

<b>Guidelines Group Meeting</b>	
<b>Thursday 5 July 2012 at 10am</b>	
<b>Basement Meeting Room, Maternity Block, New Cross Hospital, Wolverhampton, WV10 0QP</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b>  Alex Philpott Consultant Neonatologist, Newborn Transfer Service  Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair)  Maggie Doodson, Sister – Royal Wolverhampton Hospital  Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospital Trust  Kishor Tewary, Consultant Paediatrician – Mid Staffordshire Hospital  David Rogers, Clinical Effectiveness Librarian - Bedside Clinical Guidelines Partnership  Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership  Liz Jones – Senior Breastfeeding &amp; Neonatal Research Practitioner, University Hospital of north Staffordshire  Julia Uffindell, Consultant Neonatologist – University Hospital of North Staffordshire</p>
<b>1.</b>	<p><b>Present:</b>  Babu Kumararatne, Lead Clinician - Staffordshire, Shropshire &amp; Black Country Newborn Network  Melanie Sutcliffe, Clinical Effectiveness Lead - Staffordshire, Shropshire &amp; Black Country Newborn Network  Ruth Moore, Network Manager - Staffordshire, Shropshire &amp; Black Country Newborn Network  Phil Simmons, Guidelines Lead – Southern West Midlands Newborn Network  S Sivakumar, Consultant Neonatologist – City Hospital  Bashir Muhammed, Consultant Paediatrician – Walsall Manor Hospital  Sarah Cormack, ANNP – Newborn Transport Service</p>
<b>2.</b>	<p><b>Minutes of the 20 September 2011</b>  All agreed the minutes of the last meeting.</p>
<b>3.</b>	<p><b>Matters Arising</b>  There were no matters arising.</p>
<b>4.</b>	<p><b>Draft Minutes of QIPP Group Meeting held on the 10 April 2012</b>  All noted.</p>
<b>5.</b>	<p><b>Identification of SWMM Guidelines Lead</b>  PS sent Sarah Carnwell (SC) the names of the SWMNN Guideline Leads at each Trust. SC to add these to the distribution list for the group. Dr Sivakumar will be taking over the role of SWMNN Guideline Lead from PS.</p>
<b>6.</b>	<p><b>Identification of New Guidelines for the Next Edition</b>  Guideline Leads in both Networks to distribute the list of guidelines to colleagues to ascertain which guidelines they would be interested in reviewing and updating. The SWMNN guidelines for inclusion in the next edition to be sent to Marian Kerr to be put in the BCG format and distributed for comments. SC to send a disc of the last edition of the guidelines to SS. The group agreed the following new guidelines to be included in the next edition, MK to format and circulate for comments:  Antibiotics for neonatal infection  BCG and unknown HIV status in postnatal ward  Investigation of Neonata with Maternal history of TB  NNU difficult intubation  Neonatal Arterial Thrombosis</p>
<b>7.</b>	<p><b>Neonatal Guidelines 2011</b>  <b>User Survey</b>  SC to produce a summary of those received, identifying if all units are represented.  <b>NICE Accreditation</b>  KP to provide an update at the next meeting.  <b>Local Lead</b>  The group discussed the need to have one editor from each network in order to involve SWMNN fully in the process. SS and AS were the editors for the last edition. RM to discuss with KP to identify the SSBCNN Editor and PS to discuss with SWMNN to identify an Editor from their Network.</p>

<b>8.</b>	<b>The Bedside Clinical Guidelines Partnership</b> There was no representation from the BCGP, item to be deferred to the next meeting. RM to meet with KP. SC to ask MK for schedule for the next edition for circulation to the group.
<b>9.</b>	<b>Parent Information Leaflets</b> All units to adopt BLISS parent information leaflets. Dawn Homer to provide an update RE: Extreme Prematurity Leaflet. Both networks are using joint surgical leaflets. PS to ask MP about feeding leaflets used in SWMNN.
<b>10.</b>	<b>Any Other Business</b> There is no money in the budget for publication of the guidelines this year. BCG are not pursuing developing apps instead of printing guidelines books, the group discussed if we should look into this separately for the neonatal guidelines. MS to speak to Kalyan Gurusamy, PS to speak to Vishna Rasiah who may be able to help with this.
<b>13.</b>	<b>Date and Time of Next Meeting</b> SC to arrange the next meeting for the beginning of October

### **ACTION LOG – For the Guidelines Group Meeting held on 5 July 2012**

<b>Decision / Action</b>	<b>Owner</b>
SC to add SWMNN Guideline Leads to distribution list.	Sarah Carnwell
Guideline Leads in both Networks to distribute the list of guidelines to colleagues to ascertain which guidelines they would be interested in reviewing and updating.	Kate Palmer S Sivakumar/Phil Simmons
The SWMNN guidelines for inclusion in the next edition to be sent to Marian Kerr to be put in the BCG format and distributed for comments.	S Sivakumar/Phil Simmons Mary Passant
SC to send a disc of the last edition of the guidelines to SS.	Sarah Carnwell
MK to format and circulate for comments: Antibiotics for neonatal infection BCG and unknown HIV status in postnatal ward Investigation of Neonata with Maternal history of TB NNU difficult intubation Neonatal Arterial Thrombosis	Marian Kerr
SC to produce a summary of those received, identifying if all units are represented.	Sarah Carnwell
KP to provide an update at the next meeting.	Kate Palmer
RM to discuss with KP to identify the SSBCNN Editor and PS to discuss with SWMNN to identify an Editor from their Network.	Ruth Moore
RM to meet with KP.	Ruth Moore
SC to ask MK for schedule for the next edition for circulation to the group.	Sarah Carnwell
All units to adopt BLISS parent information leaflets.	All
Dawn Homer to provide an update RE: Extreme Prematurity Leaflet.	Dawn Homer
PS to ask MP about feeding leaflets used in SWMNN	Phil Simmons
MS to speak to Kalyan Gurusamy, PS to speak to Vishna Rasiah who may be able to help with the guidelines being made into an app.	Mel Sutcliffe Phil Simmons