

<b>Equipment Group Meeting</b>	
<b>Monday 11<sup>th</sup> March 2013 at 10 am</b>	
<b>Seminar Room FTCG002, University Hospital of North Staffordshire</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b>            Dr Babu Kumararatne , Consultant Neonatologist - New Cross Hospital, Wolverhampton            Tony Harley, Technologist NNU - Royal Wolverhampton Hospitals            Claire Young, Assistant Directorate Manager, Children's Services Group, Royal Wolverhampton Hospitals NHS Trust</p>
<b>1A.</b>	<p><b>Present:</b>            Robin McMahan (Chair), (RMM), ANNP - Royal Wolverhampton Hospitals            Ruth Moore, Network Manager/Lead Nurse - Staffordshire, Shropshire &amp; Black Country Newborn Network            Sharon Turnock, Sister - University Hospital of North Staffordshire            Matt Hancock, Technician - University Hospital of North Staffordshire            Maria Francis, Unit Manager, Walsall Hospitals            Mike Butler, ANNP, Walsall Hospitals            Lynsey Clarke, Practice Educator – SSBCNN            Julie Taylor, Sister, Dudley Group of Hospitals</p>
<b>2.</b>	<p><b>Minutes from the 10<sup>th</sup> September 2012 Meeting</b>            Agreed.</p>
<b>3.</b>	<p><b>Matters Arising;</b>            None</p>
<b>4.</b>	<p><b>Procurement of Disposables Across the Network</b>            A copy of the presentation from RWH re procurement of NNU disposables from the September meeting is reattached for information with these minutes. <b><i>Each unit disposable lead to review the information on Slide 3 with their Trust procurement contact for accuracy for their Trust/Unit and send corrections/updated list to RMcM by end of April</i></b>            Sharon Turnock is the NNU representative at UHNS            Julie Taylor/Collette Harvey are the NNU representatives at DGH            Disposable sub group            UHNS going to get Vygon in with triple lumen lines when available – <b><i>ST please let the group know are these CVLs or UVCs?</i></b>            Vygon port protectors – DGH Pharmacy have said single use only – <b><i>JT to check why and ST will check with Vygon</i></b>            ETT fixation – UHNS are looking at this following infection outbreak (unrelated). <b><i>Unit equipment group reps to share their unit's method of ETT fixation to the group via CG</i></b></p>
<b>5.</b>	<p><b>Equipment Register</b>  <b><i>Unit equipment group reps to send contact details of their unit's current equipment technician to Carol Guest by end of April.</i></b>            Matthew Hancock is technician at UHNS and Tony Harley is the technician at RWH  <b><i>Each Unit to send current details of their equipment register for all items over £5000 to Carol Guest by end of April.</i></b></p>
<b>6.</b>	<p><b>Equipment Training Requirements in the Network</b>  <b><i>UHNS to advertise their bimonthly equipment updates to all staff in the network – ST to send details to CG to circulate to each NNU.</i></b>            The group agreed to take this item off the agenda as network equipment training needs will be identified annually through the Network training needs assessment process conducted by the Practice educators through an annual meeting with each unit manager and reported on at the Network Education and Workforce development group meeting.  <b><i>The Network Education &amp; Workforce group to inform the network Equipment Group if purchases of equipment were recommended</i></b></p>

<b>7.</b>	<b>Transport Incubator Requirements</b> Several units identified their transport incubators had been replaced in the past two years (UHNS, Dudley and Walsall. New Cross is looking to replace theirs. <b>RMcM to invite other units in the network to any demonstrations of Transport Incubators as and when they are arranged by New Cross</b>
<b>8.</b>	<b>Non Luer Connectors</b> This item is to raise awareness amongst the network that different spinal needles to non luer connectors should be being used in light of national alerts however there is going to be further changes later due to European alerts that may be different. Trust's may risk assess this and wait until the European alerts are circulated in order to only change once.
<b>9.</b>	<b>Review of Terms of Reference</b> Slight amendment to membership see attached
<b>10.</b>	<b>Review of OBJECTIVES 2012/13 and Objectives for 2013/14</b> <b>Please review and send any comments on the attached Review of progress of 2012/13 objectives and draft objectives for 2013/14 by end of April to CG</b>
<b>11.</b>	<b>Any Other Business</b> Nautilus –RMcM waiting for an update on progress from Vygon Phototherapy – Discussion re changing guidelines on which spectrum of light to use, no-one else in group aware of this changing. LED lights are coming in. <b>Equipment group unit reps to circulate any updated information</b>
<b>12.</b>	<b>Date and Time of Next Meeting:</b> 2 <sup>nd</sup> or 3 <sup>rd</sup> week in September – CG to agree date with RMcM and circulate to group

#### **ACTION LOG – For the Equipment Group Meeting held on Monday 11<sup>th</sup> March 2013**

<b>Decision / Action</b>	<b>Owner</b>	<b>Timescale</b>
Review the disposable equipment procurement information on Slide 3 with their Trust procurement contact for the for accuracy for their Trust/Unit and send corrections/updated list to RMcM by end of April	Sharon Turnock Maria Francis Julie Taylor/ Collette Harvey Robin McMahan Clare Gilg Sam Davies	30 April 2013
check why port protectors single use with DGH Pharmacy	Julie Taylor	
check with Vygon their recommendation for changing port protectors	Sharon Turnock	
Circulate unit's method of ETT fixation to the group via CG	Sharon Turnock Maria Francis Julie Taylor/ Collette Harvey Robin McMahan Clare Gilg Sam Davies	
send contact details of their unit's current equipment technician to Carol Guest by end of April.	Sharon Turnock Maria Francis Julie Taylor/ Collette Harvey Robin McMahan Clare Gilg Sam Davies	
send current details of their equipment register for all items over £5000to Carol Guest by end of April.	Sharon Turnock Maria Francis Julie Taylor/ Collette Harvey Robin McMahan Clare Gilg Sam Davies	
UHNS to advertise their bimonthly equipment updates to all staff in the network – ST to send details to CG to circulate to each NNU.	Sharon Turnock/ Carol Guest	
invite other units in the network to any demonstrations of Transport Incubators as and when they are arranged by New Cross	Robin McMahan	
send any comments on the attached Review of progress of 2012/13 objectives and draft objectives for 2013/14 by end of	All Equipment Group Members	

April to CG		
Circulate any updated information they have on phototherapy light spectrum	All Equipment Group Members	
CG to agree date of next meeting in September with RMcM and circulate this to the group	Carol Guest/Robin McMahan	