

BOARD MEETING

Minutes of the meeting held on
Tuesday 18th June 2013 at 1 pm

Conference Room, Hollybush House, New Cross Hospital, Wolverhampton, WV10 0QP

PRESENT:

Alex Philpott, Transport Consultant
Alison Moore, Consultant Neonatologist
Babu Kumararatne, Lead Clinician
Carol Reilly, Quality Improvement Programme Lead

Chrisantha Halahakoon, Consultant Neonatologist
David Loughton, (Chair), Chief Executive
Dawn Homer, Senior Nurse
Gina Powell
Ian McLennan, Senior Nurse Manager
Jo Cookson, Practice Educator
Julie Plant, Senior Matron
Kate Palmer, Consultant Paediatrician
Kishor Tewary, Consultant
Lynn Davis, NNU Clinical Nurse Manager
Lynsey Clarke, Practice Educator
Maria Francis, Unit Manager
Matthew Nash, Neonatal Registrar
Pam Smith,
Ruth Moore, Network Manager
Sam Davis
Sarah Carnwell (Minutes), Administrator
Simon Jenkinson, Lead Obstetrician
Victoria Holmes, Group Manager for Children's Services

APOLOGIES:

Anand Mohite, Consultant Neonatologist
Ann Clare, Matron for Maternity and Paediatrics
Caroline Southall
Dave Roden,
Helen Inwood, Deputy Chief Nurse
Liz Jones, Senior Breastfeeding & Neonatal Research
Practitioner
Maggie Kennerly
Melanie Sutcliffe, Clinical Effectiveness Lead
Robin McMahan, ANNP
Sanjeev Deshpande, Consultant Neonatologist
Vandana Najran,

Newborn Transport Service
Shrewsbury and Telford Hospitals
Royal Wolverhampton Hospitals
Birmingham and Black Country Childrens
and Maternity SCN
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Shrewsbury and Telford Hospitals
Shrewsbury and Telford Hospitals
Newborn Network
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
Mid Staffordshire General Hospital
University Hospital of North Staffordshire
Newborn Network
Walsall Manor Hospital
Royal Wolverhampton Hospitals
Dudley Group of Hospitals
Newborn Network
Shrewsbury and Telford Hospitals
Newborn Network
Newborn Network
Royal Wolverhampton Hospitals

Dudley Group of Hospitals
Walsall Manor Hospital
Parent Representative
University Hospital of North Staffordshire
University Hospital of North Staffordshire
University Hospital of North Staffordshire

Shrewsbury and Telford Hospitals
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
Shrewsbury and Telford Hospitals

ACTIONS

BK welcomed everyone and invited DL to Chair the meeting. Members of the meeting formally introduced themselves.

2. MINUTES OF THE MEETING HELD ON THE 18th MARCH 2013

The minutes were agreed, with an amendment to item 5 Network Cardiology Lead Role to Andy Ewer's findings have shown that a considerable number of significant non-cardiac lesions have been detected by pulse oximetry.

SC

3. MATTERS ARISING

There were no matters arising.

4. NETWORK DEVELOPMENTS

Maternity and Children's Strategic Clinical Network (SCN)

CR was invited to set out the plans of the new SCN. Prof Steve Cropper involved in reviewing evaluations from the SCN Stakeholder event on 1 May. Andy Spencer and Alison Bedford-Russell joint clinical leads are looking at future work programmes, a copy of which will be circulated with the minutes, the quality teams would welcome any feedback/support in taking forward the work programme. The full report will be circulated once available.

SSBCNN Update – Hosting Arrangements

The Network is now hosted by the University Hospital of North Staffordshire, sitting in the Nursing and Operations Directorate. Helen Inwood has agreed to be the representative at the Board but

has unfortunately had to give her apologies for this meeting.

5. SSBCNN ACTIVITY AND QUALITY MONITORING

Network Activity and Workload Matrix

MS presented the matrix, SC to circulate with the minutes. Comparing 2011/12 to this year 2012/13 there was a 20% increase in admissions. Alderhey is considered to be part of the 'normal' care pathway. The Board discussed having a three year rolling average, currently there is only two years worth of data available therefore this will be undertaken next year.

