

Guidelines Group Meeting	
Thursday 17th January 2013 at 1pm	
Committee Room 1, Black Country PCT Cluster, Coniston House	
Minutes	
1.	<p>Apologies: Sarah Cormack – WMNTS Helen Underhill – SWMNN Melanie Sutcliffe – Royal Wolverhampton Hospital Kishor Tewary – Mid Staffordshire General Hospital A.Thirumurugan – Leighton Hospital Alyson Skinner – Walsall Manor Hospital Alison Bedford- Russell – Birmingham Women’s Hospital Alex Philpott – WMNTS Wendy Tyler – Shrewsbury and Telford Hospitals Bashir Muhammed – Walsall Manor Hospital</p>
1.	<p>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 Vikranth Venugopalan, Consultant Neonatologist, City Hospital 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 S Sivakumar, Consultant Neonatologist – City Hospital</p>
2.	<p>Minutes From Meeting Held on 5th July Agreed</p>
3.	<p>Matters Arising; None identified other than those already covered in the agenda</p>
4.	<p>Notes of the sub group meeting held on 18th October 2012 Circulated with meeting papers but not referred to at the meeting</p>
5.	<p>Draft Minutes of QIPP Group Meeting held on 6th December 2012 Not referred to at the meeting. This standing agenda item is to ensure a place for the SSBCNN QUIPP group to feedback issues that the guidelines group should consider such as topics for new guidelines RM suggests this should be replaced with the following standing agenda item; Network Issues to consider at the Joint Guidelines Group</p> <ul style="list-style-type: none"> • SWMNN • SSBCNN
6.	<p>The Bedside Clinical Guidelines Partnership MK distributed an updated position which was discussed at the meeting. <i>Attached update for circulation with the minutes.</i> <i>Additional Transport Guidelines</i> – Sarah Cormack/Alex Philpott to be asked that the additional transport guidelines (management of specific conditions) should not duplicate information already in separate sections in existing guidelines.any issues regarding these conditions that are specific to transport should be incorporated in the existing transport guideline. o. Guidelines that are specific for the WMNTS and not applicable to the neonatal units in SSBC/SWM networks do not need to be incorporated in the guidelines book. The group discussed the PDA drive through guideline and agreed that it was not a good idea to have this in the guideline book as this could be seen as legitimising a practice which the networks are trying to change. We should however write a guideline for PDA ligation incorporating the desired management i.e. the admission of these patients to BCH for the duration of their stay there.</p> <p><i>Intubation and difficult intubation</i> - RM to email Richard Mapunamunda to request his article on difficult intubations for TP and copy TP in. SS to send TP the flow chart from City NNU.</p> <p><i>Enteral feeding and Nutrition</i> – updated by SWMNN dietician</p>

