

## BOARD MEETING

Minutes of the meeting held on  
Wednesday 7<sup>th</sup> December 2011 at 10 am

Room 4, Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP.

### PRESENT:

Alex Philpott, Transport Consultant	Newborn Transport Service
Alison Moore, Consultant Neonatologist	Shrewsbury and Telford Hospitals
Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Andy Spencer(Chair), Network Lead clinician	Newborn Network
Ann Clare, Matron for Maternity and Paediatrics	Walsall Manor Hospital
Babu Kumararatne, Consultant Paediatrician	Royal Wolverhampton Hospitals
David Coan, Matron for Women and Children's Services	Royal Wolverhampton Hospitals
Karen Anderson, representing Pam Smith	Dudley Group of Hospitals
Kate Palmer, Consultant Paediatrician	University Hospital of North Staffordshire
Kishor Tewary, Consultant Paediatrician	Mid Staffordshire General Hospital
Lynsey Clarke, Practice Educator	Newborn Network
Ruth Moore, Network Manager/Lead Nurse	Newborn Network
Sarah Carnwell (Minutes), Administrator	Newborn Network

### APOLOGIES:

Chris Thomas, Clinical Nurse Manager NNU	University Hospital of North Staffordshire
Chrisantha Halahakoon	Royal Wolverhampton Hospitals
Dave Roden, Associate Specialist in Neonatology and Congenital Heart Disease	University Hospital of North Staffordshire
Gail Fortes-Mayer, Assistant Director, Specialised Commissioning (Children)	WMSCT
Gina Hartwell, Senior Nurse Manager SCBU	Mid Staffordshire General Hospital
Jackie Harrison, Transport Nurse Consultant	WM Newborn Transport Service
Jo Cookson, Practice Educator	Newborn Network
Melody Bridges, Commissioning Manager, Specialised Children's Services	WMSCT
Pam Smith, Matron for Paediatrics and Neonates	Dudley Group of Hospitals
Sanjeev Deshpande, Consultant Neonatologist	Shrewsbury and Telford Hospitals
Simon Jenkinson, Lead Obstetrician	Newborn Network
Usman Zafir, PhD Student	Keele University

### ACTIONS

#### 2. MINUTES OF THE MEETING HELD ON THE 28<sup>th</sup> SEPTEMBER 2011

The minutes were agreed.

#### 3. MATTERS ARISING

There were no matters arising.

#### 4. NETWORK EDUCATION SURVEY PRESENTATION

LC presented the results of the network education survey, a copy of the presentation will be circulated with the minutes. Questions and discussion took place during the presentation. The network to send each unit the list of names of individuals that have attended network study days. AC raised the issue that Walsall has difficulty in releasing staff to attend study days. RM said that all nursing staff are required to attend five study days over three years in order to maintain their registration, whether they are released or not. The results of the survey will be discussed and taken forward with the Workforce Group, who are meeting after the Board. All nurse managers are members of the Workforce Group and will be able to feed into the results of the survey any other training needs they have identified. Nicky, Respiratory Physiotherapist in the SWMN Network has been a speaker at the Ventilation Study Day, she is also producing guidelines for inclusion in the next edition of the Neonatal Guidelines book.

SC

#### 5. FINANCE

The Board discussed the funding arrangements for the Network. KP asked if it was possible that the Networks would be amalgamated? RM explained that the national document that had been circulated supported the need for Networks to be shaped around natural patient flows.

#### 6. COMMISSIONING NEWBORN SERVICES UPDATE

##### 2011/12 Funding of Neonatal Services

The Commissioners have informed the networks that they will not be attending every Networks Board meeting but instead providing an update to the Network Manager to feedback on their

behalf. MB has given her apologies but is planning to attend the Board when she can. RM presented the report which will be circulated with the minutes of the meeting. The predicted activity for contracting the coming year has been calculated using this years figures plus a 3% increase. The figures presented were a comparison of actual activity for this year against predicted activity where there is a negative variance this indicates an over performance. AM queried if the data included Powys activity, RM to query this with the Commissioners. It was highlighted that this Network was not including all its transitional care unlike the other Networks, making it difficult to make comparisons. All agreed that the current system was perverse in that there is a disincentive for early discharge and a disincentive to move babies through the levels of care. AS queried what the overall network position was with regard to units being either under or over paid for activity, RM to query this to the Commissioners. The community outreach service at Wolverhampton is creating a cost saving in SC cot days, by reducing the length of stay of babies on the unit. AM was not sure that the same cost savings could be made in Shrewsbury due to the size of the geographical area being covered, as travel costs made an outreach service very expensive. RM to have discussions with the Commissioners around outreach services across the Network.

SC

RM

RM

RM

## 7. WEST MIDLANDS NEONATAL CLINICAL QUALITY INDICATORS -

### Stakeholder Event 11 November 2011

Draft indicators developed across the West Midlands with the WMQI were presented for stakeholder agreement and identification of a process for monitoring and reporting against these. Following the event the WMQI are going to obtain the data for the indicators identified. AS asked those Trusts that had not already provided Richard Wilson with permission from their Caldicott Guardian to view the Badger data, to please take this forward within their Trust.