SC

Care Pathways/Exception Reports

IUT Report

SC to circulate with minutes. The vast majority of exceptions were due to the NNU being full, however the majority of IUTs were kept within the West Midlands. The Network discussed at unit visits assessing babies born at 34 weeks or greater as to whether they require NNU once born rather than transferring out as an IUT.

SC

Ex-UT Report

Mostly due to delayed repatriations. Will circulate collated report for April and May. RM contacted individual units not reporting ex-UT exceptions.

Developing an SSBCNN Neonatal Service Performance Benchmark Report Proposal

The Board discussed the accuracy of catheter related sepsis. All agreed that microbiology departments need to be involved in order to quality assure the data. All Neonatal Unit's to write to microbiology departments to request they check the data. The Board discussed a query from Sanjeev Deshpande raised by AM on his behalf with regard to additional data items; chronic lung disease and measures of morbidity as well as mortality. BK stated the Network felt it was important to start simply, with a small number of items already collected and measured against as neonatal units and network in the NNAP report, and build slowly to look at additional items both morbidity and mortality measures. BK reassured that the QIPP group will be instrumental in developing and agreeing the additional measures to add to the benchmark report such as chronic lung disease and mortality. CH felt that morbidity data items were collected during the 2 year follow up assessment.

Neonatal
Unit Lead
Clinicians

Standards Assessment Peer Review Update

RM is meeting Mary Passant at the SCN in July to discuss possibilities going forward. RM will report back at the next Board meeting. The web based SAT will be reviewed once yearly as a snap shot report and will be built into the peer review process. DL cautioned against re-inventing the wheel, by instead using existing models and neighbouring Networks peer review systems. DL suggested contacting Jane Emminson who has considerable experience in this area, as it must be evidence based and must be triangulated, in order for it to be credible.

RM

Network Capacity Plan & Unit Visits Update

The Network is to arrange the final unit visit to New Cross, following which RM will circulate the report.

RM

6. COMMISSIONING UPDATE

RM and Sonia Saxon (Acting Network Manager for SWMNN) met with Vandana Najran, Service Lead for Women's and Children's. Vandana informed them that Sarah Freeman was the CQUINS Lead and Gayle Fortes-Mayer the Contracts Manager for the West Midlands Specialised Commissioners. Vandana agreed to provide a quarterly update to Board. RM to invite Vandana to the September Board meeting to provide an update on neonatal funding.

RM

7. FINANCE

RM reported the current financial position.

8. MATERNITY NETWORK UPDATE

Maternity Network Planning Group

SJ provided a verbal review of last years' objectives. Objectives for next year include working with the SCN to improve the cot locator service and obstetric input into the mortality review group. Adam Gornall has arranged a meeting on 21 June to take forward a proposal to provide antenatal/fetal medicine services locally, which Dr Alison Bedford-Russell has said Birmingham Women's Hospital are in support.

Joint Perinatal Mortality and Morbidity Event

In conjunction with the SWMNN the event will be held on the 11 October 2013 at Walsall Manor Learning and Conference Centre.

9. NETWORK TRANSPORT LEAD UPDATE

KP informed the Board that interviews are to be held on the 16 July 2013. KP hopes to have an

individual in post by the next Board meeting.

10. PDA PATHWAY UPDATE

A meeting has been arranged for the 13 September 2013, having finally managed to get a date. AP will field a representative from the NTS. **PLEASE NOTE THE DATE FOR THIS MEETING HAS CHANGED SINCE THE BOARD MEETING AS IT CLASHED WITH BAPM ANNUAL MEETING.IT HAS BEEN RESCHEDULED on 1 NOV 2013 09.30 – 12.30**

AP

11. BUSINESS PLANNING

Review of Progress of 2012/13 Business Plan

The review of last years' objectives highlighted any ongoing requirements which are reflected in this years' Business Plan.

Draft Business Plan 2013/14

RM highlighted the main objectives:

ODN's focus is on care pathways, therefore this have been reflected in the Business Plan, SCN process for confidential review, SCI review/shared learning, peer review, outcome data for 2 year follow up, Helping Hands/parent support in Shropshire, Parent Passport implementation this year, audit competition and communication strategy and engagement of external bodies nationally and locally. DL has written to CCG's inviting representation on the Board. All agreed the Business Plan. The Board discussed the role of the parent representatives who have currently elected not to attend Board meetings, as they felt that it was better use of their time to contribute to improving services in the Network. DL agreed that this was better use of their time and more important role than attending the Board.

