

BOARD MEETING

Minutes of the meeting held on
Tuesday 25th September 2012 at 4pm
Stafford PGMC, Stafford General Hospital, Stafford, ST16 3SA.

PRESENT:

Alison Moore, Consultant Neonatologist
Amar Asokkumar, Locum Consultant Neonatologist
Andy Spencer (Chair), Network Lead Clinician
Anjan Bhaduri, Consultant Neonatologist
Ann Clare, Matron for Maternity and Paediatrics
Babu Kumararatne, Consultant Paediatrician
Chrisantha Halahakoon, Consultant Neonatologist
Jo Cookson, Practice Educator
Kate Palmer, Consultant Paediatrician
Lynn Davis, NNU Clinical Nurse Manager
Melanie Sutcliffe, Clinical Effectiveness Lead
Melody Bridges, Commissioning Manager, Specialised Children's Services
Pam Smith, Matron for Paediatrics and Neonates
Ruth Moore, Network Manager
Sanjeev Deshpande, Consultant Neonatologist
Sarah Carnwell (Minutes), Administrator
Simon Jenkinson, Lead Obstetrician

Shrewsbury and Telford Hospitals
University Hospital of North Staffordshire
Newborn Network
Walsall Manor Hospital
Walsall Manor Hospital
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Newborn Network
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Newborn Network
WMSCT

Dudley Group of Hospitals
Newborn Network
Shrewsbury and Telford Hospitals
Newborn Network
Newborn Network

APOLOGIES:

Alex Philpott, Transport Consultant
Anand Mohite, Consultant Neonatologist
Caroline Southall, Parent Representative
Gail Fortes-Mayer, Assistant Director, Specialised Commissioning (Children)
Gina Hartwell, Senior Nurse Manager SCBU
Jackie Harrison, Transport Nurse Consultant
Julie Ebrey, Parent Representative
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner

Newborn Transport Service
Dudley Group of Hospitals
Newborn Network
WMSCT

Mid Staffordshire General Hospital
WM Newborn Transport Service (NTS)
Newborn Network
University Hospital of North Staffordshire

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 25th JUNE 2012

The minutes were agreed with the addition to the Matters Arising regarding the Perinatal Institute Neonatal Data Access Requirements.

SC

3. MATTERS ARISING

WM Neonatal Clinical Quality Indicators Update

It has not been possible to arrange a further meeting. RM to contact Richard Wilson to discuss where the WM Quality Observatory (WMQO) fits within the 'new' NHS and if they will still be in a position to assist with the collection of some of the data that is required of units.

RM

Summary Achievements 2011/12 & Key Objectives 2012/13 Update

RM to amend and circulate a final version with the minutes. AS stressed the importance that all staff within the Network are aware of the value added by the Network.

RM

4. SSBCNN ACTIVITY AND QUALITY MONITORING

Network Activity and Workload Matrix up to August 2012

MS still does not have full access to the Badger reports. RM and MS to get together to resolve outstanding issues and will complete collection of data prior to circulation to the Board with the minutes. Walsall will arrange for MS to have access. MS to give a presentation at the next Board.

RM and
MS
AB

Care Pathways/Exception Reports

RM gave a brief outline of the data, highlighting the difficulty in differentiating between an unplanned birth and those IUT's that are preventable. MB stated that there had been a 70% increase in activity in this Network for the first quarter of the year. The Board discussed the discrepancy in the recording of transitional care in the various units in the Network. RM has changed the guidance for recording neonatal exceptions with all units being asked to complete a monthly return, similar to that completed by the Maternity Network. RM to email each unit to complete post natal exception summary report for September to receive feedback on the draft template.

