

<b>Guidelines Group Meeting</b>	
<b>Tuesday 8<sup>th</sup> March 2011 at 1.30pm</b>	
<b>Room D, Telford Education Centre, Princess Royal Hospital, Telford</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b>  Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospitals  David Rogers, Clinical Effectiveness Librarian - Bedside Clinical Guidelines Partnership  Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership  A Thirumurugan, Consultant Paediatrician – Leighton Hospital  Liz Jones, Breastfeeding Research Midwife - University Hospital of North Staffordshire  Kishor Tewary, Consultant Paediatrician - Mid Staffordshire Hospital  Babu Kumararatne, Consultant Neonatologist - Royal Wolverhampton Hospital</p>
<b>1.</b>	<p><b>Present:</b>  Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair)  Ruth Moore, Network Manager - Staffordshire, Shropshire &amp; Black Country Newborn Network  Paddy McMaster, Guidelines Editor - Bedside Clinical Guidelines Partnership  Lynsey Clarke, Practice Educator - Staffordshire, Shropshire &amp; Black Country Newborn Network  Maggie Doodson, ANNP- Royal Wolverhampton Hospital  Jyoti Kapur, ST5 in Paediatrics – University Hospital of North Staffordshire  Alex Philpott, Consultant Neonatologist, Newborn Transfer Service</p>
<b>2.</b>	<p><b>Welcome to SWMNN representatives</b>  Apologies had been received from SWMNN and therefore this item was postponed until the next meeting</p>
<b>3.</b>	<p><b>It was noted that the group were not quorate, however the people present went through the agenda in order to monitor and maintain progress on the of the next edition of the network guidelines which are due for publication in 2011.</b></p> <p><b>Minutes From Previous Meeting</b>  Agreed.</p>
<b>4.</b>	<p><b>Matters Arising;</b></p> <ul style="list-style-type: none"> <li>• None identified other than those already covered in the agenda</li> </ul>
<b>5.</b>	<p><b>Draft Minutes of QIPP Group Meeting held on 13<sup>th</sup> Jan 2011</b></p> <ul style="list-style-type: none"> <li>• Were reviewed by the group</li> <li>• There was discussion about the Matching Michigan Quality Improvement Project - reducing CVC bloodstream infections – a number of the neonatal units in the network are participating. RM to take to next QIPP group meeting and also to the senior nurses at the workforce meeting.</li> <li>• RM to circulate the nursing time spent audit abstract to the guidelines group</li> <li>• The parent information leaflet regarding the SSBCNN care pathways was briefly reviewed, agreed it needs strengthening around explaining step down care clearly to parents. RM to contact Heartlands to see if they have any parent information in respect of moving babies out of Heartlands to Good Hope neonatal unit.</li> </ul>
<b>6.</b>	<p><b>Neonatal Guidelines User Survey Results</b></p> <ul style="list-style-type: none"> <li>• Jyoti presented the findings from the guidelines user survey. See attached presentation.</li> <li>• It was thought that there needed to be some clarification on the question regarding the supporting information...  “Are you aware that there is supporting information available” Yes No  If Yes how often on average do you refer to it?  Daily, Weekly, Monthly etc</li> </ul>
<b>7.</b>	<p><b>Survey of the Use of the Postnatal Ward Guidelines Folder</b></p> <ul style="list-style-type: none"> <li>• It was agreed that this should be a separate survey from the neonatal guidelines survey as it is a different staff group i.e. midwives on the post natal ward</li> </ul>
<b>8.</b>	<p><b>Neonatal Guidelines 2011</b></p>

