

Cumbria/Lancashire NHS Librarians meeting – 31 January 2014 – Lancaster

	Item	Action
1	Welcome & apologies	
	Graham Haldane	
2	Minutes & matters arising	
	Documents pertaining to the group will be shared on the LIHNN wiki going forward; the minutes to each meeting will continue to be uploaded to PB Works	SM to check access to the LIHNN wiki
	<p>Current Awareness</p> <p>Aqua not currently in use by services; but it will be included as part of the new CA leadership and management service, as discussed recently at Wigan</p> <p>MB – only those who attended the initial meeting at Wigan will attend the training session on how to use RSS feeds (scheduled for 11 Feb at Southport)</p> <p>The group is adopting a more systematic approach to CA and will assess the feasibility of the project in due course: currently each Trust uses different resources, and so the rationale for the service is to create a repository from which Trusts can select the resources they disseminate</p>	<p>SM will map the information and upload to the wiki</p> <p>MB to keep the group updated on progress</p>
	<p>E-learning training software</p> <p>SM is looking for software that can create tutorial videos (not strictly e-learning modules)</p> <p>MB – the Trust uses Moodle which has received positive feedback from clinicians; although the platform is not currently used in Library Services</p> <p>MF – Blackpool has developed a series of video tutorials using Camtasia, which is not expensive to purchase: Link</p>	MB to contact 'Mike' who facilitates training in Lectora
3	HCLU update	
	<p>National update:</p> <p>Library and Knowledge Service Leads (LKSL) is the new name for SHALL. HEE has asked for a 15 year library and knowledge management strategy to be published by September 2014. The TOR have been agreed and circulated. The development of the strategy entails a review of current services (to evidence 'due diligence'), consultations with Library and NHS staff (via a questionnaire), focus groups with Library and NHS staff (to be facilitated at the next Library Manager's meeting), and</p>	

	<p>1:1 telephone interviews with senior figures in the NHS.</p> <p>Network update:</p> <p>The next Library Manager's meeting is taking place on 4 March.</p> <p>Local/HCLU update:</p> <p>The Healthwise website is currently unavailable and may be for some time.</p> <p>The team received bid requests amounting to circa £650k. The outcome will be known by the 3rd week of Feb.</p> <p>Changes to LQAF – submissions will either be partial or full on a two-yearly cycle</p> <p>The annual library development visits have now been scheduled. Further visits to public libraries are being planned.</p> <p>The team has produced a one-page strategy</p> <p>Discussions are ongoing around HCLU overseeing the LETB functions of Yorkshire & the Humber and the North East</p>	
4	Athens update	
	<p>The new Athens interface will be operational week commencing 3 Feb. There will be no access from 17:00 on the Weds until midday on the Thurs. The group asked whether a communication has been sent to all users.</p> <p>The day to day functionality of Athens will be unproblematic, but going forward there are still key decisions to be made (for example, whether or not the nhs.net email suffix will still be valid)</p> <p>New registrations via Google and Hotmail accounts etc will be 'held' until approved; although users will still be given an account. This may skew registration stats</p> <p>There will be a new registration form whereby new users can name specific Trust sites (as opposed to generic organisational names)</p>	AR to confirm
5	C&L strategic action plan	
5a	B2 Training mapping	
	<p>It was agreed that it was not practicable to provide cross-organisational information skills training.</p>	SM to upload training stats along with current awareness

	<p>TRC – does not currently provide formal training due to lack of demand</p> <p>CS – undergoing a review of training provision. Currently provides drop in sessions</p> <p>MB – provides induction training and 1:1s</p> <p>MF – Blackpool provides formal courses and 1:1s. Currently looking into developing video tutorials on info skills training as part of outreach service</p> <p>SM – the Trust’s priority is mandatory training, which may account for lack of interest. This is where the e-learning facility may be most useful</p>	
	<p>Bids</p> <p>MB – invoices received and money distributed.</p> <p>SM – possibility of a collaborative bid? Need to review the TOR for the group first</p>	
	<p>C1 Business & management searches</p> <p>GH would have liked to have been involved in the current awareness leadership and management group; but could not attend</p>	
	<p>F1 Passport scheme</p> <p>The updated document outlining the scheme is to be finalised (stats to be collated).</p> <p>TRC identified gaps in the current stats: they do not correlate to those provided by UCLAN</p> <p>TRC – the passport scheme has been in use since the University withdrew funding as a means to provide continuity to services. Communication with the University Library is now non-existent</p> <p>MB reported that the LKS is managing all policies and</p>	<p>TRC to look at how stats are collated and to devise a standardised procedure</p> <p>SM to send the updated document to UCLAN with guidance on the collation of stats</p> <p>TRC – follow up with Mike Hargreaves</p> <p>MB to share clinical guideline</p>

