NETWORK BOARD MEETING
Minutes of the meeting held on
Wednesday 5th December 2007 at 10 am in
Room 8, Clinical Education Centre, Russell’s Hall Hospital, Dudley

PRESENT:
Anand Mohite, Consultant Neonatologist    Dudley Group of Hospitals
Andy Spencer (Chair), Network Lead    Newborn Network
Babu Kumararatne, Consultant Paediatrician    Royal Wolverhampton Hospitals
Chris Thomas, Clinical Nurse Manager Neonatal Unit    University Hospital of North Staffordshire
Carol Guest, Network Secretary    Newborn Network
Doreen Quammie, SCBU Ward Manager    Dudley Group of Hospitals
Jo Deeming, Practice Educator    Newborn Network
Jackie Harrison, Transport Nurse Consultant    Birmingham Women’s Hospital
Kate Palmer, Consultant Paediatrician    University Hospital of North Staffordshire
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner    University Hospital of North Staffordshire
Lynsey Ward, Practice Educator    Newborn Network
Mick O’Donnell, Acute Services Lead    Specialised Commissioning Team
Nina Spofforth, Network Manager    Maternity Network
Ruth Moore, Network Manager    Newborn Network
Sanjeev Deshpande, Consultant Neonatologist    Shrewsbury and Telford Hospitals
Sarah Carnwell, Network Administrator    Newborn Network
Simon Jenkinson, Lead Obstetrician    Newborn Network and Maternity Network

APOLOGIES:
Ajay Gupta, Consultant Paediatrician    Mid Staffordshire General Hospital
Alyson Skinner (ASk), Consultant Neonatologist    Wolverhampton/Walsall
Doreen Humphries, Senior Nurse Manager    Walsall Manor Hospital
Gina Hartwell, Senior Nurse Manager    Mid Staffordshire General Hospital
Hannah Johnson, Head of Financial Management    Specialised Commissioning Team
Jan Latham, Senior Midwife    Maternity Network
Jon Cook (JChk), Children’s Programme Lead    NHS West Midlands SHA
Jon Crockett, Chief Executive    Wolverhampton City PCT
Julie Ebrey    Parent Representative
Liz McMillan, Consultant Obstetrician    Walsall Manor Hospital
Prof Ed Peile, Head of Institute of Clinical Education & Associate Dean (Teaching)    Warwick Medical School
Raj Walia, Consultant Paediatrician    Walsall Manor Hospital
Wendy Tyler, Consultant Neonatologist    Telford and Shrewsbury Hospitals

2. MINUTES OF THE MEETING HELD ON THE 5th SEPTEMBER 2007
The minutes of the meeting were agreed with Liz McMillan, Collette Harvey and Nicola Taylor added to the attendees.

3. MATTERS ARISING
NHS Networks Awards
RM submitted an entry but unfortunately the conference has been withdrawn.

4. MATERNITY AND PAEDIATRIC NETWORK DEVELOPMENT
RM gave a brief update on behalf of Jon Cook and Prof Peile who were unable to attend.
Reports for each Health Economy which include the individual Trust assessments are being finalised hopefully by Christmas. RM will receive all three Health Economy reports covering our Network.
The following was supplied from Ed Peile to bring to the meeting;
As the CYPMS Group is nearing completion of the Acute Trust visits they are preparing to meet with the 10 Commissioner Groups across the West Midlands to feedback on issues that have emerged in the Acute Trust discussions around Risk Assessment and Sustainability Issues.
A key issue across trusts has been the provision of neonatal resuscitation and support services to meet the requirements of “towards safer child birth”. Particularly in situations where trusts envisage a consultant led obstetrics service continuing without necessarily an in-patient paediatric service. Essentially there are 3 models that come through in the discussions:
a) a paediatric led neonatal service in the absence of an admissions unit
b) a 7 nurse led service using innovative skills mix (variations on the Ashington theme)
c) a midwife led service whereby midwives with advanced resuscitation skills support resuscitation
until the arrival of a partnership paediatrician (Solihull model)
The group would be very interested in hearing views and gathering further evidence on these
different models. This was discussed at the board meeting but it was felt that until the reports had
been circulated it was difficult to comment. RM is attending a meeting on the 18th December and
asked for views to be forwarded to her prior to the meeting for her to feedback on behalf of the
Network.

