

Guidelines Group Meeting	
Thursday 13th June 2013 at 2pm	
1st Floor Paediatric Resource Room, S12 Block, City Hospital, Birmingham	
Minutes	
1.	<p>Apologies: Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership Tilly Pillay, Consultant Neonatologist, Royal Wolverhampton Hospitals Alyson Skinner, Consultant Neonatologist, Royal Wolverhampton Hospitals Alex Philpott, Consultant Neonatologist, WMNTS Wendy Tyler Consultant Neonatologist,, SaTH Mel Sutcliffe, Consultant Neonatologist, RWH Lynsey Clarke, Practice educator, SSBCNN Subramanian Mahadevan, Consultant Paediatrician DGH Sarah Cormack, ANNP, WMNTS Sanjeev Deshpande, Consultant Neonatologist, SaTH Thiru Thirumurugan, Consultant Paediatrician, Mid Cheshire Hospitals NHS Foundation Trust Sonia Saxon Manager/Lead Nurse SWMNN (Clash with SWMNN Strategy Group Meeting)</p>
1.	<p>Present: Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair) Ruth Moore, Network Manager - Staffordshire, Shropshire & Black Country Newborn Network Vikranth Venugopalan, Consultant Neonatologist, City Hospital S Sivakumar, Consultant Neonatologist – City Hospital Bashir Muhammad, Consultant Paediatrician, Walsall Hospital</p>
2.	<p>Minutes From Meeting Held on 18th March 2013 Agreed</p>
3.	<p>Matters Arising; None identified other than those already covered in the agenda SS to chase Pulse-Ox Flow Chart</p>
4.	<p>Terms of Reference, Review of Objectives and Objectives for 2013/15 for approval TOR agreed. Progress review of 2012/14 objectives agreed, Draft objectives for 2013/15 reviewed see attached. <i>Any final comments from the group on the above to be sent to Sarah Carnwell by 11 July 2013</i></p>
5.	<p>Network Issues</p> <ul style="list-style-type: none"> • Unit Formal adoption of guidelines Form <p>Those present liked the concept, made suggestions for amendments to the format of the form, <i>RM to amend and circulate to the group and KP agreed to send examples of minor/major changes to the network guidelines to supply to units with the form for completion when the new guidelines are published</i></p>
6.	<p>The Bedside Clinical Guidelines Partnership MK's update was reviewed. <i>SC to circulate a copy with the minutes.</i> Key message – Track changes are still not always being used by reviewers to identify changes made before sending back to MK <i>BM back at work and will complete reviewing the guidelines he has been allocated and get back to MK asap</i> <i>SS to speak to RN regarding guidelines sent to him for neonatal edit and tight timeframes for completion.</i> The group agreed that for the backlog if the guidelines that had been sent to both AS and RN for neonatal edit, if they had been reviewed by AS then these could be sent off and not reviewed by RN. If RN has any questions about the process KP is happy to talk to him. The group observed some lengthy delays caused by authors not responding to MKs deadlines and MK had chased them several times, <i>the group agreed that an escalation process should be put in place if the author has not responded after one chase by MK then MK to escalate to KP/SS, depending on which network the author from, who will contact the author directly</i> <i>MK to send the new transport guideline to KP to review if the content is already covered elsewhere in the guidelines</i> <i>KP to ask SD if Ashish Porwall is still at SaTH</i></p>

	<p>KP to chase SD regarding the PN Guideline Shiva Shankar has reviewed and updated the Renal failure guideline but has now left the West Midlands, SS to ask VG if he will collate and deal with the feedback from units on this guideline MK to circulate the delayed cord clamping guideline to KP & SS who will approve it prior to circulation to the units</p>
7.	<p>Parent Information Leaflets RM to email SS copies of the SSBCNN Parent Information leaflets BLISS epicure leaflets very useful for discussion with parents with babies at the boundaries of viability</p>
8.	<p>Publication of Guidelines SSBCNN have some funding available to print copies of the 2013 neonatal guidelines books for their units. SWMNN have not been able to identify any funding to print copies of the new neonatal guidelines books for their neonatal units. City Hospital would like 20 copies of the 2013 new edition of the Neonatal Guidelines SS to ask the other units in SWMNN how many copies of the book they would like to purchase (if any) The more copies of the books that are printed the price per book decreases. It is likely to be between £7.50 - £10.00 per book, the exact price will be known prior to printing of the books.</p>
10.	<p>Any Other Business Keep Next User Survey on the agenda for subsequent meetings None</p>
11.	<p>Date and Time of Next Meeting 15 July 2013 10 – 12 Seminar Room, NNU UHNS</p>

ACTION LOG – For the Guidelines Group Meeting held on Thursday 13th June 2013

Decision / Action	Owner	Timescale
Chase Pulse-Ox Flow Chart	SS	
Any final comments from the group on the TOR or Objectives to be sent to Sarah Carnwell	All group members	By 11 Jul 2013
Amend Network Guidelines Formal Adoption Form and circulate to the group	RM	
Send examples of minor/major changes to the network guidelines to supply to units with the form for completion when the new guidelines are published	KP	
Complete reviewing the guidelines he has been allocated and get back to MK asap	BM	
Speak to RN regarding guidelines sent to him for neonatal edit and tight timeframes for completion.	SS	
An escalation process should be put in place if the author has not responded after one chase by MK - MK to escalate to KP/SS, depending on which network the author from, who will contact the author directly	MK, KP & SS	As required
MK to send the new transport guideline to KP to review if the content is already covered elsewhere in the guidelines	MK KP	
Ask SD if Ashish Porwall is still at SaTH	KP	
Chase SD regarding the PN Guideline	KP	
Ask VG if he will collate and deal with the feedback from units on the renal failure guideline	SS	
Circulate the delayed cord clamping guideline to KP & SS who will approve it prior to circulation to the units	MK	
Keep Next User Survey on the agenda for subsequent meetings	SC	