12. NETWORK SUB GROUPS

Newborn Transfer Service

AP gave a brief report, the Transfer User Group having met yesterday. There is a need for units to prepare in advance for repatriations, identifying early as transfers that may be required, in order to take advantage of the lull early in the morning for the Transport Team, possibly identifying babies the night before that require back transfers. The NTS will allow one parent to travel in the ambulance with a small amount of luggage, Mon – Fri 9 am to 5 pm where it is deemed appropriate/suitable. Interviewing week after next for vacant nurse posts, hopefully will be filled by September. NLS/Patient First have been awarded contract providing ambulances for the next two years. The SCN is looking at how to take forward the KIDS paediatric non-ventilated surgical bed locator as demand is higher than expected. Unfortunately the NTS are not able to perform PDA ligation drive through, all agreed need an agreed care pathway to PICU to be discussed at the forthcoming meeting with BCH.

Equipment

Unfortunately RMc was not able to attend the meeting, however the minutes have been circulated previously. RM updated the Board with the information provided by RMc: The Equipment group meets again in September when I hope a representative from Kimberley Clarke will attend. We now have a full listing of unit technicians and procurement leads; something we have never achieved before. I would once again ask all units to engage in the process of collectively looking at equipment to trial and to looking at joint procurement for consumables

All Units

Education and Workforce

ITU course has followed on from the network foundation courses. Five simulation training courses have taken place, the Network is now in a position to roll out the training. A core simulation work group for Network will take this forward. CH will be working with other Networks to take forward Network escalation policy via an extraordinary meeting.

Guidelines

The SWMNN were unable to field any representatives at the last meeting. The timeframe is challenging due to the additional neonatal units input.

QIPP

The next meeting is to be held on Thursday. Progressing performance benchmarking, mortality, SCI, audits, however to date the group has not looked specifically at the cost saving aspects of QIPP.

Feeding and Nutrition

Standardising TPN review taking place due to national recommendation to standardise practice. DL suggested that as this was a national recommendation that this needed to be taken forward and questioned the need for a network audit to do this. MS is asking units for permission to access breastfeeding data for rates across the Network.

Follow Up Group

CH got validated data which will be presented at the next Board meeting. Shrewsbury is the only

unit in the Network to not be currently undertaking/recording assessments in badger but SD is taking this forward. The group are looking at ways to tackle DNA's in order to evidence what has been done and benefits of care. DL agreed the importance of evidence of benefits of care.

13. ANY OTHER BUSINESS

Summer Newsletter

Any items to the Network by the end of June.

Annual Report

SC to ask sub-group leads for articles.

Terms of Reference

The Board terms of reference to be circulated for review.

SC

14. DATE AND TIME OF NEXT MEETING

The venues for future meetings of the Board to be changed in order to accommodate all attendees.

SC

**NETWORK BOARD MEETING
ACTION POINTS**

for the meeting held on Tuesday Tuesday 18th June 2013

ACTION:	PERSON(S) RESPONSIBLE
The minutes were agreed, with an amendment to item 5 Network Cardiology Lead Role to Andy Ewer's findings have shown that a considerable number of significant non-cardiac lesions have been detected by pulse oximetry.	Sarah Carnwell
MS presented the matrix, SC to circulate with the minutes.	Sarah Carnwell
IUT Report SC to circulate with minutes.	Sarah Carnwell
All Neonatal Unit's to write to microbiology departments to request they check the Badger data for catheter related sepsis.	All unit leads
RM will report back at the next Board meeting on the Standards Assessment Peer Review.	Ruth Moore
Following all the visits to the units RM will circulate the capacity report.	Ruth Moore
RM to invite Vandana to the September Board meeting to provide an update on neonatal funding.	Ruth Moore
AP will field a representative from the NTS to attend the PDA pathway meeting	Alex Philpott
All units to engage in the process of collectively looking at equipment to trial and to looking at joint procurement for consumables.	All Units Equipment Representative
SC to ask sub-group leads for articles for annual report.	Sarah Carnwell
The venues for future meetings of the Board to be changed in order to accommodate all attendees.	Sarah Carnwell