

QIPP Group Meeting	
Thursday 14th July 2011 at 10am	
GEM Centre, Wolverhampton	
Minutes	
1.	<p>Apologies: Gina Hartwell Subramanian Mahadevan Liz Jones Andy Spencer Dawn Homer Anna Griffin Jo Cookson Liz Jones</p>
	<p>Present: Lynsey Clarke Ruth Moore David Coan Denise Kirby Sanjeev Deshpande</p>
2.	<p>Minutes of the 24th May 2011 Meeting Agreed</p>
3.	<p>Matters Arising; All covered on the agenda</p>
4.	<p>Minutes of the Guidelines Group Held on 14th June 2011 The group welcomed the news of the SWMNN joining the SSBCNN guidelines process</p>
5.	<p>Review of Terms of Reference and Objectives 2011/12 ToR and Objectives were agreed by the group <i>SD to work with AM to draft a work programme and assign leads for each piece of work related to the agreed objectives and will circulate to the QIPP group for agreement by the end of Aug 2011</i></p>
6.	<p>Vermont Oxford Network Method to download data from badger directly to VON has been received and passed on to RWH. Attached for the groups information. <i>DC agreed with SD that VON can be taken off the standing agenda instead an update from RWH on their experiences of VON can be put on the agenda in 6 months time</i></p>
7.	<p>Quad Network Research Study Day Anne Greenough now very keen to be involved but unfortunately is not available in Oct w/c 3rd RM and LC confirmed that Nov would be a good month as no network meetings planned yet for then. <i>SD will chase AG for dates in November.</i></p>
8.	<p>Good Clinical Practice (GCP) Training & Audit Competition <i>GCP flyer to go out asap LC/CG</i> Andy Ewer will bring poster about DOVE study to display at the GCP training event. Foundation Nurse Programme posters to be displayed at the audit competition</p>
9.	<p>Perinatal Projects Update RM – fed back emerging themes and recommendations, attached for the groups information Parent information leaflets are being printed with regards to the care pathways, one for all women who book their pregnancy in the network, the other for families where the need to transfer has been identified either IUT or post natal. UHNS/RWH – priority as most IUTs transferred to these units. SD asked DK/DC to share RWH leaflet</p>

	Discussion re Car Parking charges - ? information about accessing financial assistance via social services. Can the network do something
10.	<p>Network Mortality Review Update</p> <p>Letter has gone out</p> <p>SC to ask units for the name of the person identified to take responsibility for completing the form for their trust asap and for the first quarter information to be completed and returned to the network by the 31st Aug, 2nd quarter by 31st Oct, 3rd Quarter by 31st Jan and final quarter by 30th Apr.</p> <p>SCORE the electronic process for standardised review and documentation of all deaths is being developed by Perinatal Institute, SD and RM attended the event in June.</p> <p>SSBCNN Neonatal mortality & Serious Clinical Incidents Review and Shared Learning Process Flow diagram - agreed by the group</p> <p>A National dashboard of neonatal quality indicators is being developed. The West Midlands work to develop a regional neonatal quality clinical indicator matrix and monitoring process is continuing and contributing to the national discussion. A West Midlands stakeholder event to shape the regional neonatal quality clinical indicator matrix and monitoring process is being planned in the Autumn.</p> <p><i>SD to give Brian Gill RM and VR names re the national dashboard he is working on</i></p>
11.	<p>Network Care Pathways Update</p> <p>Exception reporting – Care pathway discussions continuing with 2 trusts, however all Trusts to implement the draft care pathways and complete the exception reporting process as this is a CQINN and will result in loss of CQINN payment if exception reports are not completed. <i>RM will be writing to Trusts to verify the information in network badger network reports that indicate exceptions from care pathways have occurred but no exception report has been received by the network.</i> Exception reports should be completed for both IUT and post natal cases which fall outside the care pathways.</p> <p>NICU Ex-Utero Transfer Request Form Update – the form has been circulated to all units for any suggested amendments to be fed back to Shiva Shankar at UHNS by 31st July. Following which Shiva will finalise a version of the form that can be used across the network.</p> <p>Draft Activity & Outcomes Monitoring Matrix April & May – this is being developed to start monitoring activity and outcomes across the network on a monthly basis. SWMNN are also doing this.</p>
12.	<p>COLLATION OF CLINICAL RISKS & PATIENT SAFETY UPDATE</p> <p><i>RM to speak to MP re the need for networks to receive NPSA alerts for dissemination across the networks and collation of action plans etc.</i></p>
13.	<p>Any Other Business</p> <p>SD discussed the need to apply to the deanery for funding for network based SDs, <i>SD to start drafting the application but will need help with costings. RM and LC agreed to help with this</i></p> <p>SD identified a need to develop Care pathways which are condition specific these can be linked with the network guidelines. SD suggested the guidelines group could take this forward with both SSBC and SWM NN's.</p>
14.	<p>Date & Time of Next Meeting</p> <p>Thursday 20th Oct 2-4pm in UHNS/Walsall TBC</p>

ACTION LOG – For the QIPP Group Meeting held on Thursday 14th July 2011

Decision / Action	Owner	Timescale
SD to work with AM to draft a work programme and assign leads for each piece of work related to the agreed objectives and will circulate to the QIPP group for agreement	Sanjeev Deshpande	End August 2011
DC agreed with SD that VON can be taken off the standing agenda instead an update from RWH on their experiences of VON can be put on the agenda	Sarah Carnwell	In 6 months time
SD will chase AG for dates in November.	Sanjeev Deshpande	By the end of August 2011
GCP flyer to go out asap LC/CG	Lynsey Clarke/ Carol Guest	ASAP
SC to ask units for the name of the person identified to take responsibility for completing the form for their trust asap and for the	Sarah Carnwell	1st quarter information to be completed and returned to the network by the 31 st Aug, 2 nd quarter by 31 st Oct, 3 rd Quarter by 31 st Jan and final quarter by 30 th Apr.
SD to give Brian Gill RM and VR names re the national dashboard he is working on	Sanjeev Deshpande	ASAP
RM will write to Trusts to verify the information in network badger network reports that indicate exceptions from care pathways have occurred but no exception report has been received by the network.	Ruth Moore	End August 2011
RM to speak to MP re the need for networks to receive NPSA alerts for dissemination across the networks and collation of action plans etc.	Ruth Moore	September 2011
SD to start drafting the application but will need help with costings. RM and LC agreed to help with this	Sanjeev Deshpande	September 2011