

BOARD MEETING

Minutes of the meeting held on
Monday 18th March 2013 at 10 am

Room 9, Walsall Education & Learning Centre, Manor Hospital, Walsall, WS2 9PS.

PRESENT:

Alison Moore, Consultant Neonatologist
Anuj Grover, Locum Consultant Neonatologist
Anand Mohite, Consultant Neonatologist
Anjan Bhaduri, Consultant Neonatologist
Ann Clare, Matron for Maternity and Paediatrics
Babu Kumararatne (Chair), Lead Clinician
Chrisantha Halahakoon, Consultant Neonatologist
Claire Young, Assistant Directorate Manager
Dave Roden, Cardiology Lead,
Dawn Homer, Senior Nurse
Kate Palmer, Consultant Paediatrician
Lynn Davis, NNU Clinical Nurse Manager
Lynsey Clarke, Practice Educator
Maria Francis, Unit Manager
Melanie Sutcliffe, Clinical Effectiveness Lead
Robin McMahon, ANNP
Ruth Moore, Network Manager/Lead Nurse
Sanjeev Deshpande, Consultant Neonatologist
Sarah Carnwell (Minutes), Administrator
Simon Jenkinson, Lead Obstetrician

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

APOLOGIES:

Alex Philpott, Transport Consultant
Jo Cookson, Practice Educator
Liz Jones, Senior Breastfeeding & Neonatal Research
Practitioner
Melody Bridges, Commissioning Manager, Specialised
Children's Services

Newborn Transport Service
Newborn Network
University Hospital of North Staffordshire

WMSCT

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 11th DECEMBER 2012

The minutes were agreed, with the amendment to the attendance of Andy Spencer as Chair and Babu Kumararatne as Lead Clinician, and item 10 to be amended to RCPCH instead of GMC.

SC

3. MATTERS ARISING

WM Neonatal Clinical Quality Indicators Update

RM has met with Vishna Rasiah and Melanie Sutcliffe, Richard Wilson has indicated there is no capacity to take this work forward with the quality observatory. It has been agreed to close this piece of work, VR and MS will revisit the outcomes from the Stakeholder Event as a West Midlands group and benchmark together building on the national neonatal clinical dashboard items.

4. SSBCNN ACTIVITY AND QUALITY MONITORING

Network Activity and Workload Matrix

MS presented the matrix, SC to circulate with the minutes. There are around 300-350 admissions per month, with 5-7 deaths per month. Badger only recognises 2 year follow up assessment as have been carried out, if done at 729 days or over therefore more have been undertaken than actually recognised in Badger. There are on average 6 NEC surgery and 4 therapeutic hyperthermia per month. The Board discussed mortality and care pathways.

SC

Care Pathways/Exception Reports

RM fed back the data to the Board. Still outstanding data from two units, SC to circulate once all units responses have been received. Again, postnatal exception data will be circulated once the outstanding two units have responded. There were very few exceptions, these were mainly due to the NNU being full. RM to feedback to the Maternity Planning Group that it needs to be identified if it is due to maternity capacity rather than NNU capacity. Judith Forbes and Jane Edwards can provided data from the cot locator service as to occasions when there have been maternity capacity issues.

SC

Network Capacity Plan & Unit Visits

A unit visit with Walsall has been arranged. BK, SJ and RM met to complete the action plan, RM to circulate for others to add to it. There was discussion around the need to involve commissioners, RM to establish links with the appropriate individuals after all the changes have

RM

RM

taken place in April 2013. SJ suggested that ebbs and flows could be managed as a Network rather than as individual units, which may require increased movement of babies, rather than empty cots or under staffing. The SCN supports Network capacity.

Network Standards Assessment (SA) Snapshot Report

RM reported that Stafford had a new Unit Manager, Claire Gilg, RM is going to arrange to meet to take forward. The SA process was started seven year ago, as an ODN we need to move the process forward to peer review. The Cancer Network have already been doing this for a number of years. This would create a potentially powerful tool to provide evidence to take to Chief Executives of Trusts in order to improve services locally. All agreed the proposal.

