



Document details

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| Title | Annual Review Process and Requirements for BSW Responders |
| Scope | To set out the process and requirements for BSW Responders to remain approved to respond on behalf of SWAST |
| Author(s) | M Booker; S Scott-Hayward |
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| Approval | Clinical and Quality Group |
| Amendments | |

Introduction

The relationship between BASICS South West (BSW) and SWAST is set out in the Memorandum of Understanding (MOU). BSW has delegated responsibility for the governance of all responding BASICS Clinicians. This document has set out the requirements for continued approval as a BSW responder, following initial recommendation. It should be read in conjunction with the Honorary Contract.

Purpose of the Annual Review

The annual review serves the following functions:

- Provides a structured opportunity for the individual responder to reflect on and evaluate their responding activity over the previous year, identify any personal learning, consider an individualised PDP programme for the year ahead, and gain valuable peer-feedback on their activities.
- Provides assurances to BSW (and therefore SWAST) that the responder’s practice remains up-to-date, and in line with current guidelines, policies and procedures.
- Provides assurances to BSW (and therefore SWAST) that key requirements that support safe responding on behalf of the ambulance service have been met (e.g. vehicle and driving standards);
- Provides formal evidence of peer-review of BASICS responding activity, to support the need to include the whole scope of practice in an individual’s clinical appraisal/GMC revalidation activities.
- Enables collation of data to enable higher-level identification of any themes, trends or process issues that BSW and SWAST need awareness of.

The annual review process aims to be supportive and constructive, whilst providing the necessary assurances to SWAST.

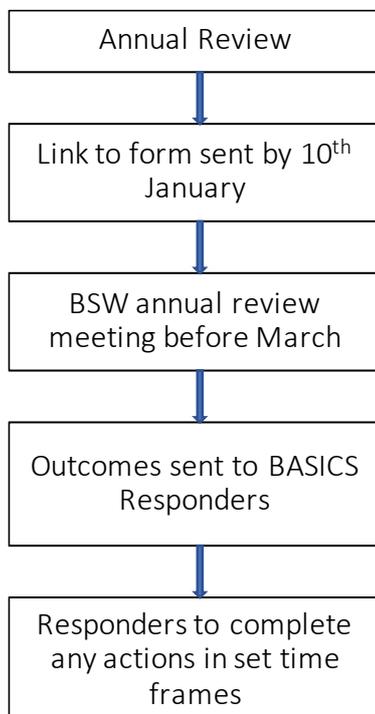


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Process



Each approved BASICS Responder will be required to engage with the annual review process by submitting a completed individual return electronically. This will usually be in January and should cover the previous calendar year work.

The BASICS South West Committee will meet, usually in the first quarter of the year, to review completed returns against the below requirements, and provide written feedback to the individual responders. The annual review meeting will include representatives from at least 2 member schemes. Responders who are also committee members will excuse themselves from discussions regarding their own review forms to enable adequate peer-review. Responders who do not submit a review form by the agreed deadline (or who submit an incomplete annual review form) may have their call sign temporarily de-activated until such time as assurances can be provided.

The outcome from the annual review process will be one of the following:

(1) Continue Responding

This recommendation will be made when all of the below requirements have been met in their entirety to the satisfaction of the BSW Committee.



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(2) Continue Responding with Recommendations

This recommendation will be made when the below requirements have been met to a standard deemed acceptable for continued responding, but minor development or process issues have been identified. Examples may include the completion of non-critical administrative items, or specific recommended PDP activities that the committee feel the responder would benefit from. Any recommendations should follow the 'SMART' format. Where continued responding is contingent on specific actions, the recommendation may change to 'stop responding' if these are not met.

(3) Stop Responding

This recommendation will be made where inadequate assurances are provided for the BSW committee to recommend continued responding. The individual should not respond until they have received confirmation of either outcome (1) or (2) above.