All

### Network Activity and Workload Matrix

RM explained that the data available to her around eligibility for 2 year follow up did not have the same cut off criteria as the Network uses. The Badger data is representative of the NICE guideline criteria which is less than 1500g. The Board agreed that the Follow Up Group take forward changing the Network criteria. RM to ask Badger if they are able to provide the data for our criteria. Unable to get data for completed assessments from Badger, this to be taken forward by the Follow Up Group.

Follow Up  
RM  
Follow Up

### National Neonatal CQINNs & Neonatal Dashboard Update

Six topics for neonatal CQINNs have been identified, RM will circulate the final list as soon as she receives it. Three dashboard templates have been produced for the three levels of unit, volunteer Trusts have been requested for piloting the dashboard. Stafford, Walsall and Wolverhampton each agreed to be part of the pilot. RM to put them forward.

RM

## 8. MATERNITY NETWORK UPDATE

RM provided an update in Simon's absence. The Maternity Network Stakeholder and Perinatal Education Event is to be held on Friday 8 February 2012 at Walsall Manor Learning and Conference Centre. Please can everyone advertise this widely and encourage neonatal and maternity staff to attend.

All

## 9. DEMAND AND CAPACITY IN MATERNITY SERVICES IN THE BLACK COUNTRY CLUSTER

Mark Lane at Walsall PCT is undertaking a piece of work around the impact of the closure of Consultant Obstetric Unit at Sandwell Hospital on the demand and capacity for maternity services in the Black Country Cluster. RM and SJ met with Mark to discuss the impact for our Network and as part of this work, SJ was asked to establish local clinical benchmarks. A stakeholder meeting is being planned to be held in the afternoon of 1 Feb 2012 at the Village Hotel, Walsall, invitations are being sent out from Mark's office at Walsall PCT.

## 10. WEST MIDLANDS PERINATAL NETWORK - UPDATE

The Network continues to have a provider arm group and a commissioning arm group. Ros Keeton, Acting Chief Executive at Birmingham Women's Hospital has taken over the role of Chair of the provider arm group. AS, RM and SJ continue to represent our Network at the groups meetings.

## 11. CARE PATHWAYS/EXCEPTION REPORTS

RM presented the data for the period 1<sup>st</sup> April to the 30<sup>th</sup> November. The Board suggested transferring babies to Stafford for care where babies cannot be repatriated to the referring unit, in order to create capacity within the Network. KP will request the IUT data for Stoke be passed on to the Network. AM will chase the missing data for Shrewsbury be sent through to the Network. The Board discussed the need to use the Fibronectin test if at all possible (as stated in the network pre-term obstetric guideline) in order to reduce the number of unnecessary IUT transfers. All units

KP  
AM

need to complete an exception report where babies are transferred to PICU or paediatric wards in order create capacity within units, and not for medical/surgical reasons. RM provided a letter to the Lead Clinician of each unit where appropriate, explaining that Badger had identified possible exceptions where no report had been received. The letter also identifies where IUT's over 28 weeks went to level 3 units rather than level 2 units, and the same for IUT's over 32 weeks which should have gone to Stafford.

## 12. NETWORK POSTS UPDATE

### Chair

AS and RM met with Steve Cartwright, Medical Director for the Black Country Cluster to discuss the process for identifying a new chair. He is writing to each of the MDs of the other two PCT clusters in the Network (West Mercia and Staffordshire) to ask if an invite in interest in being Chair of Network should be sent out to all CCGs in the 3 PCT clusters. AS and RM will follow this up in the new year.

### Lead Clinician

BK will be taking on the role as Lead Clinician from the 1<sup>st</sup> January 2012. Induction meetings have been arranged with all of the units in the Network.

### Transport Lead Role

An interview date has been planned for mid January. AS asked that BK as Lead Clinician be invited to sit on the panel, as it is a Network post.

### Clinical Effectiveness Lead Role

Interviews are to take place this afternoon, following which an appointment will be made.

### Practice Educator Maternity Leave Cover

An advert has been circulated for the Practice Educator secondment post for 15 hours per week, to cover Lynsey's maternity leave. The post will be based in the Black Country.

KP

## 13. NETWORK LEADS TIMEOUT EVENT

BK is to write a paper with the proposed Network priorities, which will be presented at the next Board meeting in March.

BK

## 14. NETWORK STANDARDS ASSESSMENT TOOL (SAT) UPDATE

The final version of each of the sections has gone to the Lead Clinician and Unit Manager in each of the units. The tool will be updated by the end of the week, RM will send an e-mail to the Board once this has been done. All units will have to completely re-submit all their answers/data, as the old data has been removed. RM asked that all units complete the tool by the next Board meeting in March. AS felt that the SAT demonstrated that the Network were taking quality extremely seriously in order to address inequalities and high mortality in the West Midlands. The Maternity section will be removed for the time being whilst Simon Jenkinson and the Maternity Network take this forward incorporating existing standards such as Safer Childbirth, CNST, RCOG, etc.