	<p>Individual unit guidelines leads to remind all authors to use Track Changes when updating existing guidelines so that units can easily see the changes that are being proposed.</p> <p>Surgical Guidelines – emails received from Oli Gee, BCH Surgeon, Alder Hey have approved the guidelines and parent information leaflets previously developed for use in SSBCNN units that refer patients to them, any new guidelines/leaflets should also be sent to Alderhey for similar review. KP to go through list of SWMNN guidelines on SWMNN website to identify which topics already exist or are incorporated in existing SSBC guidelines and provide MK the list so that MK can email authors updating the existing guidelines with a copy of the SWM guideline to ensure all information collated into single guideline.</p> <p>Discharge Guidelines - 2 week extension agreed before Christmas, however JS fed back that these are now more or less ready as are the nasogastric tube guidelines. JS will send to MK this week.</p> <p>RM to find David Barron’s email address (BCH Cardio thoracic lead) and send to TP re vascular spasm and thrombosis guideline</p> <p>RSV prophylaxis new national guideline on the National Commissioning Board’s website for consultation ending 25 Jan 2013</p> <p>Alyson Skinner has agreed to be Neonatal editor from SSBCNN, SS to ask Phil Simmons if he will be Neonatal editor from SWMNN</p> <p>David Rogers, Librarian, has retired. SC to circulate the email from the person temporarily standing in to the group so that authors have her contact details if they have any literature search requests</p> <p>SS to send information supplied by BK on Cochrane review on use of Nitric oxide and PPHN to KP</p>
7.	<p>Neonatal Guidelines 2011</p> <p>NICE Accreditation – This has not been taken forward. The group agreed that not necessary given the spread of coverage that the guidelines are having with East of England Perinatal Networks also looking at joining. MP feedback that expansion of the use of the Neonatal and Obstetric Guidelines to all West Midlands units was in the work programme for the new Maternity and Paediatric Strategic Clinical Network.</p> <p>User Survey – Very poor response – only 4 returns. RM to discuss with SC the process used to obtain user feedback, using survey monkey to collect and analyse the results. Each unit guideline lead to get more responses to the survey of the 2011 guidelines.</p>
8.	<p>Parent Information Leaflet</p> <p>RM to ask DH for an update on progress. Circulate SWMNN’s Supporting Your Baby’s Development Parent Information Leaflets to SSBCNN to obtain agreement to adopt for SSBCNN units too. See http://www.networks.nhs.uk/nhs-networks/southern-west-midlands-newborn-network/parents-1/information-leaflets-for-parents/suporting-your-babys-development KP and TP felt these would complement the local outcome data which should be shared.</p>
9.	<p>Publication of Guidelines</p> <p>Format – Electronic and/or Book</p> <p>MK feedback that the BCGP Medical Guidelines will be an app and on the intranet and possibly not published as a book next edition. It is costing approximately £10k to develop this app.</p> <p>The group agreed that printing books would be preferable for this next edition if each network could find funding for this and then review the success of the Medical Guidelines app before deciding the format for the next edition of the Neonatal guidelines</p>
10.	<p>Any Other Business</p> <p>Discussion regarding who should be named as the Author on local Trust versions of the neonatal guidelines, this should be the person making the local changes to the guideline.</p>

11.	Date and Time of Next Meeting 18th March at 12.30 Room 5, Walsall Manor Learning and Conference Centre, Walsall Manor Hospital, Walsall, WS2 9PS.
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ACTION LOG – For the Guidelines Group Meeting held on Thursday 17th January 2013

Decision / Action	Owner	Timescale
The standing agenda item QIPP Group Meeting Notes to be replaced with Network Issues to consider at the Joint Guidelines Group – SWMNN, SSBCNN	Sarah Carnwell	Next Meeting
MK BCGP update to be circulated with the minutes.	Sarah Carnwell	February 2013
New guideline PDA ligation incorporating desired management	Sarah Cormack/Alex Philpott	March 2013
RM to e-mail Richard Mapunamunda to request his article on difficult intubations for TP.	Ruth Moore	February 2013
SS to send TP the flow chart from City NNU.	Sivakumar	February 2013
Individual unit guidelines leads to remind all authors to use track changes when updating existing guidelines so that units can easily see the changes that are being proposed.	All unit guidelines leads	February 2013
KP to go through list of SWMNN guidelines on SWMNN website to identify which topics already exist or are incorporated in existing SSBC guidelines and provide MK the list so that MK can email authors updating the existing guidelines with a copy of the SWM guideline to ensure all information collated into single guideline.	Kate Palmer	February 2013
JS to send MK the discharge guideline and the nasogastric tube guideline.	Jackie Stretton	January 2013
RM to give TP David Barron's e-mail address.	Ruth Moore	February 2013
SS to ask Phil Simmons if he will be editor from SWMNN	Sivakumar	February 2013
SC to circulate the new librarian contact details in case they have any literature search requests.	Sarah Carnwell	February 2013
SS to send information supplied by BK on Cochrane review on use of Nitric oxide and PPHN to KP.	Sivakumar	February 2013
RM to discuss with SC the process used to obtain user feedback, using survey monkey to collect and analyse the results.	Ruth Moore/Sarah Carnwell	February 2013
Each unit guideline lead to get more responses to the survey of the 2011 guidelines.	All unit guideline leads	February 2013
RM to ask DH for an update on progress.	Ruth Moore	February 2013
Circulate SWMNN's Supporting Your Baby's Development Parent Information Leaflets to SSBCNN to obtain agreement to adopt for SSBCNN units too	Sarah Carnwell	February 2013