DFT – We can add to the SharePoint and then add a link to the website.KR – How many educators are on the pilot? We are developing ‘Train the Trainer’ course for PCMs. We would be keen to link in about these training sessions. DFT – As Simulation lead at UHBW; these are closely aligned so it would be useful to link in as the content will be similar across the two. We are happy to be open with the content we’re developing, it would be helpful for all to share the training we put on and vice versa. Our project spreads across UWE and UHBW – shared training project.KR – We are keen to avoid duplication of training.*DFT gives description of a ‘standardised patient’ - actor playing role of patient, family member etc.* | Gemma WitchardWayne EvansNick PeresLiz BerraganLisa Merrett |
| 5 | Project Updates: | DFT – We have a formal meeting for these updates – unsure if any project leads are on the call and have feedback?AC – For Daniel Ashman project. We have recruited our Sim Technician (Shona Hill)SH - Technician working weds, thurs, fri each week. Introductions being made with patient safety and governance. A slow induction into Simulation is being made. Are there any resources for Sim that you would suggest?DFT – There are faculty development courses in the region. E-learning modules are also in development nationally (6 modules, content written, with developer) - will be available through HEE e-learning for health platform. Chris Gay is a contact for assistance also.SH – We are meeting with Livewell SW to collaborate across two Trusts.SO – We met with mentor yesterday. Simulation teams on both sites (now merged). Appointed Sim Lead consultant to match the cover in Bournemouth. Advert out for Sim Technician and are developing a Sim ward – lots ongoing.MS – Band 6 nurse selected for MSc in SBE and research. This will work hand in hand with my project. My project is a fellow to look at non-medic training; how can we use with students. Non-medic candidates shown interest through LinkedIn – going back out for advert next week. OA – Recruited to the post earlier this week – medic or nursing background requested. All four shortlisted candidates were high calibre – we appointed a nurse with previous EOL care and PICU care. Plan to have nurse in post by March. SI – We have recruited an AHP with background of Palliative care. There is excitement around the hospice of how to utilise the workKM – Aim was for fellow in training hub to create training days and establish 19 ambassadors. A key aspect is marketing/engagement and to link the benefits so it will be attractive to practices. There will need to be a training grant, so we are linking together to create PCN educators; to bring back learning to the practices. DFT – For 2021, all money has been distributed to Trusts/organisations and mentors have been allocated.  | All |
| 6 | Point of Care Simulation Project 2020 (update/conclusion) | [https://www.nursingtimes.net/roles/nurse-educators/using-point-of-care-simulation-to-better-manage-acute-deterioration-08-11-2021/](https://protect-eu.mimecast.com/s/ke6KCngjQsKpqV6U9P6JJ?domain=nursingtimes.net/) - Link to article shared via MS Teams invite for review prior to meeting.KC not in attendance. DFT shared article for Network to review. | Kim Clotworthy |
| 7 | Work Experience VR for school pupils and also HoloLens in Devon across Primary and Social care | *RG shares PowerPoint and discusses slides – made available to Network through distribution of minutes*DR - How do we capture the potential learning to workforce skill set and education and training so we can get on the front foot rather than on the back foot?RG - Part of the focus is around the proof of concept and identifying that learning. There is a focus on upskilling also and giving long standing care nurses something different to look into. We are keen to offer development opportunities for an individual in their career and to offer more interaction clinically in a primary care setting. | Roland Gude |
| 8 | Simulation Funding Application Guidance 2022 | Link to new application form shared via MS Teams invite prior to meeting, for Network members to review and give feedback.DFT – We aim to start our funding process earlier in the year. We have submitted our simulation Bid, to ensure money is available to distribute to projects/mentors. We hope to open funding applications in April, once we have confirmation of wider funding. We would like to get funding out in September HEE LDA, perhaps even July. Rules will be similar – £30,000, funding of time, not equipment.  | DFT |
| 9 | National Agenda from Simulation & TEL Network | XR hubs – Very close to being rolled out. A resource of content and packages of equipment. There will be 4 packages available. Loans will be offered to organisations – coordinated at a regional level. Immersive Technology Officer role is on offer currently – contact us if you are interested. HoloLens pilot – Still ongoing, RG has utilised. HTC Viva pro is the next pilot project. Contact the Network if you are interested in making inquiries about the new pilot.Audit of IT/TEL structure – Completed to establish if there is sufficient set up for TEL/Simulation equipment. Led by Shaun Bradbery.Faculty development programme – 6 modules in development. Lorraine Whately is the contact and is aware of 3 areas that require content writers - Group 3 which is creating a simulated learning environment. Group 5, which is human factors and ergonomics and patient safety and then Group One for introduction to simulation-based education.DFT - If there are any radiographers within the Network; there is currently a national drive to develop a survey around therapeutic radiography. This was highlighted through the RePAIR project, and there is now a project to produce some national guidelines for the role of simulation within radiotherapy via a Delphi study. Please contact Mandy Tuckey if you are interested in completing the 15 minutes survey (Mandy.Tuckey@hee.nhs.uk). Sim Technician Apprentices – launched in February, to start March 2022 (further information in minute distribution email) – [information link](https://www.instituteforapprenticeships.org/apprenticeship-standards/education-technician-he-assistant-technician-and-simulation-based-technician-v1-0) | DFT |
| 10 | AOB | No other business | All |
| 11 | Future Meeting and Organisation: | Network Meeting:* 5th April 2022 – MS Teams
* 14th July 2022
* 13th October 2022
* 17th January 2023

Project meeting:* 15th March 2022 – MS Teams
* 7th June 2022 – MS Teams
* 6th September 2022 – MS Teams
* 8th December 2022 – MS Teams
* 7th March 2023 – MS Teams
 | DFT |