

## NETWORK BOARD MEETING

Minutes of the meeting held on  
Wednesday 15<sup>th</sup> December 2010 at 10 am

Red Cone Room, Dudley PCT, Falcon House, 5<sup>th</sup> Floor, The Minories, Dudley, West Midlands, DY2 8PG

### PRESENT:

Alison Moore, Consultant Neonatologist  
Alyson Skinner (ASk), Consultant Neonatologist  
Anand Mohite, Consultant Neonatologist  
Andy Spencer, (Chair) Network Lead  
Ann Clare, Matron for Maternity and Paediatrics  
Babu Kumararatne, Consultant Paediatrician  
Cathy Smith, Service Delivery Unit Manager  
Chris Thomas, Clinical Nurse Manager NNU  
Doreen Humphries, Nurse Manager  
Gail Fortes-Mayer, Assistant Director, Specialised  
Commissioning (Children)  
Julie Crabtree, Acting Practice Educator  
Julie Ebrey, Parent Representative  
Kate Palmer, Consultant Paediatrician  
Lynsey Clarke, Practice Educator  
Melody Bridges, Commissioning Manager, Specialised  
Children's Services  
Pam Smith, Matron for Paediatrics and Maternity  
Ruth Moore, Network Manager  
Sanjeev Deshpande, Consultant Neonatologist  
Sarah Carnwell, Administrator  
Sarah Nicklin, Consultant Neonatologist  
Steve Cropper (SCr), School of Public Policy and  
Professional Practice and Research Institute for Public  
Policy & Management  
Sue Ellis, Nurse Manager  
Usman Zafar, PhD Student

### APOLOGIES:

Anjan Bhaduri, Consultant Neonatologist  
Bashir Muhammad, Consultant Neonatologist  
Caroline Southall, Parent Representative  
Chrisantha Halahakoon, Consultant Neonatologist  
Dave Roden, Associate Specialist in Neonatology and  
Congenital Heart Disease  
Dawn Homer, Unit Manager  
Gina Hartwell, Senior Nurse Manager SCBU  
Jon Crockett (Chair) (JC) Chief Executive  
Kishor Tewary, Consultant Paediatrician  
Simon Jenkinson, Lead Obstetrician  
Sue Gough, Parent Representative  
Zena Dalton, Directorate Manager

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

Newborn Network  
Parent Representative  
University Hospital of North Staffordshire  
Newborn Network  
WMSCT

Dudley Group of Hospitals  
Newborn Network  
Shrewsbury and Telford Hospitals  
Newborn Network  
Walsall Manor Hospital  
Keele University

Shrewsbury and Telford Hospitals  
Keele University

Walsall Manor Hospital  
Walsall Manor Hospital  
Parent Representative  
Royal Wolverhampton Hospitals  
University Hospital of North Staffordshire

Royal Wolverhampton Hospitals  
Mid Staffordshire General Hospital  
Wolverhampton City PCT  
Mid Staffordshire General Hospital  
Newborn Network  
Parent Representative  
Royal Wolverhampton Hospitals

JC welcomed Prof Steve Cropper and Dr Usman Zafar to the meeting. Introductions were made around the table.

### 2. MINUTES OF THE MEETING HELD ON THE 22<sup>nd</sup> SEPTEMBER 2010

The minutes were agreed with the following changes; item 9 to be changes to untoward incidents and Surgical Care Pathway item under AOB to be changed to BWH.

### 3. MATTERS ARISING

Proposal for New Process to Share Clinical Incidents to Include Serious Untoward Incidents (SUI's)  
Across all NNU in SSBC Newborn Network

Permission for anonymised data has been received from Stoke, Wolverhampton and Walsall. Please can the remaining units forward permission to RM as soon as possible.

#### Measuring Outcomes

A meeting has been arranged for both our Network and SWMNN on Monday 31 January 2011 at 10:30 am in the Syndicate Room, Ground Floor (opposite the Library), Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, WV10 0QP, to discuss the neonatal quality clinical indicators for the West Midlands with Richard Wilson, Head of the West Midlands Quality

### ACTIONS

AM, KT and  
AM

Observatory. The meeting is open to all interested parties to attend.

**4. EQUITY AND EXCELLENCE: LIBERATING THE NHS – CONSULTATIONS UPDATE**

The Network responses have been circulated to the Board for comments to be forwarded to RM for inclusion before 7 January 2010.

All

**5. WEST MIDLANDS SHA**

West Midlands Perinatal Network - Update

The Network has acknowledged the letter from Fay Baillie and Bill MacKenzie, they have passed on the Network's contact details to Pat McGeown who has been invited to attend the Board however we are still awaiting a response. MB informed the Board that Maternity Services are going to be part of GP commissioning, therefore there will be a need for co-ordination of maternity and neonatal services by the Perinatal Network.

