

Guidelines Group Meeting	
Monday 15 th July 2013 at 10am	
Seminar Room, Neonatal Unit, University Hospital of North Staffordshire NHS Trust	
Minutes	
1.	<p>Apologies: Alex Philpott, Consultant Neonatologist, WMNTS Velmurugan Ramalingam – BWH Rob Negrine - BWH</p>
1.	<p>Present: Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership 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 Stephen Parton, Clinical Effectiveness Librarian, BCGP</p>
2.	<p>Minutes From Meeting Held on 13th June 2013 Agreed</p>
3.	<p>Matters Arising; It was agreed not to include the survey in this edition of the book. Next User Survey – plan to do the survey between March & September 2014. Each Unit to identify a trainee at change over Feb/March 2014 to complete the survey for that unit and send unit results to two identified persons (TBC) from SSBC & SWM NN's to collate the overall findings analysed by staff group and network. RM to draft initial changes and then discuss and agree the final version at a guideline meeting after the current edition is published and before March 2014.</p>
4.	<p>Objectives for 2013/15 for approval Approved</p>
5.	<p>Network Issues</p> <ul style="list-style-type: none"> • Formal adoption Form <p>Approved. Need to add Please return to relevant network manager Sonia Saxon (SWMNN) or Ruth Moore (SSBCNN) by Date to be inserted (4 weeks after circulation of the guidelines)</p>
6.	<p>The Bedside Clinical Guidelines Partnership MK's update was reviewed. There are around 25 more guidelines to be circulated in 2-3 batches for units to comment on, the next batch will be circulated next week by Kay when Marian is away. Marian emphasized that she is not a clinician and therefore cannot make any changes to the guidelines that are clinical, the clinician author needs to make the changes required. The titles of some of the guidelines were reviewed and changes made to shorten them or ease of recognising them in the index/contents list. Tilly Pillay has sent in a guideline on BCG immunisation in HIV +ve mothers, this suggests a different management for unknown HIV status than the BCG immunisation guideline. MK to send TPs guideline to PM the BCG Guideline author for review and agreement to changes required. KP to review the early onset infection guideline and make any changes required to cover the group B Strep Disease guideline, the group B strep disease guideline will then not be required. The acknowledgements page needs updating to reflect all contributors to this edition of the guidelines. MK to circulate the acknowledgements page to each unit lead for any additions / changes required MK to send RM the preface to amend to reflect SWMNN joining the process Once the comments from units have been received on 24 July, MK to send SS the Cyanotic congenital heart disease and the prostaglandin guidelines to review and amend the content MK to send the abbreviations to KP and SS to review and amend as necessary Coagulopathy guideline leave as Check clotting in Preterm <30 weeks, SS to ask the admissions guideline author to amend the gestation to <30 weeks to ensure consistency between the two guidelines.</p>
7.	<p>Parent Information Leaflets</p>

	Not discussed
8. Publication of Guidelines	Not discussed other than timeframe for publication is November and therefore all guidelines for inclusion in this edition need to have completed the editorial process by the beginning of September
10. Any Other Business	<p>KP welcomed Steve, the new clinical effectiveness librarian to the meeting. SC to add SP to the circulation list for this group.</p> <p>The BNF is getting better for neonatal drugs and some units in SWMNN are using this, where as the guidelines have previously used the Northern neonatal formulary. RM to add a section into the preface to reflect both formularies and refer the reader to follow the local formulary used.</p>
11. Date and Time of Next Meeting	28 August at 10am via teleconference

ACTION LOG – For the Guidelines Group Meeting held on Monday 15th July 2013

Decision / Action	Owner	Timescale
Each Unit to identify a trainee at change over Feb/March 2014 to complete the survey for that unit	All	September
RM to draft initial changes to the user survey and then discuss and agree the final version at a guideline meeting after the current edition is published and before March 2014.	Ruth Moore	September
Need to add to formal adoption form Please return to relevant network manager Sonia Saxon (SWMNN) or Ruth Moore (SSBCNN) by Date to be inserted (4 weeks after circulation of the guidelines)	Sarah Carnwell	September
MK to send TPs guideline to PM the BCG Guideline author for review and agreement to changes required.	Marian Kerr	End July
KP to review the early onset infection guideline and make any changes required to cover the group B Strep Disease guideline,	Kate Palmer	End July
MK to circulate the acknowledgements page to each unit lead for any additions / changes required	Marian Kerr	End July
MK to send RM the preface to amend to reflect SWMNN joining the process	Marian Kerr	End July
MK to send SS the Cyanotic congenital heart disease and the prostaglandin guidelines to review and amend the content	Marian Kerr	End July
MK to send the abbreviations to KP and SS to review and amend as necessary	Marian Kerr	End July
SS to ask the admissions guideline author to amend the gestation to <30 weeks to ensure consistency between the two guidelines.	S Sivakumar	End July
SC to add SP to the circulation list for this group.	Sarah Carnwell	End July
RM to add a section into the preface to reflect both formularies and refer the reader to follow the local formulary used.	Ruth Moore	August