

## BOARD MEETING

Minutes of the meeting held on  
Wednesday 28<sup>th</sup> September 2011 at 10 am

Seminar Room 9, Walsall Manor Learning and Conference Centre, Walsall Manor Hospital, WS2 9PS.

### PRESENT:

Andy Spencer, Network Lead clinician  
Anjan Bhaduri, Consultant Neonatologist  
Ann Chatfield, ANNP  
Ann Clare, Matron for Maternity and Paediatrics  
Babu Kumararatne, Consultant Paediatrician  
Cath Seagrave, Registrar  
Chris Thomas, Clinical Nurse Manager NNU  
David Coan, Matron  
Gina Hartwell, Senior Nurse Manager SCBU  
Jackie Harrison, Nurse Consultant  
Jo Cookson, Practice Educator  
Jon Crockett (Chair) (JC) Chief Executive  
Kate Palmer, Consultant Paediatrician  
Lynsey Clarke, Practice Educator  
Pam Smith, Matron for Paediatrics and Neonates  
Ruth Moore, Network Manager/Lead Nurse  
Sanjeev Deshpande, Consultant Neonatologist  
Sarah Carnwell, Administrator  
Tina Wood, representing Cathy Smith  
Usman Zafir, PhD Student

Newborn Network  
Walsall Manor Hospital  
Mid Staffordshire General Hospital  
Walsall Manor Hospital  
Royal Wolverhampton Hospitals  
Dudley Group of Hospitals  
University Hospital of North Staffordshire  
Royal Wolverhampton Hospitals  
Mid Staffordshire General Hospital  
WM Newborn Transport Service  
Newborn Network  
Wolverhampton City PCT  
University Hospital of North Staffordshire  
Newborn Network  
Dudley Group of Hospitals  
Newborn Network  
Shrewsbury and Telford Hospitals  
Newborn Network  
Shrewsbury and Telford Hospitals  
Keele University

### APOLOGIES:

Chris Webb  
Chrisantha Halahakoon  
Dave Roden, Associate Specialist in Neonatology and  
Congenital Heart Disease  
Deb Lane, Finance  
Gail Fortes-Mayer, Assistant Director, Specialised  
Commissioning (Children)  
Gyan Sinha  
Melody Bridges, Commissioning Manager, Specialised  
Children's Services  
Simon Jenkinson, Lead Obstetrician

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

### 2. MINUTES OF THE MEETING HELD ON THE 22<sup>nd</sup> JUNE 2011

The minutes were agreed.

### 3. MATTERS ARISING

#### Badger.net

RM reminded all units to contact the Network before moving across to the new platform in order that all hospitals in the network can move across at the same time to minimise any disruption this may cause. The Welsh units trialled the new platform initially and as a result have ironed out any problems that they encountered. RM has provided feedback to Badger, as part of a user opinion survey they are undertaking, other Trusts in the network may also be contacted. SD brought to the attention of the Board the increase in tariff to £14 per baby. RM confirmed that there was no network funding for this, however units should not be charged for inputting transitional care babies on post natal wards where the data is input only to collect the NCCMDS data. CT and BK raised issues regarding accuracy of data and consistency in the way data is input across the network. RM felt that this was something that could be taken forward by the Clinical Effectiveness Lead working with the data champions in each unit. JC suggested that the Data Champions in each of the units in the network should be involved in a Network Badger User Group to take this forward. Lead Clinicians to identify the Data Champion in their unit to be involved in this group.

#### Network Education Survey Results

The data is current being collated by the Audit Department at Russell's Hall Hospital, the results will be presented at the next Board meeting.

#### NTS Website

The NTS are in the process of setting up a website on nhs networks:

<http://www.networks.nhs.uk/nhs-networks/west-midlands-neonatal-transfer-service-wmnts>

A link to the site is on our website.

### ACTIONS

RM

Lead  
Clinicians

Practice  
Educators

**4. PIP/KEELE UNIVERSITY STUDY TO COMPARE VOLUNTARY (PIP) AND MANDATED (SSBCNN) NETWORKS**

UZ presented his proposed study, a copy of the presentation will be circulated with the minutes. Questions and discussion took place at the end. CT raised whether changes in the nhs had been factored in to the study? UZ explained that the study was not concerned with management but outcomes from both networks. JC agreed that no matter the configuration of the network, learning from this exercise will still be valuable. JC explained that from his experience of this and the Cancer Network that all Networks act as an interface between primary,secondary care and commissioners, no matter what the configuration of the network. SD felt that the benefits expressed by participants were subjective and that a more independent measure needed to be used. . AS felt the study to be hugely beneficial and welcomed the outcome.