RM/All

Network Standards Assessment Snapshot Report

<p>RM has e-mailed units individually with details of the data that is incomplete. Mary Passant has indicated that the Southern West Midlands Newborn Network would be interested in using the SA Tool, which would offer the possibility of further benchmarking with units outside of our Network.</p>	<p>All</p>
<p><u>Capacity and Demand</u> An Extraordinary meeting is to be arranged to explore capacity issues and solutions in the both the Newborn and Maternity Network. RM asked that the appropriate neonatal and maternity clinical and managerial representation attend the meeting.</p>	<p>All</p>
<p>5. NATIONAL PROPOSALS FOR CLINICAL NETWORK IN THE MODERNISED NHS <u>The Way Forward: Strategic Clinical Networks</u> Newborn Networks are identified as Operational Delivery Networks. AS felt the Network needed to remain focused on quality in order to address issues and demonstrate the value of the Network. The Board discussed the possible future of the Network. <u>Clinical Advisory Group Prescribed Service</u> Neonates will continue to be commissioned as a specialised service.</p>	
<p>6. COMMISSIONING UPDATE <u>Commissioning Report for Neonatal Services</u> MB there has been a huge increase in activity at both Stoke and Walsall. Looking forward to the outcomes of the Extraordinary meeting to discuss capacity and demand. The Board discussed the difference in length of stay for the various levels of care, with ITU producing short lengths of stay compared to SC which produces long stays. KP said that SC continued on the paediatric ward when the neonatal unit was busy, however this activity was not recorded as it had been transferred to the paediatric ward. All units should have received the results of the panel. Alison Teal will be writing to units if there are any further requirements. The number of items on the dashboard have gone from 22 to 8; this has yet to be signed off, however, the data will need to be collected from quarter 3. There is only one neonatal CQUIN identified for 2013/14 which is to improve the breastfeeding rate. The Board discussed the various difficulties that this presents to units.</p>	
<p>7. FINANCE RM gave an update to the Board. The Network is planning to use any outstanding funding before the end of the financial year due to uncertainty around the future of the Network.</p>	
<p>8. MATERNITY NETWORK UPDATE SJ gave an update to the Board which will be circulated with the minutes. <u>Maternity Data</u> All units are procuring their own systems. There are four big providers on the market therefore it is envisaged that units will use one of these. All units will be collecting the agreed national minimum dataset.</p>	<p>SC</p>
<p>9. ANNUAL REPORT All approved the report. AS asked that the report be circulated to those within individuals Trusts. AM raised an issue with regard to the activity variation due to recording of transitional care at Shrewsbury. RM to include this in the letter which will be circulated with the reports.</p>	<p>RM/SC</p>
<p>10. NETWORK SUB GROUPS <u>Newborn Transfer Service</u> The merger with KIDS has not yet been agreed discussions are still underway. <u>Equipment</u> Collaboratively looking at a standardised kit of consumables purchased across the Network in order to save money. <u>Education and Workforce</u> Raised focus on education at each meeting, discussing the possibility of a BLISS Family Centred Care nurse in our Network. <u>Guidelines</u> SWMNN integrated within the group, difficulty in arranging meetings. Can have sponsorship for printing but needs to be stated that it is for printing purposes only and not production. <u>QIPP</u> The Mortality Sub Group are sharing learning. Organising a Quad Network Research Study Day. <u>Feeding and Nutrition</u> The group are organising a study day. The group have provided feedback on the Baby Friendly Standards and Liz Jones will be attending the launch. TPN is being taken forward.</p>	

Parents Representatives

JE attended the Stakeholder/AGM event, but was unable to stay for the Board. Working on the parent passport and units are taking forward the Picker Institute feedback.

Follow Up Group

CH gave a presentation today at the Stakeholder/AGM event. Working on getting information on babies going outside of the Network.

15. ANY OTHER BUSINESS

There was no other business.

16. DATE AND TIME OF NEXT MEETING

The next meeting of the Board will be held on Tuesday 11 December 2012 at 10 am in Room 8 at Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Tuesday 25th September 2012**

ACTION:	PERSON(S) RESPONSIBLE
SC to amend the minutes of the 25 June 2012.	Sarah Carnwell
RM to contact Richard Wilson to discuss where the WM Quality Observatory (WMQO) fits within the 'new' NHS.	Ruth Moore
RM to amend and circulate a final version of the summary of achievements with the minutes	Ruth Moore
RM and MS to get together to resolve outstanding issues and will complete collection of data prior to circulation to the Board with the minutes.	Ruth Moore Melanie Sutcliffe
Walsall will arrange for MS to have access	Anjan Bhaduri
MS to give a presentation at the next Board.	Melanie Sutcliffe
RM to email each unit to complete post natal exception summary report for September to receive feedback on the draft template.	Ruth Moore All
Units to individually complete the data missing from the Tool.	All
Appropriate neonatal and maternity clinical and managerial representation to attend the Network Extraordinary Meeting	All
SJ update to the Board to be circulated with the minutes	Sarah Carnwell
RM to include this in the letter which will be circulated with the reports.	Ruth Moore Sarah Carnwell