**6. NETWORK STANDARDS ASSESSMENT UPDATE**

Quarterly Progress Review

Each unit is now able to download the data they have input into an Excel spreadsheet. Internet Explorer 7 or above is required. RM is visiting each unit with guidance notes to show colleagues how to export the data. An omission of the parents facilities tests from all units except those at level 2 has now been corrected therefore these additional questions will need to be answered by those Trusts. RM is to change the language of the tests to reflect that of the Toolkit for High-Quality Neonatal Services. Please can all Trusts let RM know if there are any standards that they wish to be added, especially those that might be useful to maternity colleagues ie for CNST, in order to encourage their participation in completing the tests.

Level 1 and  
Level 3  
Trusts

All Units

**7. FINANCE**

Maternity leave slippage is funding Julie Crabtree's post in order to provide maternity cover for Practice Educator role in Network. Part-time working of both Practice Educators will cover 10-15% reduction in infrastructure costs in 2011/12. Maternity Network funding ceases at the end of March.

**8. COMMISSIONING NEWBORN SERVICES UPDATE**

Activity data collected in both Badger and historical data moved across from Manners to Badger is being used to predict activity. Commissioners can negotiate around tariff prices now that Badger is in place. AS raised the issue as to the perverse financial reward for units to keep babies on ITU and HDU care. This would be a Clinical Governance issue.

The funding of neonatal services from April 2011 will move to the 5 HRG's. A paper has gone to the Local Collaborative Commissioning Boards (LCCB) stating the effect of maternity commissioning on neonates. The CQINS are being finalised next week.

**9. PROPOSAL FOR NEW PROCESS TO MONITOR AND SHARE LEARNING OF NEONATAL MORTALITY IN SSBC NEWBORN NETWORK**

It was felt that the CEMACH report did not provide an accurate assessment and there is no access to the denominator data. As a network it is important that we look at our outcomes and share learning from them. The Clinical Champion at each unit would collate the data. The draft form was briefly reviewed it needs birth weight adding, the QIPP group will finalise the form. The QIPP group are looking into the network units joining the Vermont Oxford Network (VON). There is no additional cost to input the VON data into Badger. There is a cost to each unit to joining the VON of \$4,000. All agreed that it was useful to collect the data.

SM

**10. PARENT REPRESENTATIVES UPDATE**

The Role and Structure of Parent Representatives in the SSBCNN

JE gave a presentation to the Board on how parent reps can support the Network and assist in meeting the requirements of the Neonatal Toolkit. SC to circulate presentation with the minutes. AS thanked JE, the Network is grateful to her and the other parent representatives for all their work. An update was given on the progress of setting up Helping Hands Groups (HHGs) across the Network; Dudley commenced in the Autumn, UHNS has been running for over 12 months, and Wolverhampton will be set up shortly. ASk suggested that parents be invited to attend the Group meetings for support whilst their baby is on the neonatal unit. JE felt the HHG's had a role in educating professionals as to how to care for prem babies, shared learning through Health Visitors attending the Group sessions. JE and RM to take forward with the units.

SC

JE and RM

Parent Experience National Survey

The third wave has commenced by the Picker Institute.

Network Parent Experience Survey April – Sept 2009 Report

The results will be taken forward by units. During the period of the survey there was an extremely low response from parents in the network with only 58 responses and no returns from one unit. It was agreed to wait to see the outputs from the national survey before making a decision as to whether to continue with a national or network survey. JE suggested HHG could be used to get responses.

**11. MATERNITY NETWORK UPDATE**

The Obstetric Guidelines are to be launched on the 11<sup>th</sup> February at Dudley Clinical Education Centre. A flyer advertising the stakeholder event and perinatal education event on that day has been circulated. IUT research on parents experience is being carried out by John Moore's University and monitoring outcomes of IUT's data has been collected for 12 months by New Cross. Shrewsbury and Stoke are now collecting the same data. AS congratulated the Maternity Network on the publication of the guidelines.

**12. CARE PATHWAYS UPDATE**

The Network met with each of the units following the consultation event, notes of the meetings will be circulated shortly including final drafts of the unit specifications. Work is being carried out around the impact of maternity services on neonates. Further work regarding the impact of implementing the unit specifications will be fed back via the QIPP Group as well as developing the necessary exception report template. This work should be completed and fed back at the next Board meeting in March. .

**13. NETWORK SUB GROUPS**

AS suggested that as the Board had the minutes that it would be left to members to read these.

Workforce Development Group Update

The group are meeting after the Board meeting.

Guidelines Group Update

The group met earlier this month. MK has started sending the guidelines to authors for review. Work has commenced on standardising parent information leaflets across the network.

Joint Transport Group and Newborn Transport Service

The Board agreed the Cooling Guideline and changes to the Operational Policy.

Feeding and Nutrition Group

ASk is hoping to arrange a Nutrition Study Day next year.

