

**Non-confidential minutes**

The Royal College of Anaesthetists, Churchill House, 35 Red Lion Square, London WC1R 4SG

**NATIONAL INSTITUTE OF ACADEMIC ANAESTHESIA**

**Board Meeting**

**Minutes of the meeting held on Thursday 2 February 2012 at 13:30 pm  
in the 6<sup>th</sup> Floor Meeting Room at the Royal College of Anaesthetists**

**Members:**

Prof R P Mahajan	Royal College of Anaesthetists, Chairman
Prof J F Bion	Royal College of Anaesthetists
Dr R Gill	Association of Cardiothoracic Anaesthetists (Co-optee)
Prof M Grocott	Health Services Research Centre, Director (Co-optee)
Dr W Harrop-Griffiths	Association of Anaesthetists of Great Britain and Ireland (part-meeting)
Mr D Hepworth	Lay representative, Patient Liaison Group (Co-optee)
Col P Mahoney	Royal Centre for Defence Medicine
Dr S R Moonesinghe	Academic NTN in Anaesthesia (Co-optee)
Prof D Rowbotham	Royal College of Anaesthetists, Chairman NIAA Research Council
Dr R D Sanders	Trainee representative (Co-optee)
Prof J R Sneyd	Royal College of Anaesthetists & Academic Trainee Advisor (Co-optee) (via VC)
Wg Cdr S Turner	Royal Centre for Defence Medicine
Prof N Webster	British Journal of Anaesthesia
Dr I Wilson	Association of Anaesthetists of Great Britain and Ireland

**In attendance:**

Prof D Lambert	Attending on behalf of Professor Webster for the British Journal of Anaesthesia
Ms S Drake	Royal College of Anaesthetists, Director of Education
Mrs M Cenan	Senior NIAA & HSRC Administrator
Ms C Bunnell	Committee Secretary (NIAA Administrator)

**NIAAB/01/2012 WELCOME**

The Chair welcomed members to the meeting, particularly Professor Lambert who was attending on behalf of Professor Webster for the British Journal of Anaesthesia (BJA).

**NIAAB/02/2012 APOLOGIES**

Apologies were received from Professor Bion (Royal College of Anaesthetists, RCoA), Dr Gill (Association of Cardiothoracic Anaesthetists, ACTA), Colonel Mahoney (Royal Centre for Defence Medicine), Professor Sneyd (Royal College of Anaesthetists), Professor Webster (BJA) and Dr Wilson (Association of Anaesthetists of Great Britain and Ireland, AAGBI).

**NIAAB/03/2012 MINUTES**

The confidential and non-confidential minutes of the meeting held on 13 October 2011 were approved with the following amendment:

NIAAB/25/2011 Academic Trainees

To note that Dr Moonesinghe had been in discussion with the London Trainee Academic Group about the possibility of working collaboratively on a Study Day event, rather than on grant writing workshops.

**ACTION:** **NIAA Administrator** to upload the non-confidential minutes of the meeting held on 13 October 2011 to the National Institute of Academic Anaesthesia (NIAA) website.

**NIAAB/04/2012 MATTERS ARISING**

- (i) NIAAB/33/2012 Matters Arising – Academic Trainees  
It was confirmed that an email from Professor Sneyd had been circulated to College Tutors and Regional Advisors encouraging them to refer any queries from academic trainees to the NIAA.
- (ii) NIAAB/34/2011 Anaesthesia Specialty Report  
Board Members were asked to inform Ms Drake if they wished to attend the Anaesthesia Specialty Group Industry Liaison Meeting on Tuesday 13 March. To date, Mr Hepworth and Professor Sneyd had expressed interest in attending the meeting.
- (iii) NIAAB/42/2011 Academic Trainees  
Professor Mahajan reported that he had written to the European Society of Anaesthesiology (ESA) regarding the possibility of collaborating on pan-European research studies, and that his proposal would be discussed at their forthcoming meeting in March.
- (iv) NIAAB/45/2011 Any Other Business  
Ms Drake confirmed that an advert had been placed on the NIAA website and in the College Bulletin, calling for a new academic trainee representative on the NIAA Board as this would be Dr Moonesinghe's last meeting. The deadline for applications was Friday 16 March and the successful applicant would be notified by Monday 2 April. One application had been received to date.

