

Guidelines Group Meeting

Tuesday 14th June 2011 at 09.30am

Room 5, Wolverhampton Medical Institute

Minutes

1.	Apologies: Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospital Trust David Rogers, Clinical Effectiveness Librarian - Bedside Clinical Guidelines Partnership A Thirumurugan, Consultant Paediatrician – Leighton Hospital Dawn Homer, NNU Manager, Royal Wolverhampton Hospital Alex Philpott Consultant Neonatologist, Newborn Transfer Service Alison Bedford Russell Lead Clinician – SWMNN Bashir Muhammed, Consultant Paediatrician, Walsall
1.	Present: Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair) Ruth Moore, Network Manager - Staffordshire, Shropshire & Black Country Newborn Network Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership Alyson Skinner Consultant Neonatologist - Royal Wolverhampton Hospital Phil Symonds, Consultant Neonatologist, City Hospital
2.	Welcome to SWMNN representatives Phil Symonds, Guidelines lead from SWMNN was welcomed to the meeting. RM briefly described the neonatal guidelines process and the proposed process for SWMNN to get involved was outlined. MK to send PS BCGP style guide and information. SWMNN have indicated they will be joining in the process Stakeholder meeting Friday 30 th September, BCGP lead and Neonatal Lead to have a session to introduce the guidelines process to SWMNN colleagues Issue next edition of the books to SWMNN units Identify guideline lead in each unit / Trust in SWMNN Timeframe for next edition – may need to be reviewed, the group discussed that the joining of SWMNN in the process may lengthen the process as there will be an increased number of comments received. We will need to review this when we start the next edition. Invite NTS rep onto the group PS asked if MP has indicated if SWMNN maternity group will be joining the SSBCNN obstetric guidelines – RM to write to MP and Bill Martin SWMNN Lead Obstetrician with a copy of the obstetric guidelines
3.	Minutes From Previous Meeting Agreed with noted amendments Update present list – MP and ABR not there, Rename S&TH
4.	Matters Arising; <ul style="list-style-type: none">• None identified other than those already covered in the agenda
5.	Draft Minutes of QIPP Group Meeting held on 17th March 2011 <ul style="list-style-type: none">• Were reviewed by the group and 24th May minutes too• RM to take Matching Michigan to next QIPP group meeting in July and also to the senior nurses at the workforce meeting on 22 June.
6.	Review of Terms of Reference & Objectives 2011/12 ToR – amendments noted Draft Objectives—add fourth objective to involve SWMNN in the neonatal guidelines Change dates in objectives to match revised timetable for production of the 4th edition
7.	User Surveys <ul style="list-style-type: none">• Amended Neonatal Guidelines User Survey Replace Obstetric leads names with NNU leads names Put on website with guidelines• Postnatal Ward Guidelines Survey Replace Obstetric leads names with NNU leads names
8.	Neonatal Guidelines 2011 NICE Accreditation BCGP have removed from the process

	<p>MK has supplied the information re NICE accreditation process, <i>RM/KP to look at the information to consider if we want to submit neonatal guidelines through the process separately</i></p>
9.	<p>The Bedside Clinical Guidelines Partnership MK distributed the update which was discussed at the meeting. Attached update for information</p> <ul style="list-style-type: none"> • 101 guidelines this edition • 6 new ones • 2 guidelines not received yet • 10 guidelines need redistribution – agreed at meeting who to ask to do each of these <ul style="list-style-type: none"> RM to draft letter from KP to DGOH re non participation in guideline review process • 31 guidelines commented on and back • 4 Some new guidelines being formatted • 12 with leads and pharmacists • 7 with KP for 1st BCGP • 22 with neonatal editors • 5 ready to go to BCGO editors • 8 others
10.	<p>Parent Information Leaflets</p> <ul style="list-style-type: none"> • ECG and Head scans – no comments received therefore will finalise and get crystal marked etc • Ex preterm – DH has volunteered to take this forward for the network
11.	<p>Obstetric Guidelines 2011 Update Update distributed by MK. Attached for information Comments re number of suggested new topics relate to neonatal care MK suggested if neonatologist and obstetrician should be on each others' groups <i>KP and Indu to meet to discuss overlapping topics and to let MK know decision/outcome</i></p>
12.	<p>Any Other Business None</p>
13.	<p>Date and Time of Next Meeting Tues 20th Sept 10am UHNS</p>

ACTION LOG – For the Guidelines Group Meeting held on Tuesday 14th June 2011

Decision / Action	Owner	Timescale
<i>MK to send PS BCGP style guide and information.</i>	MK	Before end June
<i>RM to write to MP and Bill Martin SWMNN Lead Obstetrician with a copy of the obstetric guidelines</i>	RM	Before end June
<i>RM to take Matching Michigan to next QIPP group meeting in July and also to the senior nurses at the workforce meeting on 22 June.</i>	RM	14 July and 22 June
<i>ToR – amendments noted Draft Objectives—add fourth objective to involve SWMNN in the neonatal guidelines Change dates in objectives to match revised timetable for production of the 4th edition</i>	RM	Before end June
<i>RM/KP to look at the information to consider if we want to submit neonatal guidelines through the process separately</i>	RM/KP	Before 20 Sept
<i>KP and Indu to meet to discuss overlapping topics and to let MK know decision/outcome</i>	KP and Indu	Beginning July