

Follow Up Group Meeting	
Friday 5th July 2013 at 10am	
A2 Teaching room, Maternity Building, New Cross Hospital	
Minutes	
1.	<p>Apologies: Tilly Pillay, Consultant Neonatologist – Dudley & Wolverhampton Sarah Nicklin, Consultant Neonatologist – Walsall Julia Uffindell, Consultant Neonatologist – Stoke</p>
	<p>Present: Ruth Moore, Network Manager/Lead Nurse - SSBC Newborn Network Chrisantha Halahakoon, Consultant Neonatologist, Royal Wolverhampton Hospitals</p>
2.	<p>Minutes of the 31st January 2013 Meeting Agreed.</p>
3.	<p>Matters Arising; RM apologised for losing the suggested amendments required to the parent questionnaire from the last meeting. RM to chase TP and SN for copies of their Health Visitor letters and then draft a standard network letter to HVs to request 2 year outcome information for babies who DNA.</p>
4.	<p>Data Collection Update • REPORTS FROM INDIVIDUAL UNITS/ISSUES CH/RM met with SD to discuss completion of 2 year follow up assessments at SaTH. SD is pursuing a few options and will keep the group informed.</p> <p>UNIT RESPONSE RATES (DATA FOR COMPLETED ASSESSMENTS) A significant drop off in the number of completed 2 year assessments reported in the network activity/workload matrix was noted between Nov 2012 and March 2013.</p> <p>NEWSLETTER SC to ask each unit follow up lead for a brief description of how they manage the follow up process including;</p> <ul style="list-style-type: none"> • Identifying the babies that require follow up • Sending out of appointments and parent information leaflet • Book clinic spots • Give results to parents • Chase/manage DNS's • Request follow up information for babies discharged out of area <p>For inclusion in the first newsletter to share experiences and learn from each other. SC to ask Mel Sutcliffe for a table of the number of follow up assessments recorded in Badger by unit per month 1 Jan – 30 Jun 2013 for inclusion in the first newsletter</p>
5.	<p>Survey of Parents Experience of the Bayleys Assessment CH and RM reviewed the draft questionnaire again and suggested some changes. RM to make suggested amendments and circulate with the minutes of the meeting. It was suggested that this questionnaire was aimed at families who attended for assessment and should be given to them to complete at the end of the assessment. A separate questionnaire is required to survey families who DNA to find out the reasons for this. RM to draft and circulate for comments.</p>
6.	<p>Collection of Data for those Babies that DNA CH and RM suggested that the DNA questionnaire could be administered by the Health Visitor and sent to the Health Visitor at the same time as the letter requesting 2 year outcome information for babies that DNA. It was suggested that we should draft the questionnaire and letter and then SC request a meeting with HV managers across the network to discuss and agree an appropriate process for all.</p>
7.	<p>Any Other Business The different criteria for babies to follow up was noted BAPM 32 wks +/- 1500gms NNAP 30 wks +/- 1500gms Network 31 wks +/- 1250gms</p>

	<p>SSBCNN units should continue to use the network criteria and improve the number of assessments completed before trying to widen the criteria and increase the number of babies requiring assessment.</p> <p>Analysis of 2010 data The total number of live births by gestation and birth weight in 2010 calendar year and the number of babies admitted to the neonatal unit less than 31 wks gestation +/- less than 1500gms between 1 Jan – 31 March 2010 (remainder of 2010's NNU admissions recorded in badger) and the number of NNU discharges – home, deaths and transfers between 1 Jan – 31 March 2010 (remainder of 2010's NNU discharges recorded in badger) to be requested by SC from each unit CH to ask Sue McKie where we can obtain information about the number of deaths up to 2 years of age.</p> <p>CH suggested sending a letter with the baby at the time of discharge from an SSBCNN NNU to out of area to the GP/HV informing them that we will be requesting 2 year outcome information from them about the baby in the future. RM to make a slight amendment to the current out of area request letter to circulate for comments by the group</p> <p>Amended ToR agreed, circulate with minutes Draft Objectives agreed, circulate with minutes</p>
8.	<p>Date & Time of Next Meeting</p> <ul style="list-style-type: none"> To be agreed with HV managers and CH

ACTION LOG – For the Follow Up Group Meeting held on Friday 5th July 2013

Decision / Action	Owner	Timescale
Chase TP and SN for copies of their Health Visitor letters and then draft a standard network letter to HVs to request 2 year outcome information for babies who DNA.	RM	
Ask each unit follow up lead for a brief description of how they manage the follow up process for inclusion in the first newsletter	SC	
Ask Mel Sutcliffe for a table of the number of follow up assessments recorded in Badger by unit per month 1 Jan – 30 Jun 2013 for inclusion in the first newsletter	SC	
Make suggested amendments to questionnaire and circulate with the minutes of the meeting.	RM	
Draft DNA questionnaire and circulate for comments.	RM	
Request a meeting with HV managers across the network to discuss and agree an appropriate process regarding collection of 2 year outcome and reason for DNA for babies who DNA	SC	
Request 2010 data from Trusts to enable analysis of 2010 follow up assessments	SC	
Ask Sue McKie where we can obtain information about the number of deaths up to 2 years of age.	CH	
Make a slight amendment to the current out of area request letter to circulate for comments by the group	RM	