## **NIAAB/05/2012          CHAIR'S REPORT**

The Chair reported on the following items from the morning's NIAA Research Council meeting:

(i) NIAA Away Day

The main focus of the Research Council meeting had been on the outcomes of the NIAA Away Day held on 11 November, and how the Institute's Research Strategy could be taken forward. The Chair reported that there had been enthusiasm amongst specialist society members for greater collaboration, however this had been accompanied by some hesitation over pooling money for unspecified projects.

The Chair felt it was important for the Board to lead on this by setting a clear strategic direction for the NIAA. He asked the BJA representative, Professor Lambert, whether he felt that the BJA would be receptive to a request from the NIAA for a significant contribution towards funding. Professor Lambert confirmed it was likely that the BJA would be receptive to a specific, formal request.

The Chair welcomed this response and asked members to consider how the research topic should be decided. Colleagues were reminded of an earlier draft proposal for a research grant produced by HSRC and it was agreed that the research area could be based on this proposal.

**ACTION:**          **Professor Grocott** to liaise with the Chair regarding the submission of a health services research proposal for more formal consideration by the AAGBI and BJA.

(ii) Research Excellence Framework 2014

The Chair reported that Professor Rowbotham had written to Professor Stephen Holgate, Chair of Main Panel A on the Research Excellence Framework (REF), to formally offer the NIAA's support in recommending specialist advisors to the Panel. An encouraging response had been received and any further action from the NIAA would be largely determined by the type of applications submitted to the Panel.

(iii) Association of Medical Research Charities (AMRC)

Members of the Research Council had briefly discussed whether the NIAA should consider joining the Association of Medical Research Charities (AMRC), and agreed to explore this in further detail.

## **NIAAB/06/2012          NIAA AWAY DAY**

(i) Research Strategy

The Board received a copy of the discussion paper on the outcomes of the NIAA Away Day held on 11 November from the Director of Education. The Chair reported that the Research Council had requested some amendments to the paper, such as the inclusion of an Executive Summary highlighting the progress that had already been made towards greater collaboration. Further comments from members would be incorporated before the document was circulated more widely.

The Board received a tabled paper from the Chair setting out proposals for a NIAA Research Strategy. A Working Group would be convened to take this forward and a

draft proposal presented at the Board meeting in April. Professor Mahajan invited comments on the paper from members of the Board.

During this item Board Members discussed the recent correspondence received from the Anaesthetic Research Society (ARS) regarding the establishment of closer working between the ARS and the NIAA. It was agreed that greater clarity was required about the type of relationship that the ARS was seeking and that the Chair would speak to Professor Hopkins for further clarification.

**ACTIONS:**        **The Chair** to meet with Professor Hopkins to discuss closer working between the ARS and the NIAA.

**Board Members** to submit their comments on the Chair's draft Strategy document by Thursday 9 February.

(ii)    NIAA Charity

A further action from the Away Day had been to conduct a feasibility study into establishing a charity for the NIAA. Professor Grocott explained that the charity would not only raise funds, but also increase awareness of the NIAA's activities.

**ACTION:**        **Professor Grocott** to submit an outline feasibility study for consideration at the next meeting.

(iii)    Communications Plan

The Board received a tabled copy of the draft Communications Plan from the Director of Education and Professor Lambert. Ms Drake introduced the paper and explained how the plan would be used to set a strategy to convey the activities of the NIAA more effectively and extensively. The Board also received a draft flyer for comment. As part of promoting the work of the NIAA, it was noted that the Comprehensive Review document would be uploaded to a usb stick which would be branded with the NIAA and HSRC logos. Comments were welcomed.

Professor Lambert highlighted the audit data in Appendix 1, and encouraged colleagues to disseminate this information widely in order to improve understanding about the NIAA and its work.

(iv)    The Chair had reported on his letter to the European Society of Anaesthesiology under Matters Arising.