SC

**5. FINANCE**

There is currently an underspend in the infrastructure budget due to the Practice Educators working part-time, this will be used to fund cover for maternity leave later this year. Underspend in the non-pay budget will fund the cost of printing the guidelines books this year, as well as the additional sessions by AS during the handover to the new Lead Clinician until March 2012. There were concerns expressed regarding the possible impact of cuts to the network budget on the practice educator role. SD queried if the PE role should be moved to provider trusts in order to protect the role. RM confirmed that the Educators salaries were part of the infrastructure budget and that all networks use their infrastructure budget differently in order to fund the posts required in their network. JC confirmed that it was likely that there would be rationalisation of networks and this would impact on what networks do individually, therefore it was important to recognise what was funded and what is not, however managed clinical networks are here to stay.

**6. COMMISSIONING NEWBORN SERVICES UPDATE**

2011/12 Funding of Neonatal Services

Unfortunately representatives from WMSCT were unable to attend the Board today, however Deb Lane has agreed to send information which will be circulated to the Board with the minutes. The Commissioners have not yet indicated any decisions regarding funding for next year. RM requested any further comments from the Board on the draft WM Cooling Service Specification by 14 October.

SC

All

**7. MIDLANDS AND EAST CLUSTER**

The three SHA's have now been formed into the Midlands and East Cluster with a single Board. The Chief Executive, Sir Neil McKay has said that the current structure will remain with a focus on quality and transition. It was raised if networks would follow the same structure. JC responded that networks need to follow natural patient flows and not organisational boundaries, this has always been the strength of the networks to be able to work across boundaries.

Network and Senate Workshop, London 13-09-11

RM provided feedback from a workshop in London to look at how networks and senates should operate in the future. One of the suggestions was that networks should work around the natural clinical flows and that there should not be an artificial divide between providers and commissioners. The report detailing the outcomes of the workshop is going to the National Commissioning Board which commences in shadow form from 3 October, and will be circulated to the Board with the minutes.

SC

West Midlands Perinatal Network - Update

AS reported on discussions at the last meeting regarding reconfiguration of services. The role of the WMPN in this regard was not clear. There is a common agenda between the PN and the newborn networks with regard to capacity for IUTs and care of normal babies on the post natal ward but this is a very small part of maternity services. The next provider forum meeting has been cancelled.

**8. WEST MIDLANDS NEONATAL CLINICAL QUALITY INDICATORS - UPDATE**

The group are looking at the feasibility and value of surfacing data from Badger to monitor performance regularly throughout the year, rather than being presented with annual data from various groups such NNAP.

Workshop 11 November 2011

The workshop is to be hosted by the WMQI who are undertaking provisional work around indicators identified, for everyone to feed into these on the day. AS encourage all to attend, the flyer will be circulated with the minutes.

SC

Network Activity and Workload Matrix

RM presented an updated version of the matrix, to be circulated with the minutes. It is hoped that it will identify data quality issues. Some data came from Badger, some directly from the units and some from the NTS. The suggestion was made that babies eligible for 2 year follow up could be identified and those that have had an assessment (in two years time), this could be obtained through Badger.

SC

RM

**9. MATERNITY NETWORK UPDATE**

RM provided an update in Simon's absence. Tracy Vanner presented a poster of the network IUT audit at Perinatal Medicine 2011 in Harrogate. A Maternity Network Planning meeting was held on the 1<sup>st</sup> July where it was agreed to identify IUT's inappropriately going out of units via a monthly template form which RM circulates to them to complete. Mrs Arundhati Mulay at Walsall Manor Hospital has agreed to amalgamate the existing IUT forms into one form that collects all IUT data. The next Maternity Network Planning meeting is to be held on the 14 October 2011.

Maternity Stakeholder and Perinatal Education Event

The Stakeholder and Perinatal Education Event on 8 February 2012 will focus on IUTs, pathways and cooling, a flyer will be circulated shortly.

SJ/SC

IUT Research Study

The IUT research study will have recruited enough individuals by the end of the year and findings will be presented at the event on 8 Feb.

Obstetric Guidelines

A user survey is being undertaken, the deadline for completed questionnaires is the end of September. KP and Radha Indusekhar are working together to make sure that both the obstetric and neonatal guidelines provide consistent advice.

**10. CARE PATHWAYS UPDATE**

The Network met separately with both Dudley and Shrewsbury in June. Some minor changes were incorporated with the final version having been circulated to the Board. Shrewsbury issues were not with the document itself but with implementation of the designations which is a separate issue. JC confirmed that it is the role of commissioners to take forward implementation of the care pathways.

