

Guidelines Group Meeting	
Monday 18th March 2013 at 12.30pm	
Room 5 Walsall Manor Learning and Conference Centre	
Minutes	
1.	<p>Apologies: Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership Tilly Pillay, Consultant Neonatologist, Royal Wolverhampton Hospitals Mary Passant, Network Manager – Southern West Midlands Newborn Network Jackie Stretton, Practice Educator – Southern West Midlands Newborn Network Sanjeev Deshpande, Consultant Neonatologist – Shrewsbury and Telford Hospitals Bashir Muhammed, Consultant Neonatologist – Walsall Manor Hospital Sarah Cormack, ANNP – West Midlands Newborn Transport Service Alex Philpott, Consultant – West Midlands Newborn Transport Service Kishor Tewary, Consultant Neonatologist – Mid Staffordshire General Hospital Oso Olumuyiwa, Consultant Paediatrician – Mid Staffordshire General Hospital Alison Bedford-Russell – Consultant Paediatrician – Birmingham Women’s Hospital Thiru - Bedside Clinical Guidelines Partnership Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospitals</p>
	<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 Lynsey Clarke, Practice Educator – SSBCNN Melanie Sutcliffe, Clinical Effectiveness Lead - SSBCNN</p>
2.	<p>Minutes From Meeting Held on 17th January 2013 TP’s name appears in both Apologies and Present lists, TP was present. Agreed with this amendment.</p>
3.	<p>Matters Arising; <i>RM to complete her actions from previous meeting</i> Surgical guidelines – SS brought a question from the surgeons asking if the author of each surgical guideline could be included and also how were the updated versions of the guidelines identified. The authors of all the guidelines are included in a list at the front of the book but not by individual guidelines. Each issue of the guidelines is dated, current ones are 2011-13, the next edition will be 2013-15. <i>SS to feedback discussion to the surgeons and ask if KP can attend a surgical guideline meeting to discuss this with them.</i> <i>When surgical guidelines are finalised these need to be shared with Alderhey surgeons KP to action</i> Rob Negrine will be the editor from SWMNN and Alyson Skinner from SSBCNN.</p>
4.	<p>Network Issues <i>SS to discuss with SWMNN to identify how many books they require and let RM/KP know asap</i>, the cost depends on the total number ordered but is likely to be around £7.50- £10 per book</p>
5.	<p>The Bedside Clinical Guidelines Partnership Update MK circulated updated position with the papers which was discussed at the meeting. <i>Reminder to all to use Track Changes in each guideline to identify changes required, this is easiest for MK to merge into one document</i> The East of England Perinatal Network’s Formal Opt-out Form was reviewed. <i>RM to draft a suggested form for use in SSBC and SWM newborn networks for the group to comment/amend</i></p>
6.	<p>Neonatal Guidelines 2011 – User Survey A very poor response had been received the results of which were reviewed at the last meeting. UHNS had conducted a further review of their staff, the presentation was circulated with the papers. The group agreed to accept this as feedback on the 2011 guidelines and concentrate on plans for obtaining user feedback on the next edition. It was agreed not to include the survey in the printed book of the next edition.</p>

	Plan to undertake the user survey between May – July 2014, SS and KP to identify a trainee to undertake the survey in SWM and SSBC NNs and then collate a cross network report of the results. SC to put a copy of the survey form to be used should be put on both SSBC and SWMNN's website for ease of access. The practice educators in each network to identify a nurse/ANNP to work with the trainee to ensure nursing feedback in the survey.
7.	Parent Information Leaflet The group agreed to look at appropriate existing BLISS parent information leaflets that linked with the guidelines rather than write new ones. KP to send a list of BLISS leaflets to MK identifying which guideline they each link with. MK to send the BLISS leaflet to the author of the identified guideline. The author of the guideline to review the BLISS leaflet and if content is appropriate include a link to the BLISS leaflet at the end of the guideline.
8.	Publication of Guidelines Numbers of books required discussed previously RM is hopeful that there will be funding available to print this edition of the books for SSBCNN staff, RM to update KP following Network host transition to UHNS
9.	Any Other Business Auditable Standards for Guidelines were discussed- the group agreed to prioritise the guidelines to audit across both networks in the future, this work could be done in alternate years after the guidelines are published
10.	Date and Time of Next Meeting Thursday 13th June at 14.00 SS to book at Room at City Hospital and inform SC

ACTION LOG – For the Guidelines Group Meeting held on Monday 18th March 2013

Decision / Action	Owner	Timescale
Minutes of the 17 January to be amended to show TP as present.	Sarah Carnwell	April
RM to complete her actions from previous meeting.	Ruth Moore	April
SS to feedback discussion to the surgeons and ask if KP can attend a surgical guideline meeting to discuss this with them.	Sivakumar	April
When surgical guidelines are finalised these need to be shared with Alderhey surgeons KP to action	Kate Palmer	April
SS to discuss with SWMNN to identify how many books they require and let RM/KP know asap	Sivakumar	March
Reminder to all to use Track Changes in each guideline to identify changes required, this is easiest for MK to merge into one document	All	March
RM to draft a suggested opt out form for use in SSBC and SWM newborn networks for the group to comment/amend.	Ruth Moore	April
SS and KP to identify a trainee to undertake the survey in SWM and SSBC NNs and then collate a cross network report of the results.	Sivakumar and Kate Palmer	June
SC to put a copy of the survey form to be used should be put on both SSBC and SWMNN's website for ease of access.	Sarah Carnwell	June
The practice educators in each network to identify a nurse/ANNP to work with the trainee to ensure nursing feedback in the survey.	Practice Educator	June
KP to send a list of BLISS leaflets to MK identifying which guideline they each link with. MK to send the BLISS leaflet to the author of the identified guideline. The author of the guideline to review the BLISS leaflet and if content is appropriate include a link to the BLISS leaflet at the end of the guideline.	Kate Palmer, Marian Kerr and Guideline Authors	April
RM to update KP as to publication of the guidelines following Network host transition to UHNS	Ruth Moore	April