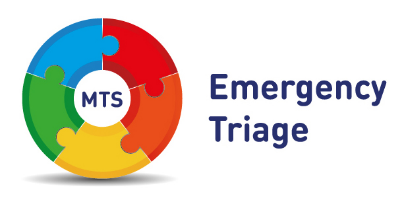
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**MTS IRG Meeting – Quarry Bank Mill**

**Manchester, 12th October 2017**

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| **In attendance** |  | **Apologies** |
| Susanne Greber-Platzer | Austria | Welfane Cordero |
| Andreas Zundal | Austria | Cintia Alacantra de Carvalo |
| Max Bures | Austria | Juan Carlos Medina |
| Maria do Carmos Rausch | Brazil | Gema Garcia Riestra |
| Paula Rocha | Brazil | Gabriel Redondo Torres |
| Jorg Krey | Germany | Stefan Kovacevic |
| Peter Niebuhr | Germany | Monika Labonkova |
| Michael Prantl | Italy |  |
| Pasquale Solazzo | Italy |  |
| Norbert Pfeifer | Italy |  |
| Gabriele Magnarelli | Italy |  |
| Jesica Bravo | Mexico |  |
| Noe Arellano | Mexico |  |
| Elizebeth Hernandez Delgadilo | Mexico |  |
| Piet Machielse | Netherlands |  |
| Henriette Moll | Netherlands |  |
| Katrien Bijnens | Netherlands |  |
| Endre Sandvik | Norway |  |
| Germer Schneider | Norway |  |
| Stine Engebretsen | Norway |  |
| Antonio Marques | Portugal |  |
| Angela Valenca | Portugal |  |
| Paulo Freitas | Portugal |  |
| Kevin Mackway Jones | UK |  |
| Jill Windle | UK |  |
| Janet Marsden | UK |  |
| Sue Wieteska | UK |  |
| Stephanie Allmark | UK |  |
| **Observers** |  |  |
| Mark Newton | Uk |  |
| Sue Mattingley | UK |  |
| Gabrielle Magnarellie | Italy |  |
| Andreas Mehr | Switzerland |  |
| Claudio Alves | Portugal |  |
| Diogo Bruno | Portugal |  |

1. Introductions and housekeeping by UK (KMJ and SW)
2. **Review of Minutes IRG 2016**
   1. Agenda item 3.6 (2016) – Invitation to develop a ‘Dizziness’ Task and Finish group to be re-sent to IRG members and vignettes to evaluate a ‘Dizziness’ MTS chart to be developed by Germany (JK) carried over to next year. This item will be removed if no interest shown.
   2. Agenda item 6.1 (2016) – Agreement now in place with Wiley that any critical updates will be completed within 28 days as this is part of the IT companies contract. UK (SM) will send an explanation of the wording and is happy to answer any questions separately. IRG will be contacted in the event of any critical updates and important that changes are translated as soon as possible.
   3. All other changes/updates will be added to the website yearly to coincide with the MTS /IRG conference.
   4. Agenda item 7.4 (2016) – OBGYN Task and Finish Group to develop specialist MTS chart for maternity/OBGYN carried over until 2018 IRG.
3. **Governance structure for succession planning and MOU**
   1. Memorandum of Understanding – all agreements now consolidated into one electronic MOU. Inclusion of an electronic signature gives access to all on-line resources and creates a PDF copy of the MOU. Any additional MTS tools requested can be added to the MOU if required.
      1. Netherlands (HM): Netherlands signed a separate agreement – SW/KMJ will ask Netherlands legal department to review the MOU as they would like everyone to follow the same process but will review individually if required.
      2. Germany (JK): Concerns that unable to sign electronic MOU as legal team would need to review first. Advised by SW/KMJ that MOU is not a contract legally binding, but a ‘gentleman’s agreement’, however all IRGs should send feedback as needed.
   2. New proposed governance structure discussed including succession planning and how any new MTS tools impacts changes across the whole MTS platforms.
   3. Advisory groups are being developed for each MTS tool which will report to an over-arching panel made up of 50% UK members and 50% IRG members.
   4. 50% of advisory groups may also consist of members from outside of the UK. These will be selected from nominations made from the IRGs (10-12 members per group), then a vote will determine the advisory group members.
   5. All final decisions will still be made by the Manchester Triage Group.
4. **On-line resources**
   1. Discussed the Manchester Triage website [www.triagenet.net](http://www.triagenet.net) and the resources currently available, including the training and sign off procedure for MTS centres.
   2. Translation of resources available if required by contacting SW who will send the templates for translation and include on the website as online e-modules on a country specific page.
   3. Teaching materials will also be available for instructors only.
   4. MTS reception tool requested to be added to the website – this will be added in the new year.
5. **Annual Reports**
   1. Annual reports presented by all present IRGs. These will be uploaded onto the website for information.
   2. Request from Portugal (PF) for certificate for software to be included in next annual reports.
6. **General Discussion and questions**
   1. Germany (JK): Request that ‘Lower abdominal pain’ be included in PV Bleeding chart due to inconsistency with priority of Abdominal pain/Back pain in other charts.
      1. MTG: this will be reviewed and discussed at next IRG.
   2. Austria (MB): Could the definition of ‘Possibly pregnant’ be expanded
      1. MTG: Definition does not need expanding as you have to make decisions based on the self-report from the patient as well as likelihood of pregnancy
   3. Norway (GS): Could age ranges and physiological values for children be added to the discriminator definitions?
      1. MTG: This would not be possible as each MTS centre or country using the MTS should use their own tools to determine the age ranges and physiological values.
   4. Italy (NP): Happy with new sepsis discriminator
   5. Portugal (PF): Happy with current system.
   6. Netherlands (PM): Will present at next year’s IRG on how children triaged with MTS are over-triaged due to the ‘Known or likely immunosuppression’ discriminator. UK (JW) reiterated that this discriminator is not only a trigger to determine the unwell child/patient but also to assist in recognising that a patient may need to be isolated from the main waiting room due to immunosuppression.
7. **Dates for next meeting**
   1. The next annual IRG meeting will be held in Portugal, with the MTS conference being held on the 11th October and the IRG meetings on the 12th October.
   2. The following year was also discussed as Austria celebrates their anniversary of implementation of MTS and requested to hold the conference in 2019, however due to other commitments and timings of the conference 2019 should be held in UK. This will be discussed with MTG and a decision made.

**2017 Manchester Triage Group IRG Conference - Actions**

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| No | Action | Lead | Date for completion |
| 2.1 | Email IRG members to invite to T&F group for ‘Dizziness’ | Complete | January 2018 |
| 2.1 | Develop vignettes to evaluate effectiveness of ‘Dizziness’ chart | JK | 2018 IRG |
| 2.1 | Send explanation of IT contract wording to IRG regarding updates | SM |  |
| 2.4 | Development of specialist maternity/OBGYN MTS Chart | OBGYN T&F group | 2018 IRG |
| 3.1.2 | Send Netherlands legal department link to electronic MOU to answer any questions | SW/KMJ |  |
| 3.2 | Send governance structure to IRG | SW |  |
| 3.4 | Write to IRG to invite nominations for members | SW | January 2018 |
| 4.4 | Send full NaRT and Police dictionary to JW for review | SA complete | January 2018 |
| 5.1 | Upload all annual reports onto website | SA/SW complete | January 2018 |
| 7.2 | Decision for location of 2019 MTS conference and IRG | SW/MTG | Complete |
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