RM

All

## 15. PICKER NATIONAL PARENT SURVEY

All agreed that this was difficult to discuss given that the results have yet to be discussed with the parent reps during their unit visits. Julie Ebrey has suggested that the Network participate in the survey on a bi-annual basis in order that the results can then be acted on, changes made and the following year re-audited. The Government requires units to collect patient opinions however there is no funding for this. KP supported the Picker Institute undertaking the survey, as they had a much higher response rate than the network parent survey. The Network to write to each unit in the Network with the cost for their unit to ask if their Trust is able to provide the necessary financial support.

RM

## 16. NETWORK SUB GROUPS

### Equipment

BK stepping down as Chair, a new Chair will be appointed at the next meeting in March.

### Workforce

RM is Chairing the meeting today, however a new Chair is to be appointed at the meeting today.

### Guidelines

The books have now been printed and are being distributed. The SWMNN are coming on board and will be involved in writing/reviewing the guidelines for the next edition.

### QIPP

The group are reviewing mortality data and how this is collected.

### Transport

AP reported that staffing levels have been dismal due to sickness and unfilled posts. This has led to the service having been taken out twice since February, this was not a decision taken lightly and

all units were contacted prior to action being taken. A new nurse is starting in February. The commissioners have stated that the service cannot run without a cooling mattress, passive cooling is no longer appropriate. Birmingham Women's Hospital has agreed to provide the capital to purchase the mattress therefore it will be their property should the NTS change location. KT queried what contingency arrangements were in place when the NTS were unavailable. AP suggested contacting the referring unit to ask if they could possibly retrieve the baby. AS stated that all units were required to stabilise babies until transport can be arranged.

#### Feeding and Nutrition

A Breastfeeding Study Day was held in November. The next group meeting will be held jointly with the Developmental Care Group to review the non-nutritive sucking guidelines.

#### Parents Representatives

The Parent Representatives are visiting each of the units to discuss the results of the Picker Institute National Survey. One member of staff from each unit is to be funded to attend the BLISS Family Centred Care Study Day for them to disseminate the information to staff in their unit.

#### Follow Up Group

The next meeting of the group is to be held in January where Chrisantha Halahakoon will present the results extracted from Badger. The report will be circulated with the next Board meetings papers.

#### Resuscitation Group

The group is not planning to hold another meeting unless this is required.

### **16. KEELE UNIVERSITY STUDY TO COMPARE VOLUNTARY (PIP) AND MANDATED (SSBCNN) NETWORKS UPDATE**

This work continues and Usman Zafar will provide an update once the study is well underway.

### **17. ANY OTHER BUSINESS**

There was no other business

### **18. DATE AND TIME OF NEXT MEETING**

The next meeting of the Board will be held on Wednesday 21 March 2012 at Telford Education Centre, Princess Royal Hospital, Telford, TF1 6TF.

**Please note Andy Spencer's retirement Presentation & Lunch will take place immediately following this meeting**

SC

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 7<sup>th</sup> December 2011**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
Network education survey presentation to be circulated with the minutes.	<b>Sarah Carnwell</b>
RM presented the report which will be circulated with the minutes of the meeting.	<b>Sarah Carnwell</b>
AM queried if the data included Powys activity, RM to query this with the Commissioners.	<b>Ruth Moore</b>
AS queried what the overall network position was with regard to units being either under or over paid for activity, RM to query this to the Commissioners.	<b>Ruth Moore</b>
RM to have discussions with the Commissioners around outreach services across the Network.	<b>Ruth Moore</b>
AS asked those Trusts that had not already provided Richard Wilson with permission from their Caldicott Guardian to view the Badger data, to please take this forward within their Trust.	<b>All</b>
The Board agreed that the Follow Up Group take forward changing the Network criteria.	<b>Follow Up Group</b>
RM to ask Badger if they are able to provide the data for our criteria.	<b>Ruth Moore</b>
Unable to get data for completed assessments from Badger, this to be taken forward by the Follow Up Group.	<b>Follow Up Group</b>
Stafford, Walsall and Wolverhampton each agreed to be part of the pilot. RM to put them forward.	<b>Ruth Moore</b>
Please can everyone advertise the Maternity Network Stakeholder and Perinatal Education Event on Friday 8 February 2012 widely and encourage neonatal and maternity staff to attend.	<b>All</b>
KP will request the IUT data for Stoke be passed on to the Network.	<b>Kate Palmer</b>
AM will chase the missing data for Shrewsbury be sent through to the Network.	<b>Alison Moore</b>
AS asked that BK as Lead Clinician be invited to sit on the panel for the Transport Lead post.	<b>Kate Palmer</b>
BK is to write a paper with the proposed Network priorities, which will be presented at the next Board meeting in March.	<b>Babu Kumararatne</b>
The tool will be updated by the end of the week, RM will send an e-mail to the Board once this has been done.	<b>Ruth Moore</b>
All units will have to completely re-submit all their answers/data, as the old data has been removed.	<b>All</b>
The Network to write to each unit in the Network with the cost for their unit to ask if their Trust is able to provide the necessary financial support.	<b>Ruth Moore</b>
The Follow Up Group report will be circulated with the next Board meetings papers.	<b>Sarah Carnwell</b>