

Neonatal Education and Workforce Development Group Meeting

Tuesday 10 December 2013 at 12.30 pm

Seminar Room, Route 126, Level 1, Walsall Manor Hospital, Walsall

Minutes

1.	<p>Apologies: Clare Gilg, Unit Manager – Mid Staffordshire Hospital Dawn Homer, NNU Manager – Royal Wolverhampton Hospital Sam Davies, Unit Manager – Royal Shrewsbury Hospital Sanjeev Deshpande, Consultant Neonatologist – Royal Shrewsbury Hospital Wendy Tyler, Consultant Neonatologist – Royal Shrewsbury Hospital</p>
1A.	<p>Present: Angela Bubalo, Matron– Walsall Manor Hospital Jo Cookson, Practice Educator – SSBCNN Julie Crabtree, NNU – University Hospital of North Staffordshire Lisa Poston, Team Leader – Walsall Manor Hospital Lynn Davies, Unit Manager – University Hospital of North Staffordshire Lynsey Clarke, Practice Educator – SSBCNN Maria Francis, Unit Manager – Walsall Manor Hospital Nicola Taylor, Unit Manager – Russell’s Hall Hospital, Dudley Pam Smith, Matron for Paediatrics and Neonates – Russell’s Hall Hospital, Dudley Robin McMahon, ANNP – Royal Wolverhampton Hospital Ruth Moore, Network Manager/Lead Nurse – SSBCNMN</p>
2.	<p>Minutes of the Meeting Held on the 16 September 2013 Agreed.</p>
3.	<p>Matters Arising What is sterile and tap water used for in each NNU? – RM to chase response from Ireland. What would be the process to use staff from other hospitals in the network to staff other units in a crisis? – RM to draft a letter to the Directors of Nursing and e-mail to the Group for approval. WT asked whether there is a need anywhere else in the Network for a similar MLU Newborn Stabilisation Course that is being run at SaTH. Walsall is currently the only other free standing MLU.</p>
4.	<p>Training and Education Neonatal Intensive Care Course Provision Keele & Wolverhampton 2013/14 – Feedback/discussion from the Black Country units regarding the need for a neonatal course at Wolverhampton, need based on geography only. The previous course was not as fit for purpose as the one at Keele and BCU. BCU has significantly increased the cost this year. The snapshot of staff waiting for the course taken at the meeting showed that there is not enough demand to run two QIS courses in the Network (15 staff waiting to be trained currently). Foundation Programme Update – There are 13 nurses undertaking the programme from all units except Stafford. Excellent feedback has been received from the three new starters on the course. There have been difficulties with placements/mentors allocated and the Group discussed how this could be improved. It was suggested for an agreement to be made between the unit and the learner to manage their expectations regarding placements and travel arrangements before commencing on the course. Network Study Days 2013/14 Planned Network Update Study Day for Staff Returning Following Prolonged Leave – It was identified that there is a need for this study day, JC and LC to arrange a date in February to hold this and look for a venue. Network Simulation Training Programme Update – It was queried whether there are any more training courses being held, LC to contact the course providers at Leicester.</p>