	<ul style="list-style-type: none"> <li>• Guideline with coloured heading – a draft was reviewed - the colour headings did not really add anything and therefore it was agreed to leave the web based guidelines in black and white the same as the printed version</li> <li>• Supporting evidence/literature review - An email update from David Rogers was reviewed. It was agreed that it is not necessary to supply editors with full text of the papers included in the search update. Clarification needs to be sought from David as to whether he reviews the evidence for all questions ever asked in relation to each topic or only the new questions raised each edition of the guideline. It was agreed that authors need to be aware of the process of getting supporting information to use for the review of guidelines = the librarian reviews and circulates published literature and authors need to review professional updates e.g. BAPM, Royal Colleges and other collections of neonatal guidelines e.g. NZ, Aus.</li> </ul>
<b>9.</b>	<p><b>The Bedside Clinical Guidelines Partnership</b></p> <ul style="list-style-type: none"> <li>• The update provided by Marian was reviewed. Attached for information.</li> <li>• Timeframe for the production of this edition of the guidelines to be circulated to the guidelines group to ensure everyone is aware</li> <li>• Editorial update – Drs Shiva Shankar (UHNS) and Alyson Skinner (RWH) have agreed to be the neonatal editors</li> <li>• Lead editor role for the neonatal guidelines – Following PMcM changing jobs and leaving UHNS - KP had agreed to take on this role however PMcM is able to keep on this role if we wish. RM and KP to discuss with PMcM and the BCGP</li> <li>• BCGP have withdrawn their application for NICE accreditation – copies of the correspondence were reviewed. It was agreed to consider applying separately to get the neonatal guidelines accredited. RM to ask MK for a copy of the application documentation.</li> </ul>
<b>10.</b>	<p><b>Parent Information Leaflets</b></p> <ul style="list-style-type: none"> <li>• No comments have been received on the draft parent information leaflets on echocardiogram and Headscan. Following SCs email to the guidelines group no- one has come forward to look at drafting a network parent information leaflet on extreme prematurity. KP expressed an interest in this work and requested a copy of the RWH guideline that accompanies the parent information leaflet.</li> </ul>
<b>11.</b>	<p><b>Obstetric Guidelines 2011 Update</b></p> <ul style="list-style-type: none"> <li>• These were launched at the maternity event on 11 Feb and are currently being distributed to each unit, Stafford and Walsall are still awaiting theirs. KP requested a copy.</li> </ul>
<b>12.</b>	<p><b>Any Other Business</b></p> <p>None</p>
<b>13.</b>	<p><b>Date and Time of Next Meeting</b></p> <p><b>Tuesday 14<sup>th</sup> June at 9:30 am in Room 5 at Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP.</b></p>

## ACTION LOG – For the Guidelines Group Meeting held on Tuesday 8<sup>th</sup> March 2011

Decision / Action	Owner	Timescale
RM to put the item Matching Michigan Quality Improvement Project - reducing CVC bloodstream infections on the next QIPP group agenda for discussion at the meeting and also for discussion at the next workforce meeting.	Ruth Moore	Workforce Meeting 23-03-11 QIPP Meeting 17-03-11
RM to circulate the nursing time spent audit abstract to the guidelines group	Ruth Moore	End April 2011
RM to contact Heartlands to see if they have any parent information in respect of moving babies out of Heartlands to Good Hope neonatal unit.	Ruth Moore	End April 2011
SC to circulate the findings presented by Jyoti.	Sarah Carnwell	End March 2011
SC to amend survey on the question regarding the supporting information.	Sarah Carnwell	End April 2011
It was agreed that there should be a separate post natal ward survey, SC to draft for approval by the Group.	Sarah Carnwell	End May 2011
Clarification needs to be sought from David as to whether he reviews the evidence for all questions ever asked in relation to each topic or only the new questions raised in each edition of the guideline.	David Rogers	Next meeting in June
It was agreed that authors need to be aware of the process of getting supporting information to use for the review of guidelines = the librarian reviews and circulates published literature and authors need to review professional updates e.g. BAPM, Royal Colleges and other collections of neonatal guidelines e.g. NZ, Aus.	Marian Kerr	End March 2011
SC to circulate update provided by Marian	Sarah Carnwell	End March 2011
Timeframe for the production of this edition of the guidelines to be circulated to the guidelines group to ensure everyone is aware	Marian Kerr	End March 2011
RM to ask MK for a copy of the application documentation for NICE accreditation.	Ruth Moore	End April 2011
SC to request a copy of the RWH guideline that accompanies the parent information leaflet.	Sarah Carnwell	End April 2011
SC to provide KP with a copy of the obstetric guidelines.	Sarah Carnwell	End March 2011