



# The Intensive Care Society

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Patron: HRH The Princess Royal

2nd Meeting of Linkman held in Meeting Room A, Hilton Metropole, Edgware Road, London

Monday 13<sup>th</sup> December 2010, 13:00 – 14:00 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.**

**In Attendance:** Miss Nina Taylor

### 1. Introduction & Welcome

### 2. Terms of Reference

These are not in existence, JG will start writing these and circulate amongst the Linkman in due course for approval.

### 3. Trainee Linkman scheme

The trainees are looking to have a Linkman for each of the deaneries. Currently they have recruited 10 trainee linkmen. The trainee committee is due to meet this afternoon, Dr Hugo Buckley will take all questions raised to the committee and will feedback to the linkman the plans they make for the trainee linkman scheme.

Points the linkman made to be raised with the trainees included:

The linkman are keen to work with the trainee linkman and would like for them to be aware of each other and able to contact each other.

How do the trainees see the line of succession going with the trainee linkman? It was suggested having a generic email address for each deaneries linkman that stays the same even when the linkmen change so the trainee linkmen are easy to contact.

### 4. Surveys via Linkmen

Dr Goodall asked if the linkman would mind being used as a filter for surveys as the society has many survey requests. He thought that if surveys sent to the society get sent to the linkman first off for feedback, then if the general feedback is good we ask for the linkman to forward around their department.

The linkman felt this was a good idea as surveys take very little time to complete and they can be a very valuable resource.

The linkman would like a survey policy to be sent out, where the conductor of the survey has to specify when and where the results are going to be published before the survey is sent out.

Miss Taylor to forward the current ICS survey policy to Dr Goodall (**ACTION NT**)

### 5. Any other business

#### The Intensive Care Foundation

The linkmen were thanked for their help selling Christmas Cards.

Dr Giles Morgan spoke about the ICF. He is working on getting some merchandise produced to give to linkman to take back to their ICU's to raise awareness of the ICF, the merchandise was not ready for this meeting due to the rebrand that is taking place and it should be ready in time for the next meeting.

#### New Logo

The linkman like the new logo.

Council Summaries

The linkmen feel the summaries are useful and they contain the correct amount of information.

Dr Goodall would like comments from the linkman to take to council.

Miss Taylor is to send a timetable with 2011's council meeting dates so the linkman know when to get there comments to Dr Goodall by. Miss Taylor will also send a reminder to the linkman 2 weeks before each council meeting. **(ACTION NT)**

**6. Date and time of next meeting**

The next meeting will take place on Thursday 26<sup>th</sup> May 2011 at the new 2 day joint symposium being held instead of the Spring meeting at Churchill House, London.