RM

5. NETWORK CARDIOLOGY LEAD ROLE

DR gave a presentation, SC to circulate with the minutes. Andy Ewer's findings have shown that a considerable number of significant non-cardiac lesions have also been detected by pulse oximetry. In the same way expanding the cardiology expertise across the Network in order to reduce the number of inappropriate transfers to BCH for non-cardiology diagnosis, comparable to cardiac triage for babies. Concerns were raised that the Network would be subsidising the BCH cardiology service, as they receive the funding. BK recognised the limitations and remit of the expertise in triage only, and confirmed that an appropriate clinical governance framework would be put in place. There was general agreement that once a cardiac diagnosis had been confirmed the follow up should be done by paediatrics but this might vary in the different trusts depending on local arrangements. DR and RM to work with BCH to produce a clinical governance framework.

SC

DR & RM

6. NETWORK DEVELOPMENTS

WM Maternity & Paediatric SCN Update

Andy Spencer and Alison Bedford-Russell have been appointed as Co-Clinical Directors for the SCN from the 1 April 2013. They have been invited to the June Board meeting. Mary Passant has been appointed as Network Manager for the SCN. A Patient Voice & Insight Day event is being held on the 18 April 2013, which RM has circulated to the network parent representatives and NNU's and HOM's to circulate to appropriate service users who are invited to attend. A further West Midlands maternity and Children's SCN stakeholder event is being held on the 1 May 2013 at Aston Villa, invitations have gone to Trust Chief Executives, for 5 or so delegates to attend from each Trust.

ODN Service Specification

From the 1st April the Network will be measured against the service specification which includes quality and monitoring of care pathways. RM to write to all to request permission from units for Alison Moore, network Audit Lead, to have read only access to badger data to facilitate network audits.

RM

SSBCNN Hosting Arrangements and Chair

The Network is currently hosted by Wolverhampton City PCT however as part of the reconfiguration in the NHS, the PCT will cease to exist on 31 March. UHNS have agreed to be the new host from the 1st April, staff within the Network are currently undergoing TUPE. For this year only, the Network will be funded by top slicing the CQUIN funding, the Network will have to identify the future funding for the network from April 2014. Andy Spencer as former chair wrote to all acute Trust's and CCG's Chief Executives for suggestions for a new chair for the network. David Loughton, Chief Executive of the Royal Wolverhampton Hospital is the only nomination to have come forward for the role. The suggestion nationally is that ODN's have an experienced leader, David Loughton has been Chief executive, RWH for longer than the network has existed, as such he will provide the level of expertise and connections required during these challenging times. Concern was raised by some board members that this is yet another network appointment from Royal Wolverhampton Hospitals Trust. RM identified that the role of the network as an ODN is now focussing more on quality and monitoring whereas the role of the SCN/NCB is to make designation/care pathway and commissioning decisions, therefore whilst noting board members concerns it is difficult to see areas where there might be a conflict of interest with the chair being from RWH, UHNS are the new host organisation for the network and that also provides some balance. There is no time limit to ODN's, SCN's it is envisaged will have a life of 3-5 years initially. With the noted concerns above, all agreed the appointment of the new Chair. BK & RM to draft amendments to the Board Terms of Reference in line with the ODN Service Specification and circulate to the board for comments.

BK & RM

7. COMMISSIONING UPDATE

In the future there will be no commissioner with a specific neonate role. RM to contact the Specialised commissioners in the NHS CB area team to request information about how and who the network can communicate with from April 2013.

8. FINANCE

RM discussed the circulated budget briefing paper and asked for views on the proposed use of any underspend the Network may be able to carry forward to next year. Suggestions were for Network wide audits. RM suggested funding a second national parent survey and asked for views. New Cross and Walsall use their own in house survey. BLISS will be releasing a report shortly recommending national capture of parent experiences. The board agreed to the underspend, if carried forward, to be used for network evaluation projects and to provide a budget for the network education and training programme in 2013/14.

9. MATERNITY NETWORK UPDATE

Lead Obstetrician Term of Office

SJ has written to all Obs & Gynae CDs and HOMs regarding extending his current term of office for one final year during the transition to the new NHS network structures, he has received no objections to this letter therefore he will continue as Lead Obstetrician until 2014 at which time the role, if available in the new structures, will be advertised across the Network.

Maternity Network Planning Group

Currently there are eight workstreams; second edition of the Obstetric Guidelines currently at the printers, Perinatal Education Event on the 17 April at Dudley, Joint Perinatal Morbidity Conference at Walsall on the 11 October, Mortality Review Group to be expanded to include upstream maternity aspects that may have influenced the outcome, data collection – all units to provide standard maternity data for this year, capacity review impact on maternity services, engagement with new SCN – SJ met with Mary Passant and Alison Bedford-Russell, and Unit Visits.