	guidelines for the Trust.	policy with SM
	<p>E-books</p> <p>MB – there is good usage of e-books, which are downloadable to the user’s tab or mobile via an app. Dawsonera are also a good company to do business with</p> <p>SM – was looking into using EBL but has had a bad experience with them: they do not return calls or seem interested. SM does not want to restrict access to acute staff, but EBL insist that multiple licences are required to enable access to multiple organisations</p> <p>MF – EBSO e-books now up and running. Focus is now marketing</p> <p>TRC - Ebray up and running and collection being added to as and when money available</p>	<p>MB to share usage stats</p> <p>TRC to give SM contact details for a different rep</p>
	<p>Quality improvement</p> <p>No feedback</p>	
6	Terms of Reference	
	<p>SM asked whether a C&L strategy was necessary in light of having an organisational and regional (HCLU) strategy already in place. Since the introduction of the CCGs, the footprint of C&L has become less clear; although there is still some regional identity with the introduction of the LETBs. In terms of the group’s purpose, as stated in the TOR, TRC suggested changing the phrase ‘co-ordinated strategies’ to ‘co-ordinated services’. It was agreed that the group would continue to provide two main functions: as a support group, and as a strategic group (with a focus on action).</p> <p>It was agreed that the action plan has value but requires updating.</p> <p>The membership of the group also needs to be reviewed. It was suggested that Calderstones are invited to attend, as well as Matt Holland (NWAS). These organisations would also be required to attend the NHS/UCLAN meetings.</p>	
7	Robin Robin	
	<p>Lancashire Teaching Hospitals NHS Foundation Trust</p> <ul style="list-style-type: none"> • LTHTR now subscribes to Dynamed and has cancelled their subscription to Uptodate due to the increases in cost year on year. • Funding for BMJ Cases Notes has been made available due to the number of F1’s and F2’s wishing to submit them as part of their CPD. • Funding has been made available to recruit a part-time Assistant Clinical Librarian. 	

	<p>This is the result of increased workload generated by the policies project.</p> <ul style="list-style-type: none"> • Gavin Moore is our new Library Assistant who started in December and replaces Mike Newall. <p>Morecambe Bay</p> <ul style="list-style-type: none"> • LKS is taking part in the Six Book Challenge after a two year break • Service staffing difficulties remain – Inquiry is expected to finish in March 2014 • Current priority uploading policies etc onto Heritage for the imminent CQC visit • Library & Knowledge Services now sits within the Governance Division • Two bids submitted in the recent round - £2k for resources to support 6BC and £20k to support library developments at FGH
	<p>Lancashire Care</p> <ul style="list-style-type: none"> • The new Library & Information Service Development Plan is now finished. • Work has now started on drafting two surveys which are due to go out later this month one regarding the Library & Information Service and the second regarding the in-patient library services. • I attended a very successful meeting with our finance accountant earlier this week where I managed to minute several outstanding issues which now have actions attached to them so hopefully we may see some progress. • I submitted several bids to HCLU in the end of year bidding round. • The Job Description and Specification for the new post of Information Services Librarian is due to be submitted for Agenda for Change banding later this week. This is the old Outreach Librarian post which has been rearranged to take into account both Outreach library services and Electronic library services.
	<p>North Cumbria Trust & Cumbria-wide Services</p> <p>Please see the embedded reports:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>NCUH_LKS_Service_Cumbria_LKS_Servic Management_Report_e_Management_Repr</p>
	<p>ELHT</p> <p>N/A</p>
	<p>Blackpool</p> <ul style="list-style-type: none"> • Laura Sims, formerly the Assistant Librarian, has been appointed as our new Electronic Services Outreach Librarian, thereby replacing Rosemary who retired in September. Whereas Rosemary's post was part-time, it was decided to make it a full time role to incorporate an outreach element. To date, Laura has scheduled

	<p>meetings with senior leads in various community teams to discuss ways in which we can tailor our services to meet the needs of specific groups.</p> <ul style="list-style-type: none"> • Following Laura’s appointment, we now have a vacancy for a full time Band 4 Assistant Librarian. However, the Trust has implemented a vacancy freeze due to current financial pressures until April 2014. In the meantime, we are managing to continue to deliver services, but consequently the development of Laura’s role will be slower than was originally hoped for. • Following a 6 week trial we have decided to purchase a new resource, clinicalskills.net. This resource is an excellent tool for trainees; and if purchased before the end of February 2014, we will receive a discount, plus various freebies. For information on this resource please visit the link here. • MF recently met with the MD for Spiral Health – a social enterprise group which took over the previously NHS-owned Bispham Nurse Led Unit – to discuss forming a SLA. The outcome of the meeting was positive, and the Unit will benefit a great deal from our services. The cost is to be negotiated, but otherwise the SLA is moving forward.
8	AOB
	<p>TRC to share info on Wufoo</p> <p>SM to send out a meetomatic to arrange the next meeting</p>
	Next meeting
	TBC