Forms, with feedback comments, will be emailed to responders for their files, and stored by SWAST as evidence of appropriate governance.



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Individual Requirements to continue responding

1. To continue to meet the stipulations of the Honorary Contract;
2. To maintain current accreditation with the National BASICS organisation as an Immediate Care Practitioner.
3. To demonstrate active responses to BASICS incidents
4. To have successfully undertaken a 'first person on-scene' Advanced Life Support assessment according to current guidelines in the previous 12 months. (This may be evidenced by a (re-)certification in a recognized course, such as an ALS course, or via participation in a scheme-organised CPD session, moderated by someone with appropriate ALS-training qualifications);
5. To demonstrate active engagement in the scheme's CPD and clinical governance activities;
6. To have had a satisfactory vehicle safety inspection conducted by a SWAST vehicle workshop in the previous 12 months.
7. If responding under 'blue light' conditions, to have undergone a blue-light driver update facilitated by the SWAST driver training team in the previous 24 months;
8. To provide a declaration of continued compliance with the BSW and SWASFT Controlled Drugs Policy's.
9. To provide a summary and reflection on the previous year's responding activity, and propose a suitable Personal Development Programme for the upcoming year;



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10.To provide assurance of competence and confidence to perform the following interventions where applicable to your practice.

| Intervention | Mandatory skill | Maximum Time Frame | Minimum training and assessment |
|---|-----------------|--------------------|---------------------------------|
| First on scene resuscitation assessment | Yes | 18 months | Scheme ALS assessment |
| Laryngoscopy and Foreign body removal | Yes | 18 Months | Scheme assessment |
| Intubation Adult | Optional | 18 Months | Scheme assessment |
| Intubation Paediatric | Optional | 18 Months | Scheme assessment |
| Management of failed intubation | Optional | 18 months | Scheme assessment |
| Surgical Airway | Optional | 18 Months | Simulation / Practical |
| Thoracostomy | Optional | 18 Months | Simulation / Practical |
| Thoracotomy | Optional | 36 Months | Education / discussion |
| Procedural sedation | Optional | 18 Months | Ongoing exposure |

Confidence and competence in the above procedures can be demonstrated in a number of ways including case review, simulation, scheme assessment or recognised courses.

BASICS SW is in the process of developing a system for recording completion on the BSW dashboard, in the interim period it is the responsibility of individuals to keep appropriate records and present at their annual review.

Specific areas of clinical practice Relating to Doctors

Intubation by BASICS Doctors (excluding delivery of Pre-Hospital Emergency Anaesthesia)

Through a number of pre-hospital incidents it has been identified that intubation poses a high risk of causing harm, most commonly as a result of missed oesophageal intubation. As a result, many ambulance services including SWASFT have now withdrawn intubation from frontline staff, in favour of basic airway management and the use of the iGel. There are occasionally circumstances where intubation may still be required. If individual BASICS practitioners intend to undertake intubation, they must be able to demonstrate ongoing competence.

Competence in intubation is defined as

- An initial period of training, eg training in anaesthesia or emergency medicine (with significant exposure) or educational theatre lists.
- Knowledge of and expertise in ETCO2 along with demonstration of confidence in its practical use in the pre-hospital environment





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- A minimum of 18-month period between simulation of intubation including equipment used and the management of failed intubation. (ideally annually)
- A personal Airway log

Ketamine analgesia and Procedural Sedation

- 1. Ketamine Analgesia** Initial sign off by BSW Committee will be based on the following
 - Demonstration of prior experience or
 - Completion of BSW Ketamine analgesia training session
 - And Demonstration of understanding of pharmacology
 - And an understanding of SWASFT ketamine analgesia PGD
- 2. Sedation** – initial sign off will be by the BSW committee, the requirements include
 - Completed sign off for the delivery of ketamine analgesia
 - Demonstration of experience of sedation
 - Demonstration of observed practice in the pre-hospital environment
 - On-going log of sedation cases