Exception Reports

RM to circulate with the minutes the results presented at the Board of the exception reports received to date. Dudley were not sure they had no exceptions and PS will confirm whether this is the case. RM has also identified using Badger babies requiring exception reports, where an exception report has not been received RM will write to the unit to clarify if the data is correct. RM clarified that in the case of delayed repatriations an exception report should be generated when repatriation is delayed beyond 24 hours of the initial request and then a final exception report should be sent to the Network once the baby leaves the unit either to go home or to their appropriate local unit. RM to make the relevant changes to the guidance and circulate to the Board.

RM/SC  
PS

RM

RM

**11. RECRUITMENT UPDATE**

Lead Clinician

Interviews are being held today for the Lead Clinician post, the results of which will be circulated to the Board.

SC

Chair

This is the last Board meeting JC will Chair before commencing his retirement on Friday. Transition arrangements have been put in place with AS as interim Chair whilst a Commissioner/GP Lead is identified to take on the role. The person identified will then be able to attend the Board prior to taking on the role of Chair, in order to get some background to the role of the Network. All agreed.

Clinical Effectiveness Lead Role

The role has been filled by Melanie Sutcliffe at New Cross Hospital who is undertaking work with the WMQI. A letter will be sent shortly to the Medical Directors at each of the Trusts in the Network asking them to give Mel read only access to their Badger data. Each of the Network Groups will then be able to feed through to Mel any data requirements they may have.

Transport Lead Role

KP is awaiting approval from the Regional Advisors before being able to advertise the post. The post will be 10 PA's a week, with the NTS being re-charged for the 2 PA's for the Transport Lead role. Once an appointment has been made, Julia Uffindell will commence 1 PA a week at Stafford.

**12. NETWORK STANDARDS ASSESSMENT UPDATE**

Quarterly Progress Review

The snapshot is unchanged from June. The network is in the process of updating the tool to reflect recent national standards and guidance. The Parent Representatives have provided an update for the parent section, which has been circulated to the Lead Clinician and Nurse Manager for comments. RM will make some amendments based on the comments received and send a final draft to the Parent Representatives for their approval. The staffing section is to be reviewed by the Workforce Group, who are meeting after the Board and AGM today, the section will then be circulated to the Lead Clinician and Nurse Manager for comments. The progress slide presented at the Board to be circulated with the minutes. It is envisaged that the all sections will have been reviewed by the end of October. The tool will be updated during November in time for Trusts to complete an update of their position against the tests in the tool before the end of November ahead of the December board meeting.

RM

SC

### 13. NETWORK BUSINESS PLANNING PROCESS

#### Business Plan 2011/12

All agreed the final version of the Business Plan. JC reiterated the importance of a Business Plan and Annual Report in being able to demonstrate the value added by the Network.

### 14. NETWORK SUB GROUPS

#### Equipment

An Advanced Ventilation Study Day is being held on the 31<sup>st</sup> October at New Cross. Stoke have bought a replacement ultrasound scan machine, Shrewsbury have almost bought their replacement and it was agreed that evaluations undertaken by individual Trusts would be shared across the Network.

#### Workforce

The group are meeting after the Board today. The group have been tasked with revising the staffing standards in the Standards Assessment Tool.

#### Guidelines

The book is on schedule for being printed by the end of October. KP and Naveed Mustfa, Clinical Lead at the Bedside Clinical Guidelines Partnership are giving a presentation at the SWMNN Stakeholder Event at the end of September.

#### QIPP

The Nursing Time Spent Audit undertaken by Tilly Pillay has now been published in Archives of Diseases in Childhood. The Audit Competition was held last week, the presentations given were of a very high standard resulting in all entries receiving an award.

#### Transport

There have been no inappropriate surgical transfers out of the area. During April – August 11 babies were transferred for cooling. The single number for the cot locator and transfer service has been postponed to next year. A quiz night to raise money for a cooling mattress is being held on 18 November 2011, a flyer will be circulated with the minutes. The next Transfer User Group meeting is to be held on Monday 10 October at Wolverhampton Medical Institute. If units have any transport issues this is the forum for these to be raised. JH confirmed that the WMNTS should be carrying out all neonatal surgical transfers, and not WMPRS.

SC

#### Feeding and Nutrition

JC gave an update on behalf of Liz Jones and Pat Bloor. The network has purchased a copy of the breastfeeding CD-ROM for each unit in the Network, these are going to be given to the Feeding and Nutrition Group unit representatives at the Breastfeeding Study Day on the 15 November 2011.

#### Parents Representatives

RM gave an update having met with the Parent Representatives last week. The results of the National Parent Experience Survey should have been sent to each Trust. Stafford, Stoke and Dudley said they had not received the results, RM to forward to them, however the results cannot be publicised until the national report is published next month. The Parent Representatives have identified as one of their objectives that they wish to help units improve on their results and the discharge planning process where gaps have been identified and they are planning to arrange meetings with each unit to review this and bring a report to the March board meeting.

