

Guidelines Group Meeting	
Tuesday 20 September 2011 at 10am	
Richard Johansen Room 1, 1st Floor Admin Area, Maternity Centre, UHNS	
Minutes	
1.	<p>Apologies: A Thirumurugan, Consultant Paediatrician – Leighton Hospital Alex Philpott Consultant Neonatologist, Newborn Transfer Service Alyson Skinner Consultant Neonatologist - Royal Wolverhampton Hospital Dawn Homer, NNU Manager, Royal Wolverhampton Hospital Jo Cookson, Practice Educator - Staffordshire, Shropshire & Black Country Newborn Network Mary Passant, Network Manager – Southern West Midlands Newborn Network Phil Simmons, Consultant Neonatologist, City Hospital Ruth Moore, Network Manager - Staffordshire, Shropshire & Black Country Newborn Network Subra Mahadevan-Bava, Consultant Neonatologist – Dudley Group of Hospitals Wendy Tyler, Consultant Neonatologist – Shrewsbury and Telford Hospital Trust</p>
1.	<p>Present: Bashir Muhammed, Consultant Paediatrician, Walsall David Rogers, Clinical Effectiveness Librarian - Bedside Clinical Guidelines Partnership Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair) Marian Kerr, Guidelines Co-ordinator - Bedside Clinical Guidelines Partnership Naveed Mustfa, Clinical Lead - Bedside Clinical Guidelines Partnership Sarah Carnwell, Administrator - Staffordshire, Shropshire & Black Country Newborn Network</p>
2.	<p>Minutes of the 14 June 2011 All agreed the minutes of the last meeting.</p>
3.	<p>Matters Arising MK has produced a list of overlapping guidelines in both neonatal and obstetrics. <i>KP and RI to get together to agree consistent approach for both guidelines.</i> RI is on annual leave for two weeks.</p>
4.	<p>Draft Minutes of QIPP Group Meeting held on 17th March 2011 All noted.</p>
5.	<p>Final Terms of Reference and Objectives 2011/12 All agreed with no changes.</p>
6.	<p>User Survey All agreed to use the longer survey and to put this at the back of the book with the index. <i>MK to give the letter and questionnaire to the printers for inclusion in the book.</i></p>
7.	<p>Neonatal Guidelines 2011 – NICE Accreditation SC provided KP with the folder at the meeting. <i>KP to look through and make a decision on behalf of the group.</i> CBGP found difficulty around patient involvement and review from other hospitals. Withdrew as didn't feel they could fulfil the requirements. KP confirmed that it would not be this edition but the 5th Edition that they would consider getting accredited.</p>
8.	<p>The Bedside Clinical Guidelines Partnership MK circulated an update on the remaining 10 outstanding guidelines. There are 101 guidelines in this edition with 91 completed. MK to liaise with Sherwin Rivers who should have received an official order from the PCT. The colour of the book was agreed as green and that the spine should be labelled to make it easy to identify on a book shelf. <i>MK to provide SC with the word files on CD for all six units with the changes highlighted, SC to take these to the Board to give to the Lead Clinician from each unit.</i></p>
9.	<p>Parent Information Leaflets</p> <ul style="list-style-type: none"> • The Network will not be pursuing applying for the crystal mark for parent information leaflets due to the cost involved. • DH has produced a draft Extreme Prematurity leaflet, the group were asked for comments/feedback: KP suggested survival statistics would be useful, using the Epicure study results, in order to standardise the information given around survival rates across the network. All agreed that a consistent approach would be useful for parents.

	<p>Possibly use the networks 2 year follow up data once this is available. SC to circulate to network leads for comments.</p>
10.	<p>Obstetric Guidelines 2011 Update Update distributed by MK. Attached for information</p>
12.	<p>Any Other Business Palivizumab guideline will need to be amended to take into account the changes to the criteria for eligibility in the West Midlands agreed with the commissioners. MK to send to Paddy McMaster with eligibility criteria for him to amend as author, and to ask if it should be a separate guideline on its own, as currently it is included as part of the immunisation guideline. The group suggested it be called Palivizumab (RSV Prophylaxis) and be put under infection in the contents and that it needs to be in the index whether it is a separate guideline or not. It was agreed that the Guidelines books could be given out at the Network Leads meeting in November. SWMNN to identify guidelines leads at the next meeting and any guidelines they wish to be added for inclusion.</p>
13.	<p>Date and Time of Next Meeting Thursday January am 2012 at New Cross Hospital, SC to confirm a date with Phil Simmons and Mary Passant.</p>

ACTION LOG – For the Guidelines Group Meeting held on Tuesday 20 September 2011

Decision / Action	Owner	Timescale
KP and RI to get together to agree consistent approach for both guidelines.	Kate Palmer	Before end of October
MK to give the letter and questionnaire to the printers for inclusion in the book	Marian Kerr	Before end of September
KP to look through and make a decision on behalf of the group RE: NICE Accreditation.	Kate Palmer	Before the next meeting
The colour of the book was agreed as green and that the spine should be labelled to make it easy to identify on a book shelf.	Marian Kerr	Before end of September
MK to provide SC with the word files on CD for all six units with the changes highlighted, SC to take these to the Board to give to the Lead Clinician from each unit.	Marian Kerr and Sarah Carnwell	Before the 28 September
SC to circulate to network leads for comments.	Sarah Carnwell	Before end of October
MK to send to Paddy McMaster with eligibility criteria for him to amend as author, and to ask if it should be a separate guideline on its own	Marian Kerr and Paddy McMater	Before end of October
The group suggested it be called Palivizumab (RSV Prophylaxis) and be put under infection in the contents and that it needs to be in the index whether it is a separate guideline or not.	Marian Kerr	Before the end of September
SWMNN to identify guidelines leads at the next meeting and any guidelines they wish to be added for inclusion.	SWMNN	Before the next meeting.