Follow Up Group

Observational training took place with Betty Hutchon on the 6 December, a DVD of the day will be circulated shortly. BH confirmed at the training that the group should continue to correct the age for prematurity after the age of two. SC is awaiting Caldicott permission from Trusts in order to run off the first batch of data.

Resuscitation Group

The new NLS guidelines were published in October, however they are very ambiguous. Jane Henley is writing on behalf of the Group seeking clarification from the Resuscitation Council. The Group have also written to Alison Bedford-Russell to ask her to raise the Groups concerns at the next Resuscitation Council meeting and to ask how addressing ambiguity in the Southern West Midlands Newborn Network. The Group have agreed to continue with the old guidelines until clarification is received. The NLS instructors won't receive the new instruction until May therefore still providing training in line with the old guidelines. WT to contact DR to let know what they are doing at Shrewsbury. Walsall, Wolverhampton and Stoke are all running NLS courses, currently there is no shortage of places available.

WT

**14. PIP/KEELE UNIVERSITY STUDY TO COMPARE VOLUNTARY (PIP) AND MANDATED (SSBCNN) NETWORK**

SCr gave an update; UZ arrived on the 1<sup>st</sup> November 2010. He has met with RM and AS, and has attended a PiP Board meeting. UZ will present a proposal to the Board before it goes to ethics for approval. AS suggested an evaluation on return on investment given current financial constraints. SD suggested looking at the literature on Cancer Networks which are more established, SCr agreed that it was a good idea to look at the literature. Total resource investment, as Trusts agree to investment of clinicians time. Are we a typical network? Compared to the Cancer Networks, Scottish Cardiology Network, Diabetes Networks and other Newborn Networks. UZ will present a draft proposal at the next Board meeting in March. Anyone who has an interest/ideas please liaise with SCr. AS thanked both SCr and UZ for attending.

All

**15. NEWBORN AND MATERNITY NETWORKS NEWSLETTER**

The newsletter is to be circulated shortly.

SC

**16. QUAD NETWORK CONFERENCE 27 JANUARY 2011**

JE's husband is to give a father's perspective on the experience of having a neonate. This year's theme is quality.

**17. WEST MIDLANDS BID DH PALLIATIVE CARE FUNDING**

FREE Multidisciplinary palliative care study days open to both maternity and neonatal colleagues to attend. Please can the flyer for the study days be disseminated widely by members within their organisations. A programme will be circulated next week. The study day on the 13<sup>th</sup> April is an additional programme for those who have already attended the one-day training.

All

**18. ANY OTHER BUSINESS**

Website

All agreed at the meeting that events are best advertised on the calendar on the website. SC to ask Central Design if this information can then be repeated on individual pages.

SC

Attendance

Please can members let SC know if anyone additional to their two Trust representative will be attending the meeting (for example in their absence) as due to the size of the Board it can be difficult to get a big enough room.

All

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

The next meeting of the Board will be held on Wednesday 23<sup>rd</sup> March 2011 at 9.30 am in Rooms 1 and 2 at Wolverhampton City PCT, Coniston House, Chapel Ash, Wolverhampton, WV3 0XE.

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 15<sup>th</sup> December 2010**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
Please can the remaining units forward permission for access to anonymised Badger data to RM as soon as possible.	<b>AM, KT and AM</b>
The Network responses to the Equity and Excellence consultations have been circulated to the Board for comments to be forwarded to RM for inclusion before 7 January 2010.	<b>All</b>
An omission of the parents facilities tests from all units except those at level 2 on the SAD Tool has now been corrected therefore these additional questions will need to be answered by all units except those at level 2.	<b>Level 1 and Level 3 Trusts</b>
Please can all Trusts let RM know if there are any standards that they wish to be added, especially those that might be useful to maternity colleagues ie for CNST, in order to encourage their participation in completing the tests.	<b>All Units</b>
The draft form was briefly reviewed it needs birth weight adding.	<b>SM</b>
SC to circulate JE presentation with the minutes.	<b>SC</b>
ASk suggested that parents be invited to attend the Group meetings for support whilst their baby is on the neonatal unit. JE felt the HHG's had a role in educating professionals as to how to care for prem babies, shared learning through Health Visitors attending the Group sessions. JE and RM to take forward with the units.	<b>JE and RM</b>
WT to contact DR to let know what they are doing in response to the new guidelines at Shrewsbury.	<b>WT</b>
UZ will present a draft proposal at the next Board meeting in March. Anyone who has an interest/ideas please liaise with SCr.	<b>All</b>
The newsletter is to be circulated shortly.	<b>SC</b>
Please can the flyer for the Palliative Care study days be disseminated widely by members within their organisations.	<b>All</b>
SC to ask Central Design if information from the calendar can be repeated on individual pages.	<b>SC</b>
Please can members let SC know if anyone additional to their two Trust representative will be attending the meeting.	<b>All</b>