Maternity Stakeholder and Perinatal Education Event

RM circulated the flyers for the event to be held on the 17 April 2013 at Dudley Clinical Education Centre.

10. NETWORK TRANSPORT LEAD UPDATE

KP will be advertising the post shortly. Anuj Grover is the locum filling this post at UHNS for the next 3 months or so, he has several years Transport experience as lead clinician in the CenTre transfer service and will therefore liaise with the WMNTS to see what he can achieve in the short time he is here.

10. PDA PATHWAY UPDATE

RM and BK have discussed this with Alison Bedford-Russell who will contact Ashish Chickermane to discuss the urgent need to address this issue, Alison has asked RM and BK to arrange a stakeholder meeting to discuss this in the West Midlands.

12. NETWORK SUB GROUPS

Newborn Transfer Service

Anuj Grover, Locum at UHNS is arranging to meet with AP and JH Equipment

The Group are looking to identify procurement leads in each of the units in the Network to take forward consumables work. The group is also looking at ECG guided long lines. Please can units confirm/update their technician contact for their unit in order to maintain an up to date Network equipment register.

Education and Workforce

Simulation training across the three Networks continues with the next day being held this week in Leicester. The group have looked at developing a Network nurse bank of staff but have found that it is not possible, as no staff have been identified to take part.

Guidelines

Review of the Neonatal Guidelines is being undertaken in conjunction with SWMNN for the first time, this has impacted on the process and the schedule is looking very tight in order to get them printed for the end of the year.

QIPP

The Mortality Sub Group is being taken forward with both the potential involvement of the Maternity Network and plans to develop the process to include in depth anonymous Reviews of selected groups. A proposal for this is to be developed and agreed by the QIPP group for approval by the board. NICE guidance requires babies to be monitored, the Network are currently piloting a NeoNEWS form. SUI's need to be shared in order to prevent the re-occurrence across the Network.

Feeding and Nutrition

Met last week, planning annual study day and have reviewed and planned objectives for this year.

Parents Representatives

RM has received an application for a new parent representative. The Board approved Liz Hope's

RM & BK

application, RM to contact Liz to discuss her involvement and welcome her as a network parent representative and then SC to add her to the distribution list.

Follow Up Group

The group are now meeting every six months. All units are participating in follow up assessments except Shrewsbury; CH is to arrange a meeting with SaTH to take this forward.

RM
SC

CH

13. ANY OTHER BUSINESS

There was no other business.

14. DATE AND TIME OF NEXT MEETING

Future meetings of the Board to be arranged and circulated shortly.

SC

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Monday 18th March 2013**

| ACTION: | PERSON(S) RESPONSIBLE |
|--|--|
| SC to amend the notes of the last meeting to the attendance of Andy Spencer as Chair and Babu Kumararatne as Lead Clinician, and item 10 to be amended to RCPCH instead of GMC | Sarah Carnwell |
| SC to circulate the matrix presented by MS, with the minutes | Sarah Carnwell |
| SC to circulate care pathway data once all units responses have been received. | Sarah Carnwell |
| RM to circulate the action plan for others to add to it. | Ruth Moore |
| RM to establish links with the appropriate individuals after all the changes have taken place in April 2013 | Ruth Moore |
| RM is going to arrange to meet the new Unit Manager at Stafford, Claire Gilg, | Ruth Moore |
| SC to circulate DR presentation with the minutes. | Sarah Carnwell |
| DR and RM to work with BCH to produce a clinical governance framework. | Dave Roden and Ruth Moore |
| RM to write to all to request permission from units for Alison Moore, network Audit Lead, to have read only access to badger data to facilitate network audits. | Ruth Moore |
| BK & RM to draft amendments to the Board Terms of Reference in line with the ODN Service Specification and circulate to the board for comments. | Ruth Moore and Babu Kumararatne |
| RM and BK to arrange a stakeholder meeting to discuss the PDA pathway in the West Midlands. | Ruth Moore and Babu Kumararatne |
| RM to contact Liz Hope to discuss her involvement and welcome her as a network parent representative. | Ruth Moore |
| SC to add Liz Hope to the distribution list. | Sarah Carnwell |
| CH is to arrange a meeting with SaTH. | Chrisantha Halahakoon |
| Future meetings of the Board to be arranged and circulated shortly | Sarah Carnwell |