

## NOTES FROM GUIDELINES TELECONFERENCE

28<sup>th</sup> August 2013

### APOLOGIES

Dr Vel Ranalingam	Birmingham Women's Hospital
Rob Negrine	Birmingham Women's Hospital
Dr Bashir Muhammad	Walsall Manor Hospital
Ruth Moore	SSBC NN
Marian Kerr	BCGP
Mel Sutcliffe	Royal Wolverhamptom Hospital

### PARTICIPANTS

Kate Palmer	UHNS, SSBC NN guidelines lead and BCGP neonatal editor
Babu Kumararatne	Lead consultant SSBC NN
S Sivakumar	SWM NN guidelines lead
Vikranth Venugopalan	Guidelines lead, City Hospital
Tilly Pillay	Guidelines lead, Russells Hall Hospital
Sonia Saxon	Network Manager SWM NN

### TOPICS DISCUSSED

#### Progress with guidelines

Marian Kerr had supplied a summary of the progress of each guideline up to 23<sup>rd</sup> August 2013. Fifty three are complete and ready for publication. Ten guidelines are with trust leads for consultation and there is one more to send. We are on track for completion by the November 2013 deadline. There are one or two authors who have been slow to respond to queries from Marian. If responses are not received in a timely manner then the editor will make an executive decision in order to keep to the deadline.

#### Engagement of trust guideline leads

It was noted that few guideline leads attend the guideline meetings. Marian Kerr has also reported a falloff in the number of comments on guidelines as further batches have been circulated. Only 1 person commented on the two most recent batches. It was felt that some units, especially those who have not previously used the guidelines, may wish to make comments after the guidelines have been published. It was proposed that KP should attend the next SWMNN strategy meeting (possibly on 26<sup>th</sup> September) to give an update on the guidelines.

#### Acceptance form

The final version of this form is now available on the SSBC NN website. All trusts will be asked to complete this within 4 weeks of the launch of the guidelines. In order to complete the form each trust will need to have reviewed all the guidelines.

#### Content and scope of guidelines

Guidelines should cover management in neonatal units and during neonatal transfer. Management in specialist centres, e.g. surgical centres, is beyond the scope of the neonatal guidelines.

#### Possible inclusion of neonatal early warning chart

A proposal was made that the neonatal early warning chart with broad indications for its use should be included in the upcoming edition of the guidelines. After discussion it was felt that it would be better to wait until the BAPM proposals for this are released. These proposals can be formatted in the guidelines style and circulated to trusts for possible implementation prior to publication of the next edition of the guidelines.

#### Audit of guidelines

It was agreed at the last meeting that the user feedback survey should be conducted after the March 2014 rotation of junior doctors. A lead will be identified for each Trust and an interested trainee will collate the results. The audit will be on behalf of each network and for the BCGP and will be coordinated through the guidelines group. TP offered her services to coordinate responses from the Black Country Units.

A second audit/survey of trust guideline leads about the process of the guidelines revision will be led by KP on behalf of BCGP.

#### Launch Event

It was agreed that the two networks and the BCGP should hold a joint event to launch the 2013 guidelines. The afternoon of Tuesday 10<sup>th</sup> December (After SSBC NN board meeting) was discussed as a possible date but Ruth Moore and Sonia Saxon will be asked to finalise the date. It was suggested that representative of the Regional networks, BAPM and BLISS could be invited to attend.

#### Next Meeting

No date was set.

#### Actions

Confirm date of SWMNN strategy meeting with KP

Sonia Saxon

Set date for launch event for guidelines

Sonia Saxon and Ruth Moore

Kate Palmer

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