

# EDUCATION & WORKFORCE DEVELOPMENT GROUP MEETING

Monday 16 September 2013 at 1:00 pm in the  
Seminar Room on the NNU, Maternity Centre, University Hospital of North Staffordshire

## AGENDA

1. APOLOGIES JC
2. MINUTES OF THE MEETING HELD ON THE 18 JUNE 2013 ALL  
*Attached*
3. MATTERS ARISING ALL  
Actions Jun 13:  
What is sterile water used for and what is tap water used for in each NNU?  
What would be the process to use bank staff from other hospitals in the  
Network to staff their unit in a crisis?
4. NEONATAL BANK/POOL OF STAFF – UPDATE JC/LC  
– Feedback on interest from staff attending network study days
5. TRAINING & EDUCATION JC/LC
  - Neonatal Intensive Care Course Provision Keele & Wolverhampton 2013/14
  - Foundation Programme – Nov 2013
  - Individual Unit Training Needs Requirements for 2013/14
  - Network Study Days 2013/14
  - Planned Network Update Study Day for Staff Returning Following Prolonged Leave
  - Network Simulation Training Programme Update
6. NEONATAL UNIT STAFFING UPDATED SPREADSHEETS RM  
- *Collated Network Workforce Position - Attached* RM  
- Rotation of Staff Sanjeev D/CH
7. NETWORK NNU ESCALATION POLICY UPDATE RM
8. IMPROVING FAMILY CENTRED CARE UPDATE RM  
- SSBCNN Parent Passport Launch RM  
- Parent Teaching Packages ALL  
– *SaTH NGT Parent Package attached* GP/Sam D
9. DRAFT OBJECTIVES FOR 2013/14 ALL  
*Attached for Agreement*
10. REVISED DRAFT TERMS OF REFERENCE ALL  
*Attached for Agreement*
11. USE OF EPORTFOLIO BY ANNP'S Sanjeev D
12. ANY OTHER BUSINESS ALL
13. DATE AND TIME OF NEXT MEETING ALL  
To be agreed at the meeting.