5. MATERNITY NETWORK UPDATE
NS gave a presentation to the Board. SC to circulate with the minutes. NS outlined the main
points of the report circulated reviewing the last 12 months and the work streams of the Maternity
Network. A report on EWTD compliance will be available at the end of December. Following
approval by the Board to fund the project for a further 12 months, a plan to engage commissioners
and to work closely with the local authority is incorporated into the project plan. MO’D suggested
engaging PCT’s by demonstrating achievements and future objectives to the two Local
Collaborative Commissioning Boards in the network, chaired by PCT Chief Execs, it would be
worth presenting to those Boards rather than sending a paper which might be misinterpreted. Julie
Grant, Maternity Matters, has a list of maternity commissioners. SJ to meet with MOD to take this
forward.

6. STANDARDS ASSESSMENT DOCUMENT REPORT
AS gave a presentation proposing that the Standards Assessment Document forms be web based
similar to that of the PiP paediatric surgery framework to resolve the difficulties in completing the
forms and make them more accessible for several people to complete at the same Trust. The cost
is a one off set up cost which includes the purchase of licences for each Trust in the Network to
access the database. It would be possible for the Maternity Network to add their own standards in
the future for a one off charge. The data does not need to be held on an NHS server as it does not
contain any patient data but is held securely on a server in Amsterdam with password protection.
Access to the web based document would allow information to be added continually rather than as
part of an annual review. All agreed the proposal and the final report. Stafford, Stoke and
Shrewsbury action plans are all in draft format, the final versions will need to be brought to the
March board meeting for approval. All units to take forward action plans.

7. PARENT EXPERIENCE SURVEY
SC gave a presentation of the results of the survey to be circulated with the minutes. The results
have been fed back to both the Lead Clinician and the Nurse Manager in each of the units in order
for an action plan to be produced to take forward areas for improvement. Central Newborn
Network have agreed to have a continuous process with the results collated annually. All agreed
to have the survey on a continuous basis. RM to take forward with the senior nursing team as to
how best to distribute the questionnaire. SC to get input from parent representatives as to how to
increase participation of parents in completing the survey.

8. NETWORK PROJECT GROUPS UPDATES
Equipment Group
Five units have submitted orders for the Near Patient Monitoring Equipment, RM awaiting the order
for Walsall.
Guidelines Group
The group is to focus on producing parent information leaflets. The 2007 Guidelines Books are
being distributed to each of the units in the Network. AS asked for feedback to be forwarded where
local changes are being made to a guideline in order to improve and standardise the guidelines
across the Network. The survey of users will be distributed shortly.
RD&A Group
A bid was submitted to fund an audit of nursing time spent which has been given priority should
funding be available. The results of the CUSS audit are to be presented at the Annual Network
Audit Competition this afternoon following the Network Board.
Transport Group & Newborn Transport Service (NTS)
The NTs has undertaking 1000 transfers since January. Governance issues are being resolved
the Guidelines produced are to go to the Lead Clinicians for approval/comment. JH will provide a
quarterly report to the Board for circulation with the agenda. The Board discussed the figures. It
was agreed that the number of refusals was a concern 13 compared to 11 for the SWMNN,
especially as only 1/3 of the transfers are undertaken in our network therefore the number of
refusals should reflect this lower figure.
Workforce Development Group
The group are currently looking at the Clinical Support Worker role and staffing on the units. Julia
Uffindell is currently the only medical staffing representative, and further representation of medical staff is needed on the group.

**Shortfall in Medical and Nursing Workforce across the Network**

RM raised the issue of junior doctors cover and that this is below the BAPM standard of a dedicated tier of SHO/ANNPs in two of the level 2 units in the Black Country. The West Midlands ANNP/Junior Medical Staffing Workforce Group are looking at the role of ANNP's. Additional finance is required to fund ANNP posts. Birmingham City University are launching a new ANNP course with funding from the Deanery which is currently being advertised. Four units have expressed an interest, however, loss of senior nursing staff, backfill salary issues and the lack of funding to employ as ANNP once completed course are causing concern. SD suggested engaging Trusts at Chief Exec level in finding solutions to these issues.

RM provided an update of nursing staffing levels in the Network which are similar to three years ago. The network needs a total of 300 WTE nurses to meet BAPM 2001 standards. Where funding has been put in by Network that investment still appears in the funding establishment, giving a total of 236 funded currently.

**Breastfeeding Group**

The group are to take forward a benchmarking document for units to complete, auditing the feeding guidelines and the proposed name change which the Board supported in broadening the remit of the group.

**Follow Up Group**

All units are sending representatives to attend the Bayley III in-house training to be held on the 12th and 13th December 2007 at the University Hospital of North Staffordshire and then the 25th and 26th February at the Beeches Training Centre, Penn Hospital, Wolverhampton.

