

Education and Workforce Development Group Meeting	
Monday 16 th September 2013 at 1pm	
Seminar Room, Neonatal Unit, Maternity Building, UHNS	
Minutes	
1.	<p>Apologies: Chrisantha Halahakoon, Consultant Neonatologist – Royal Wolverhampton Hospital Dawn Homer, NNU Manager – Royal Wolverhampton Hospital Hilary Lumsden – Wolverhampton University Ian MacLennan, Directorate Manager – Royal Shrewsbury Hospital Julie Crabtree, NNU – University Hospital of North Staffordshire Kim Wooliscroft – Mid Staffordshire Hospital Lisa Poston, Team Leader – Walsall Manor Hospital Wendy Tyler, Consultant Neonatologist – Royal Shrewsbury Hospital</p>
1A.	<p>Present: Clare Gilg, Unit Manager – Mid Staffordshire Hospital Gina Powell, Sister – Royal Shrewsbury Hospital Jo Cookson, Practice Educator – SSBCNN Lynsey Clarke, Practice Educator – SSBCNN Maria Francis, Unit Manager – Walsall Manor Hospital Nicola Taylor, Unit Manager – Russell’s Hall Hospital Pam Smith, Matron for Paediatrics and Neonates – Russell’s Hall Hospital Robin McMahon, ANNP – Royal Wolverhampton Hospital Ruth Moore, Network Manager/Lead Nurse – SSBCNN Sam Davies, Unit Manager – Royal Shrewsbury Hospital Sanjeev Deshpande, Consultant Neonatologist – Royal Shrewsbury Hospital</p>
2.	<p>Minutes of the last meeting 18th June 2013 Previous minutes agreed</p>
3.	<p>Matters Arising What is sterile and tap water used for in each NNU? – RM to email Belfast to ask what water they use for bathing babies in units without filters on their taps. 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 from the groups approval</p>
4.	<p>Neonatal Bank/Pool of Staff – Update CG, GP and around 4 nurses in DGH have identified doing bank shifts in other units in the network. Individuals should contact the neonatal unit manager of the Trust they are interested in joining the bank of to discuss the possibility and process of joining their bank</p>
5.	<p>Training and Education Neonatal Intensive Care Course Keele – planned next course to commence at end of Foundation programme end of April 2014 Unit Managers to send numbers and names for the next NIC course to JC/LC Foundation programme – LC to email unit managers clarification regarding clinical placements for their staff Network Study Days – LC/JC to email a collated list of network study days to Sanjeev. Sanjeev to add information about Multi-disciplinary network study days on the Deanery website area to advertise to Trainees.</p>
6.	<p>Neonatal Unit Staffing Updated Spreadsheets The circulated spreadsheets were reviewed; overall the percentage of staff per declared cot in the network has increased over time since 2005. Each unit to confirm if the ANNPs are included in the figures given for the 2013 nursing establishment spreadsheet (Dudley and SaTH are not included in the numbers). The Activity establishments spreadsheet works out the number of cots required to deliver the 2012/13</p>

	activity of each unit at 80% occupancy. The staffing required for those cots is then worked out broken down by grade. RM suggested each unit should work out the funding required based on this and compare it to the Unit funding for the nursing establishment to see what the gap is and feedback to the next meeting in December
7.	Network NNU Escalation policy The mornings meeting was summarised.
8.	Improving Family Centred care SSBCNMN Parent Passport – Network Wide Launch Plan for Monday 18 November (linked to World Prematurity Day 17th Nov 2013). RM to confirm the printed parent passports will be available for then. All unit managers to make arrangements to launch to parent passports in their units on this date, Ruth suggested this was a photo opportunity for their Trusts and the network's newsletters and asked the managers to contact their communications department to arrange Parent teaching packages – BGT feeding parent training and competency – Clare G to act on information discussed at the meeting and update leaflet. Clare G to send updated leaflet to the Carol G to circulate to the group RMc to send the RWH longline information leaflet to Carol G to circulate to the group JC to contact BWH for their list of procedures for which consent is given/implied
9.	Draft objectives for 2013/14 Agreed as final version, Carol to put as final version on the website
10.	Revised Terms of Reference TOR reviewed and agreed
11.	Use of E Portfolio by ANNPs Sanjeev to check with Fiona Smith RCN adviser on RCNs comments to the proposal and then update group on plans to pilot this.
12.	Any Other Business Ruth asked the group if they would value a network study day aimed at supporting neonatal unit managers as the network have identified this as an area of need. The group welcomed this suggestion. LC/JC and RM to draft an outline for the day and ask the unit managers for input too Ruth asked if all units would email her copies of their Nursing Care Plans as she is interested in looking at developing a standard neonatal nursing care plan across the network.
13.	Time and date of next meeting The next meeting will be held on Tuesday 10 December 2013 at 12.30 pm in Route 126, Level 1, Walsall Manor Hospital.

ACTION LOG – For the Education & Workforce Development Group Meeting held on Monday 16 September 2013

Decision / Action	Owner	Timescale
RM to email Belfast to ask what water they use for bathing babies in units without filters on their taps.	RM	Sept/Oct 2013
RM to draft a letter to the Directors of Nursing from the group to ask what the process would be to use staff from other hospitals in the network to staff other units in a crisis.	RM	Sept/Oct 2013
Unit Managers to send numbers and names for the next NIC course to JC/LC.	Unit Managers	Early 2014
LC to email unit managers clarification regarding clinical placements for their staff on the Foundation Programme.	LC	Oct 2013
LC/JC to email a collated list of network study days to Sanjeev. Sanjeev to add information about Multi-disciplinary network study days on the Deanery website area to advertise to Trainees.	LC/JC SD	Oct 2013 Oct 2013

Each unit to confirm if the ANNP's are included in the figures given for the 2013 nursing establishment spread sheet (Dudley and SaTH are not included in the numbers).	UHNS, Mid Staffordshire, Walsall, New Cross	Oct 2013
RM suggested each unit should work out the funding required based on the Activity establishments spread sheet and compare it to the Unit funding for the nursing establishment to see what the gap is and feedback to the next meeting in December.	Unit Managers	Dec 2013
RM to confirm that the printed parent passports will be available for the Launch.	RM	Oct 2013
All unit managers to make arrangements to launch the parent passports in their units on the 18 November and ask their communications department to arrange a photo opportunity for their Trusts and the network's newsletters.	Unit Managers	Oct 2013
BGT feeding parent training and competency – Clare G to act on information discussed at the meeting and update leaflet and send to Carol G to circulate to the group.	Clare G & Carol G	Oct/Nov 2013
RMc to send the RWH longline information leaflet to Carol G to circulate to the group.	RMc & Carol G	Oct/Nov 2013
JC to contact BWH for their list of procedures for which consent is given/implied.	JC	Oct/Nov 2013
Carol G to put the final version of the 2013/14 objectives on the website.	Carol G	Sept 2013
Sanjeev to check with Fiona Smith RCN adviser on RCN's comments to the use of E Portfolio by ANNP's proposal and then update group on plans to pilot this.	Sanjeev Deshpande	Oct/Nov 2013
LC/JC and RM to draft an outline for the Supporting Neonatal Unit Managers Study Day and ask the unit managers for input too.	LC/JC & RM & Unit Managers	Oct/Nov 2013
Unit Managers to email RM copies of their Nursing Care Plans.	Unit Managers	Oct 2013