



**Minutes of the Clinical Librarian Group**  
**Held on 7<sup>th</sup> June 2013**  
**10:15-13.30**  
**Meeting Room, HCLU, Wigan**

<b>PRESENT</b>	Sue Jennings (SJ) Chair; Tracey Pratchett (TP) Secretary; Clare Payne (CP) ; Gil Young (GY); Jo Whitcombe (JF); Eva Thackeray (ET); Jane Roberts (JR); Anne Webb (AW); Victoria Treadway (VT); Caroline Timothy (CG); Vikki Ferri (VF); Helen Medley (HM); John Brooke (JB); Sandra Harrison (SH); Charlotte Kelham (CK); Alison Brettle (AB).
<b>APOLOGIES</b>	Michael Reid (MR); Lis Edwards (LE); Michelle Maden (MM), Anita Gould (AG). Anita Gould (AG)

NO	MINUTES	ACTION
	<b>MINUTES OF THE PREVIOUS MEETING</b>  The minutes of the meeting held on the 8 <sup>th</sup> March 2013 were accepted as a correct record.	<b>SJ</b> to add to CLG LIHNN site
	<b>MATTERS ARISING</b>	
2	<ul style="list-style-type: none"> <li>• <a href="#">Business and health management toolkit (BHMT)</a> – GY to send out email reminder reviewing content and any gaps/clarifications needed.</li> <li>• <a href="#">NHS Choices/Direct</a> – GY fed back regarding changes to NHS Choices. The presentations from the SHaLL consumer health information conference will be available after 5th June, and GY will flag availability in HCLU briefing.</li> </ul>	<b>GY</b>
3	<p><a href="#">Umbrella 2-3<sup>rd</sup> July 2013, Salford</a> – Various people going. VT will be filling a gap as one of the keynote speakers on the Tuesday. Will attend with Consultant and aims to discuss the ward round work; advocacy; attending non-library conferences. SJ; JW; Vicky Bramwell; Peta Jones; CP; Alex Williams; GY (doesn't want to play at writing up) all attending.</p> <p><b>Action:</b> SJ will coordinate a write up for LIHNNK-UP from attendees.</p> <p><a href="#">Evidence Synthesis Network</a> – Manchester University workshops generally very good, the next workshop "<a href="#">How Evidence Synthesis leads to Improvements in Care 15<sup>th</sup> July</a>". Look for presentations from previous sessions on the web site. Jane Mann is the contact although you need to be quick as they book up early.</p> <p><b>Action:</b> JW suggested that feedback about events be added to the Clinical Librarians blog for information. SJ to write up the Evidence Synthesis workshop from 15<sup>th</sup> July to be added to CL blog.</p>	<b>SJ</b>  <b>SJ</b>
4	<p><a href="#">Clinical Librarians Blog</a></p> <p>GY she has had a number of posts for the launch to last for the next 5 weeks, so far she has received items from (VT); (SJ); (MR). Requested that others volunteer to write one or 2 posts over the year, we need to keep this going to keep it fresh.</p> <p><b>Action:</b> TP to write a short piece from Chartership portfolio about defining the role</p>	<b>TP</b>

7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <u>Professional Knowledge and Skills Base (PKSP)</u>: is a template (attached) for sectors and employers outlining skills required for different library/information roles. GY wants to create a working group to complete the template for the Clinical Librarian role. Original aim to complete by 2nd July, but this is unlikely. <b>Action:</b> GY to pull a working group together: volunteers VT; CP; JW: SJ; TP (Virtual).</li> <li>• <u>Secretary</u> - TP to step down as secretary for the time being. JW volunteered to take over from December 2013. Volunteer needed to take minutes at September 2013 meeting.</li> <li>• <u>NICE</u> – SHJ has been working with NICE to develop training/taster sessions and resources about pathways, technical guidance, commissioning guides, case studies, shared learning, tools/toolkits with Annie Coppull to share with network. AC hopes to attend the next CLG to meet.</li> <li>• <u>HDAS consultation</u> – JW thanked everyone for feedback regarding developments. 9th July TRG meeting to review HDAS developments with NICE.</li> <li>• <u>Green screen ideas</u> – AW suggested that we collaborate to develop short videos like Johns Addisons. AW to email CLs for expression of interest. JW to send link to example of John Addisons videos.</li> <li>• <u>SHaLL Staff Development Group</u> – Considering offering bursary for staff to attend non-library conferences as presenters. GY to feedback</li> </ul> <p><b>Feedback received 10<sup>th</sup> June 2013</b> <i>“Investigate the possibility of funding one or two NHS funded librarians a year to present at conferences external to the world of Library and Knowledge Services: After the talk given to the group by Victoria Treadway at their last meeting the group have agreed they wish to progress this. They have drafted an application form and would like SHaLL to support them by agreeing to fund the project.”</i></p> <ul style="list-style-type: none"> <li>• <u>Tameside</u> – Peta Jones contract has been extended for a year. Congratulations!</li> <li>• <u>10 Minutes of madness</u>: brought to you by: <ul style="list-style-type: none"> <li>○ Vicki Ferri: Meet-o-Matic (presentation attached)</li> <li>○ Eva Thackeray: 'A project to improve access to Trust documents: moving policies and guidelines from the Trust's intranet onto Heritage' (no presentation)</li> <li>○ Jane Roberts: 'Infoshots: 30 minute training sessions proving a brief introduction to library services and resources' (no presentation)</li> <li>○ Caroline Timothy: "Being an Embedded Librarian in a Public Health &amp; Clinical Commissioning World" Useful resources: <a href="#">The Commissioning Handbook</a>; <a href="#">Local Government Association</a>; <a href="#">Joseph Rowntree Foundation</a>; <a href="#">Health and Social Care Information Centre</a>; <a href="#">NHS Primary Care Commissioning</a></li> <li>○ Sue Jennings – Ward &amp; Pathway support – Using <a href="#">Gliffy – User Manual online</a> to help design pathways – presentation attached which helped open up the support for Wards &amp; Pathways.</li> <li>○ Jo Whitcombe</li> </ul> </li> <li>• SJ suggested that the 10 minutes of madness could be written up as case studies and added to the <a href="#">MAP Toolkit</a> – VT will circulate template.</li> </ul>	<p><b>GY</b></p> <p><b>Volunteer</b></p> <p><b>JW</b></p> <p><b>GY</b></p>
	<p><b>DATES &amp; TIME OF NEXT MEETINGS</b></p> <p>TBC</p>	