#### Follow Up Group

SC gave an update on behalf of Chrisantha Halahakoon. The data is now correct for all those babies born before 01-01-07 and assessed before Spring 2009. It has been identified that the data download will not be able to tell us where the baby received its care or was admitted, Badger are working to resolve this issue, however the data will be extracted from Badger for Chrisantha to produce a report for this cohort without this item of data.

#### Resuscitation Group

DR has written an updated guideline for inclusion in the 2011 Network Guidelines Book.

**15. NETWORK LEADS TIMEOUT EVENT 21 NOVEMBER 2011**

This has been arranged with the change of lead clinician and is an opportunity to review the Networks priorities and how we organise ourselves as a Network.

**16. ANNUAL REPORT AND AGM**

All agreed the Annual Report. The AGM will follow the Board in the Sister Dora Lecture Theatre.

**17. ANY OTHER BUSINESS**

Eligibility for Palivizumab

The amended eligibility criteria was circulated with the Board papers. Alison Bedford-Russell is working on an updated guideline which will be circulated to the Network. SD felt that CNN and SSBCNN should be represented when changes are made regionally. It was identified that PCT's need to be made aware of the changes in order that funding is provided. JC said that units need to have those conversations locally.

Farewell to Jon Crockett

JC thanked everyone for their support during his time as Chair and that it had been his pleasure. The Network has done fantastic work and he had been impressed with the dedication of the clinicians in the Network. The Network needs to focus on delivering 'best quality care'. JC thanked the Network Team and will look with interest at Network developments in the future. AS thanked Jon for his chairmanship of the board on behalf of the network.

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

The next meeting of the Board will be held on Wednesday 7 December in Room 4 at Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP.

A subsequent meeting will be held on Wednesday 21 March 2012 at Telford Education Centre, Princess Royal Hospital, Telford, TF1 6TF.

All



**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 28<sup>th</sup> September 2011**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
CT and BK raised issues regarding accuracy of data and consistency in the way data is input across the network. RM felt that this was something that could be taken forward by the Clinical Effectiveness Lead working with the data champions in each unit.	<b>Ruth Moore</b>
Lead Clinicians to identify the Data Champion in their unit to be involved in the Network Badger User Group.	<b>Lead Clinicians</b>
The data is current being collated by the Audit Department at Russell's Hall Hospital, the results will be presented at the next Board meeting.	<b>Practice Educators</b>
UZ presented his proposed study, a copy of the presentation will be circulated with the minutes.	<b>Sarah Carnwell</b>
Deb Lane has agreed to send information which will be circulated to the Board with the minutes.	<b>Sarah Carnwell</b>
RM requested any further comments from the Board on the draft WM Cooling Service Specification by 14 October.	<b>All</b>
The report detailing the outcomes of the workshop is going to the National Commissioning Board which commences in shadow form from 3 October, and will be circulated to the Board with the minutes.	<b>Sarah Carnwell</b>
The workshop hosted by the WMQI on 11-11-10 who are undertaking provisional work around indicators identified, for everyone to feed into these on the day. AS encouraged all to attend, the flyer will be circulated with the minutes.	<b>Sarah Carnwell</b>
RM presented an updated version of the matrix, to be circulated with the minutes.	<b>Sarah Carnwell</b>
The suggestion was made that babies eligible for 2 year follow up could be identified and those that have had an assessment (in two years time), this could be obtained through Badger.	<b>Ruth Moore</b>
The Stakeholder and Perinatal Education Event on 8 February 2012 will focus on IUTs, pathways and cooling, a flyer will be circulated shortly.	<b>Simon Jenkinson Sarah Carnwell</b>
RM to circulate with the minutes the results presented at the Board of the exception reports received to date.	<b>Ruth Moore</b>
Dudley were not sure they had no exceptions and PS will confirm whether this is the case.	<b>Pam Smith</b>
RM has also identified using Badger babies requiring exception reports, where an exception report has not been received RM will write to the unit to clarify if the data is correct.	<b>Ruth Moore</b>
RM to make the relevant changes to the guidance and circulate to the Board.	<b>Ruth Moore</b>
Interviews are being held today for the Lead Clinician post, the results of which will be circulated to the Board.	<b>Sarah Carnwell</b>
RM will make some amendments based on the comments received and send a final draft to the Parent Representatives for their approval.	<b>Ruth Moore</b>
The progress slide presented at the Board to be circulated with the minutes.	<b>Sarah Carnwell</b>
A quiz night to raise money for a cooling mattress is being held on 18 November 2011, a flyer will be circulated with the minutes.	<b>Sarah Carnwell</b>
It was identified that PCT's need to be made aware of the changes in order that funding is provided. JC said that units need to have those conversations locally.	<b>All</b>