**9. PROPOSAL TO INITIATE A NETWORK RESUSCITATION GROUP**

It was agreed that this would be a useful temporary group with the remit of looking at provision of NLS courses. Once established this work would then be incorporated into the Workforce Development Group.

**10. FINANCE**

RM highlighted the diminishing training budget and that funding not used this year would be carried over. There are a number of non-recurrent commitments with funding still yet to be allocated for example ambulance bills and locum consultant funding. The order of priority given to the Network bids submitted should there be any funding available is as follows:

1. Audit Competition
2. Nursing Time Spent Audit
3. Monitor for the second Transport Incubator
4. Maternity leave / Bank staff cover for NTS

**11. COMMISSIONING NEWBORN SERVICES UPDATE**

**Commissioning Intentions Update**

MO'D is currently meeting with the PCTs to agree commissioning intentions for next year. The two main areas the discussion will focus on are: achievements which have been made by the Networks and the recommendations of the Networks to increase capacity and the dedicated transport service. There has been no negative feedback towards the proposals; development in the future of cross organisational working with joint care pathways and models of care. A final agreement will be made by mid January and a contract signed by February 2008.

**Newborn Surgery Update**

Work is taking place to create a draft service specification for Neonatal Surgery, looking at the requirements of the service and not the current provision in order to increase accessibility and capacity. A proposed solution would be to increase capacity at Birmingham Children’s Hospital with transfer of care on discharge to a dedicated Level 3 unit with a consultant outreach service. It was recognised that there were also normal flows to other surgical units ie Leicester and Liverpool but where transfers are due to capacity problems rather than an agreed care pathway this situation needed to be resolved. The Network thanked MO'D for all his hard work in trying to resolve the current difficulties.

**Transport Consultant Sessions**

RM put forward a proposal to fund dedicated sessions by the clinical lead for transport, currently Alyson Skinner. Currently there is no time allocated for this work to be developed and without giving her own time the service would not be where it is today, with funded sessions the medical staff training can be jointly developed with Amritt Dhillon, SWMNN Transport Lead and senior medical support for the NTS can be planned across the week. All agreed to fund the sessions but that details will be required of activities undertaken during funded sessions in order to ensure
effective use of network funding.

12. NETWORK ROLES UPDATE
Band 5 Network Neonatal Foundation Programme Nurses
Three nurses were appointed and started in post in November.

Stafford/Stoke Joint Network Consultant Post update
Dr Lheona Lee appointed and will commence in post on the 1st March 2008.

Wolverhampton Clinical Effectiveness Consultant Post update
The post was appointed however currently on Maternity Leave and will commence in September 2008. An advert has been placed for a locum in the meantime.

13. QUAD NETWORK STUDY DAY
RM encouraged as many people in the Network to attend as possible. £10 discount per place is available if booked by 21 December 2007.

14. ANY OTHER BUSINESS
BLISS Report
The BLISS Report was launched in the House of Commons in October.

15. DATES AND TIMES OF FUTURE MEETINGS
The next meeting of the Board will be held on Wednesday 5th March 2008 at 10 am at the Princess Royal Hospital, Telford.
Future meeting dates for 2008 are as follows:
Wednesday 11th June
Thursday 4th September, with the AGM immediately afterwards
Wednesday 10th December
<table>
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<tr>
<th>ACTION:</th>
<th>PERSON(S) RESPONSIBLE</th>
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<tbody>
<tr>
<td>SC to amend the minutes of the 5th September 2007.</td>
<td>Sarah Carnwell</td>
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<tr>
<td>RM to attend meeting on the 18th December and give Network feedback.</td>
<td>Ruth Moore</td>
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<td>Network representatives to provide feedback to RM on the suggested models.</td>
<td>All</td>
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<td>SC to circulate the maternity network presentation given by Nina Spofforth.</td>
<td>Sarah Carnwell</td>
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<td>SJ to meet with MO'D to take forward closer working and engagement of commissioners of maternity services.</td>
<td>Simon Jenkinson</td>
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| SD, KP and AG to provide RM with a final action plan prior to the March board meeting. | Sanjeev Deshpande  
Kate Palmer  
Ajay Gupta |
| All units to take forward Standards Assessment Document action plans  | All                                        |
| RM to take forward with the Senior Nurses how best to distribute the Parent Experience Survey. | RM                                        |
| SC to gain feedback from the parent representatives as to how to increase the participation of parents in completing the questionnaire. | Sarah Carnwell                             |
| DH/RW to provide RM with an order for the Near Patient Monitoring Equipment. | Doreen Humphries  
Raj Walia |