



The Intensive Care Society

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Patron: HRH The Princess Royal

1st Meeting of Linkman held in the Bury Theatre, The Royal Armouries, Leeds.

Tuesday 18th May 2010 at 13:00 hours

MINUTES

Disclosure of interest: Members are reminded that they should disclose to the Chairman any relevant conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda. Where a relevant interest has been disclosed, the member may, subject to the Chairman's agreement, remain during, and participate in, any debate on the item concerned, but must not vote.

Present: Dr Jonathan Goodall, Buddhavarapu Murthy, Andrew Evans, Andy Gratrix, Rae Webster, Gary Yarwood, Phil Laws, Subash Nandala, Robert Winter, Christine Hildyard, Gustav Strandvik, Jonathan Redman, Andrew Cadamy, Andrew Sharman, Niamh Feely, David Higgins, Irfan Chaudry, Giles Morgan, Emma Wheatley, Tim Gould

In Attendance: Miss Nina Taylor

1. Introduction & Welcome.
 1. Dr Goodall welcomed Linkman to the meeting and thanked them for their enthusiasm for the renewed scheme.
2. Apologies:

Jitendra Garg, Richard Nelson, Kasia Piotrowska, Vijay Gupta, Claire Botfield, Jerry Nolan, Jonathan Aldridge, Balraj Appadu, Jim Hammond, Mark Blunt, Tod Guest, Shelia Goodman, Andrew Johnston, Jane Hurst, Mark Hamilton, Chris Beeby, Steve Brosnan, Anil Kambli, Stephen Webb, Marius Terblanche, Roseanne Meacher, Simon Hughes.
3. Terms of Reference.
 - i. No terms of reference were available for discussion. Dr. Goodall will check if any terms of reference are available from the previous Linkman scheme, or, if unavailable will write terms of reference for the next meeting. **(ACTION JG)**
4. Making sure the ICS Linkman scheme will work:

The Linkman Chair's view

- i. Dr Goodall outlined his view on how he sees the linkman scheme. The ICS Linkman chair will disseminate information to Linkman. Linkman can ask any questions they have and feel the members of the ICS may have, to gain a clear understanding of what is happening within the ICS. Linkman will then pass on information to ICS members. A discussion about the reasons for re-starting the scheme and the advantages and potential problems ensued.
- ii. Linkmen will be able to share their thoughts and concerns with Council via the scheme. Dr Goodall would like to use issues and views received from the linkman to inform council decision making where possible. By doing so it is hoped that council will be better placed to represent and respond to views of the membership and the wider body of intensivists.
- iii. The view of ICS Linkmen

- iv. Linkman raised the point of 'information overload'. If Linkmen are sent too much information they will not have time to read it. They asked that the Chair be selective about what information is sent to them.
- v. Linkmen asked if they could have a filtering option where the type of information they wish to receive can be selected; this may be difficult to put in place at the moment from the administrators view.
- vi. Linkmen feel even if they are unable to provide feedback to Council from the membership, the proposed scheme will be a useful in terms of disseminating information.
- vii. A linkman newsletter was also suggested.

5. Communication with Linkman

Reports of Council meetings

- i. Linkmen would like to receive summaries of Council meetings. This will allow the wider membership to understand decisions made by Council, and will allow views on such decisions to be represented via the Chair.
- ii. Linkmen would prefer that all information they receive should also be available to other ICS members via the website. This will ensure that members working in ICUs without an active Linkman will still have access to information.
- iii. What communication is appropriate?
- iv. The linkman requested summaries of discussions they have had amongst themselves as they have found these very useful. This is something Dr Goodall will look into (**ACTION JG**)
- v. Linkmen have said they do not find it useful being sent surveys as they receive many of these and do not have the time to complete them all.

6. Frequency of Linkman meetings

- i. The frequency of Linkman Meetings was discussed at some length. It was decided that initially these will take place twice a year at the ICS Spring and State of the Art meetings. The frequency of meetings will be regularly reviewed.

7. Trainee Linkman scheme

- i. Dr. Goodall informed the meeting of the proposed Trainee Linkman scheme, and gave a broad outline of how it will work. He will update the Linkmen of progress with the trainee scheme at the next meeting in December.

8. Any other business

No other business was raised.

9. Date and time of next meeting:

ICS Annual State of the Art Meeting, Dec 2010, London Hilton Metropole.