**NIAAB/07/2012        GOVERNANCE**

(i)        The Board agreed that a register of interests should be created for the Board and Research Council and that it should be uploaded to the NIAA website.

**ACTION:**        **The NIAA Administrator** to circulate a register of interests template to members of the Board and Research Council.

(ii)        It was noted that as of 1 April the next specialist society representative on the NIAA Board would be from the Obstetric Anaesthetists' Association (OAA).

**NIAAB/08/2012            NIAA COMPREHENSIVE REVIEW**

Board Members received a tabled copy of the latest version of the NIAA Comprehensive Review, along with a distribution list for comment. Members were invited to submit their feedback on the Review and the distribution list within the next week. Professor Mahajan also confirmed that he would check the document thoroughly for any sensitive content.

**ACTION:**            **Professor Mahajan** to check the Comprehensive Review and submit any comments by Wednesday 8 February.

**NIAAB/09/2012            NIAA EXHIBITION STAND**

It was noted that the NIAA intended to exhibit at three events in 2012. The Director of Education explained that assistance from Board Members was crucial to the success of the stands and members were invited to help on the following dates:

- The RCoA Anniversary Meeting: 14-15 March at the Royal Institute of British Architects, London
- The RCoA Annual Congress: 3-4 May at the Institute of Engineering and Technology, London
- The GAT Annual Scientific Meeting: 27 – 29 June, Glasgow

**NIAAB/10/2012            NIAA WEBSITE**

The NIAA Administrator reported that fifteen people were currently registered on the new researcher's database which had been created as a resource for research-interested individuals looking to collaborate and share ideas. It was noted that the database included a field for individuals to enter their researcher ID and that this information would be used by the HSRC for benchmarking purposes. In order to attract more interest, members advised distributing information about the database to successful grant applicants.

**ACTION:**            The **NIAA Administrator** to publicise the database more widely and forward details to successful grant holders.

**NIAAB/11/2012            MILITARY ANAESTHESIA**

Wing Commander Turner provided a verbal update on the activities of each of the honorary lecturers within the Department of Military Anaesthesia and Critical Care, and thanked the NIAA once again for confirming their appointments. He described the department as a vibrant one, structured around the following pillars: resuscitation, pre hospital flight, critical care, pain and neurology.

It was noted that Colonel Mahoney intended to hand over his role as UK Defence Professor of Anaesthesia in 2014. It was anticipated that there would be at least one candidate from each of the three single services and a six month handover period was planned.

Following on from this report, Wing Commander Turner referred to the fact that although a project involving the military and civilians had not yet been held, there was a genuine desire to improve current care through increased collaboration over time. As a result, members agreed that it would be beneficial for the NIAA to repeat the Military Research Showcase previously held at the RCoA during the summer. The event would provide an opportunity for researchers from the military and academic anaesthesia to share ideas and could involve a session on grant writing.

**ACTION:** **Wing Commander Turner** and **Ms Drake** to liaise regarding the details of a joint military / NIAA showcase.

**NIAAB/12/2012**            **ACADEMIC TRAINEES**

- (i) The Chair began by reporting that Professor Sneyd had stepped down as the Board's Academic Trainee Advisor due to increasing demands on his time as Acting Dean at Plymouth University Peninsula Schools of Medicine and Dentistry and Vice-President at the College.

Board Members then discussed the low number of delegates registered for the NIHR & NIAA Study Day for Trainees on 14 March. After consideration it was agreed to cancel the meeting, particularly given the National Institute for Health Research (NIHR) involvement and the calibre of the speakers involved. There was a strong feeling that in the future such an event should be run for free or at a minimal cost.

**ACTION:** **Ms Drake** to inform the NIHR of the Board's decision to postpone the event and to ask if they would be interested in collaborating with the NIAA later in the year.

- (ii) Following the decision to defer the NIHR & NIAA Study Day, Dr Moonesinghe reported that the London Anaesthetic Trainee Group would be interested in helping to support a Study Day event in the future. She described the enthusiasm of the group and how beneficial that could be in terms of attracting delegates and shaping the programme on the day.