5.	<p>Neonatal Unit Staffing Updated Spreadsheets Unit Funding for Nursing Establishment Gap Analysis RMcM asked where units are advertising, NHS Jobs, local press, JNN/Infant? etc. The group discussed that neonates is not being sold as a career option. LC/JC to find out the dates of university recruitment/career fairs and then ask the units to participate in a network stand to sell neonates as a career option. It was suggested to hold open days in the Network that would be rotated around the units, RM to look at the Nottingham NNU recruitment open day programme and draft suggested programme for group to comment on. Dudley have an active work experience programme that includes neonates, NT to share documentation.</p>
6.	<p>Network NNU Escalation Policy Update Comments received from SaTH. Walsall – with Drs/CD. Stoke – with Drs and division not back yet. RM to simplify the network escalation policy document to highlight standard network escalation principles and monitoring tool to be used by each unit, each unit can then incorporate these into their own escalation policy document including local staff, communication processes, times etc. RM to draft a letter to send with the network escalation principles document to each Trust (Chief Executive/Director of Operations/Director of Nursing) requesting that this is adopted from the 01 February 2014.</p>
7.	<p>Improving Family Centred Care Update SSBCNN Parent Passport Launch – Shrewsbury have a follow up radio interview in eight weeks' time. Parent Teaching Packages - BGT Feeding Parent Training and Competency Leaflet – This was not discussed at Clare Gilg was unable to attend. Bring forward to the next meeting. CG to e-mail the RWH longline information leaflet to the Group. - BWH List of Procedures for Which Consent is Given/Implied – Awaiting reply from Band 7.</p>
8.	<p>Use of E portfolio by ANNP's A West Midlands ANNP Meeting was held a few weeks ago and Sanjeev Deshpande attended. ANNP's raised the need to contact the NMC. No ANNP's at Walsall had been spoken to. RMcM to check with JH the feedback from the meeting. JC to ask Sanjeev to update the Group on this at the next meeting.</p>
9.	<p>Supporting Neonatal Unit Managers Study Day LC/JC/RM to draft an outline for the day and circulate to the unit managers to prioritise and add to.</p>
10.	<p>Network Standard Neonatal Nursing Care Plan RM to arrange a meeting in February with appropriate representatives from each unit, see below. Nicola Taylor for Shrewsbury. Nicola Taylor and Julie Taylor, Governance Lead for Dudley. Fiona Horsnall for Stoke. ? Sarah Crowshaw for Wolverhampton. Lisa Poston and Ruth Cooke for Walsall. Clare Gilg for Stafford.</p>
11.	<p>Neonatal and Paediatric Workforce Tool No further updates received. CG Remove from standing agenda item.</p>
12.	<p>Neonatal Palliative Care Pathway Update Dot Gillespie, Director of Care, Donna Louise Children's Hospice gave a short presentation on ways in which a hospice can help support babies and families on a neonatal unit. Together for short lives- has national information about ways that children's hospices work. There is a need to develop relationships with local children's hospices. Although individual they all work to a similar framework. The following children's hospices are in SSBCNMN area; Hope House - Shropshire Acorns – Black Country Donna Louise – Stoke Dot encouraged each unit to get in touch with their local hospice to develop working relationships and explore how they may be able to help provide various services for babies and their families on the neonatal unit.</p>
13.	<p>Any Other Business This is Pam Smith's last meeting as she has been seconded to the role of Deputy Director of Nursing at Dudley. Ruth Moore thanked Pam for her active participation in network meetings and activities.</p>

14.	<p>Date and Time of Next Meeting The next meeting will be held on Tuesday 11 March 2014 at 12.30 pm in Room 8, Dudley Clinical Education Centre, Russell's Hall Hospital, Dudley.</p>
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ACTION LOG – For the Education & Workforce Development Group Meeting held on Tuesday 10 December 2013

Decision / Action	Owner	Timescale
RM to chase response from Ireland regarding what sterile and tap water is used for in each NNU.	RM	Dec 2013/Jan 2014
RM to draft a letter to the Directors of Nursing to ask about the process to use staff from other hospitals in the network to staff other units in a crisis and e-mail to the Group for approval.	RM CG	Dec 2013 Dec 2013/Jan 2014
JC and LC to arrange a date in February to hold a Network Update Study Day for Staff Returning Following Prolonged Leave and look for a venue.	JC & LC	Dec 2013
LC to contact the Simulation Training course providers at Leicester to ask whether there are any more training courses being held.	LC	Dec 2013/Jan 2014
LC/JC to find out the dates of university recruitment/career fairs and then ask the units to participate in a network stand to sell neonates as a career option.	LC/JC	Dec 2013/Jan 2014
RM to look at the Nottingham NNU recruitment open day programme and draft suggested programme for group to comment on.	RM	Jan 2014
NT to share documentation of Dudley's active work experience programme that includes neonates.	NT	Dec 2013/Jan 2014
RM to simplify the network escalation policy document to highlight standard network escalation principles and monitoring tool to be used by each unit, each unit can then incorporate these into their own escalation policy document including local staff, communication processes, times etc. RM to draft a letter to send with the network escalation principles document to each Trust (Chief Executive/Director of Operations/Director of Nursing) requesting that this is adopted from the 01 February 2014.	RM RM	Dec 2013/Jan 2014 Dec 2013/Jan 2014
CG to put 'BGT Feeding Parent Training and Competency Leaflet' on the agenda for the next meeting.	CG	March 2014
CG to e-mail the RWH longline information leaflet to the Group.	CG	Dec 2013
Use of E portfolio by ANNP's - RMcM to check with JH the feedback from the West Midlands ANNP Meeting. JC to ask Sanjeev to update the Group on this at the next meeting.	RMcM JC	Dec 2013 Dec 2013
LC/JC/RM to draft an outline for the Supporting Neonatal Unit Managers Study Day and circulate to the unit managers to prioritise and add to.	LC/JC/RM	Dec 2013/Jan 2014
RM to arrange a meeting in February with appropriate representatives from each unit regarding the Network Standard Neonatal Nursing Care Plan.	RM	Dec 2013/Jan 2014
CG to remove 'Neonatal and Paediatric Workforce Tool' from standing agenda item.	CG	March 2014