

Guidelines Group Meeting	
Thursday 26 January 2012 at 10am	
Syndicate Room, Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP	
Minutes	
1.	<p>Apologies: Alex Philpott Consultant Neonatologist, Newborn Transfer Service Alyson Skinner, Consultant Neonatologist - Royal Wolverhampton Hospital Bashir Muhammed, Consultant Paediatrician – Walsall Manor Hospital David Rogers, Clinical Effectiveness Librarian - Bedside Clinical Guidelines Partnership Kishor Tewary, Consultant Paediatrician – Mid Staffordshire Hospital Maggie Doodson, Sister – Royal Wolverhampton Hospital Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership Melanie Sutcliffe, Clinical Effectiveness Lead - Staffordshire, Shropshire & Black Country Newborn Network Phil Simmons, Consultant Neonatologist, City Hospital Ruth Moore, Network Manager - Staffordshire, Shropshire & Black Country Newborn Network Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospital Trust</p>
1.	<p>Present: Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair) Lynsey Clarke, Practice Educator - Staffordshire, Shropshire & Black Country Newborn Network Mary Passant, Network Manager – SWMNN Naveed Mustafa, Clinical Lead - Bedside Clinical Guidelines Partnership</p>
2.	<p>Minutes of the 20 September 2011 All agreed the minutes of the last meeting with the addition of Mary Passant in the apologies received.</p>
3.	<p>Matters Arising There were no matters arising.</p>
4.	<p>Draft Minutes of QIPP Group Meeting held on the 20 October 2011 All noted.</p>
5.	<p>Identification of SWMM Guidelines Lead MP reported that Phil Simmonds (PS) will hopefully continue after his move to Heartlands in March but she is awaiting written confirmation from the Trust.</p>
6.	<p>Identification of New Guidelines for the Next Edition MP reported that SWMM have a number of developmental care and surgical guidelines for inclusion in the next edition. She will forward copies of these guidelines to KP who will forward them to Marian Kerr for formatting in the guidelines style. It was agreed that the MCAAD guideline should be included in the next edition. All units were reminded of the NPSA requirement to have a gentamicin guideline. This was proposed for the 2011-13 edition but was not included as it was not possible to achieve consensus. The possibility of a guideline on the management of babies born to mothers with hyperthyroidism was considered.</p>
7.	<p>Neonatal Guidelines 2011 NICE Accreditation No progress since last meeting. The possibility of an endorsement or recommendation from BLISS was discussed. User Survey All units are reminded to encourage people to complete the user survey in the guidelines book. New Guidelines to be Included in the Postnatal Ward Guideline Folder It was agreed to include all the guidelines in the 2009-11 postnatal ward edition and to add the 3 developmental care guidelines and the consent guideline.</p>
8.	<p>The Bedside Clinical Guidelines Partnership When the next guidelines are reviewed it was suggested that Marian Kerr (MK) will liaise with PS who will liaise with the guidelines lead in each trust. She will continue to liaise directly with the lead in each trust for SSBCNN units. It was agreed that once PS's role is confirmed he will meet with KP, NM, and MK to discuss the integration of SWMNN into the guidelines group. It is hoped to hold this meeting in late March.</p>

9.	<p>Parent Information Leaflets</p> <p>It was felt that the inclusion of outcome data improved the leaflets. MP said that SWMNN has similar leaflets and it was agreed these should be reviewed before any further work on the current leaflets. It was agreed to aim to produce a single set of leaflets for use on both networks by the end of the year.</p>
10.	<p>Obstetric Guidelines 2011 Update</p> <p>These guidelines cover the 6 units of SSBCNN. It was noted that the majority of responses came from 2 units and that there was no response at all from another 2 units. Those who use the guidelines found them to be very helpful and a well written but usage is not yet as widespread as with the neonatal guidelines.</p>
11.	<p>Draft NICE Antibiotics for Early Neonatal Infection Guideline</p> <p>KP has produced a summary of this guideline. The major change from our current guidelines is that antibiotics can be stopped at 36 hours if cultures are negative and the baby is well. This is dependent upon microbiology labs being able to give updates at 36 hours.</p> <p>It has useful advice about when to measure CRP and cut off values. Comments can be made via the NICE website.</p> <p>Once the guideline is finalised KP will summarise it in the BCGP style for inclusion in the next edition of the guidelines.</p>
12.	<p>Any Other Business</p> <p>There was no other business.</p>
13.	<p>Date and Time of Next Meeting</p> <p>March for PS, KP, MK and NM</p> <p>June for the whole group (including SWMNN trust leads) - primarily to discuss the patient information leaflets and to finalise arrangement for including SWMNN units in the 2013-2015 edition.</p>

ACTION LOG – For the Guidelines Group Meeting held on 26 January 2012

Decision / Action	Owner
Confirm the PS will be the SWMNN lead for the guidelines	MP
Forward SWMMN Developmental Care and Surgical Guidelines to KP	MP
Format SWMMN Developmental Care and Surgical Guidelines in BCGP style	MK
Discuss possibility of BLISS endorsement of guidelines with Ruth Moore	KP
Forward BCGP style guidelines to MP	KP
Forward SWMNN parent information leaflets to Sarah Carnwell (SC)	MP
Forward SWMNN parent information leaflets to Dawn Homer	SC