In discussing the Study Day, the Board agreed that more detailed planning was required in terms of identifying who would drive a similar event forward in the future, the format and duration of the event, and key partners.

**ACTIONS:** **Dr Moonesinghe** and **Dr Sanders** to collaborate on a proposal for the next Study Day event and develop a long term strategy for future Study Days, ideally in time for the College Finance Committee on 14 February.

**Dr Moonesinghe** to speak to the London Anaesthetic Trainee Group regarding their support for a future Study Day in further detail.

**Dr Harrop-Griffiths** to discuss AAGBI input into the event at the next AAGBI Officers' Meeting.

**Professor Mahajan** to speak to Professor Sneyd regarding the appointment of a new academic trainee advisor to the Board.

**NIAAB/13/2012**            **HEALTH SERVICES RESEARCH CENTRE**

- (i) The Board received and noted the minutes of the Health Services Executive Management Board meetings held on 6 October and 10 November 2011.
- (ii) The Director of the HSRC, Professor Grocott, gave the following verbal update on current activity:

- Professor Grocott was pleased to confirm that the National Emergency Laparotomy Audit had been successful in its bid for funding from the Healthcare Quality Improvement Partnership (HQIP). A pre-qualifying questionnaire had been completed and work on a more substantive application would begin shortly. The deadline for this was early March
- Recruitment for the position of HSRC Researcher and a statistician was ongoing. Meanwhile two Research Fellows had been appointed and they would start in April and August respectively
- It was also noted that Dr Moonesinghe's work on systematic reviews was underway, that a survey to Clinical Directors and College Tutors about outcome measures was in hand, and that the HSRC's work with the College's Revalidation Committee to develop a more coordinated approach to audits was in progress
- It was noted that the HSRC Perioperative Care Research Forum would take place on 12 March 2012.

**NIAAB/14/2012            ANAESTHESIA, PERI-OPERATIVE MEDICINE AND PAIN SPECIALTY  
GROUP BUSINESS LIAISON MEETING**

The Chair had already reported on this item under Matters Arising.

**NIAAB/15/2012            DATES OF FUTURE BOARD MEETINGS**

Thursday 19 April 2012 at 1330

Thursday 27 September 2012 at 1330

**NIAAB/16/2012            ANY OTHER BUSINESS**

- (i) The Chair summarised his report of the discussion held at the morning's Research Council meeting regarding funding for the benefit of Dr Harrop-Griffiths who had not been in attendance for that item. The Chair stated that it was important for the major funders to take the lead in terms of defining a funding strategy, and asked whether the AAGBI would be willing to consider a formal funding proposal from the NIAA. Dr Harrop-Griffiths welcomed the Chair's suggestion and confirmed that the AAGBI would be very happy to consider such a proposal.
- (ii) The Chair thanked Dr Moonesinghe for her hard work and valued contribution to the work of the Board as this was her last meeting.

## GLOSSORY OF ACRONYMS

AAGBI	Association of Anaesthetists of Great Britain and Ireland
ACTA	Association of Cardiothoracic Anaesthetists
ARS	Anaesthetic Research Society
ASG	Anaesthesia Speciality Group
ASIG	Anaesthesia Special Interest Group
BJA	British Journal of Anaesthesia
BOC	British Oxygen Chair
CCRN	Comprehensive Clinical Research Networks
CLRN	Comprehensive Local Research Networks
CRN	Clinical Research Network
DAS	Difficult Airway Society
DMA&CC	Department of Military Anaesthesia and Critical Care
EMB	Executive Management Board
EPICOT	Evidence, Population, Intervention, Comparison, Outcome, Time stamp
FPM	Faculty of Pain Medicine
JLA	James Lind Alliance
NCRPSE	National Clinical Research Priority Setting Exercise
NIAARC	National Institute of Academic Anaesthesia Research Council
NIHR	National Institute for Health Research
NTNs	National Training Numbers
OAA	Obstetric Anaesthetists' Association
RCoA	Royal College of Anaesthetists
SEA UK	Society for Education in Anaesthesia, UK
UKPRF	UK Perioperative Research Forum
VASGBI	Vascular Anaesthesia Society of Great Britain & Ireland