

QIPP Group Meeting	
Tuesday 24th May 2011 at 2pm	
Telford & Wrekin PCT, Halesfield 6, Telford	
Minutes	
1.	<p><b>Apologies:</b> Gina Hartwell Denise Kirby Subramanian Mahadevan Tilly Pillay Liz Jones Andy Spencer</p>
	<p><b>Present:</b> Dawn Homer Anna Griffin Julie Crabtree Lynsey Clarke Alison Moore Ruth Moore Sanjeev Deshpande</p>
2.	<p><b>Minutes of the 17<sup>th</sup> March 2011 Meeting</b> Agreed</p>
3.	<p><b>Matters Arising;</b> All covered on the agenda</p>
4.	<p><b>Vermont Oxford Network</b> Annual VON conference in Dec in Washington AM has spoken to BK, Bernie Williams has the manual for the VO VLB infants. AM spoke to Andy Lyons at Clevermed, Plymouth good people to go and see, also Bristol and also Liz Pilling in Sheffield. There is a UK users group for VON. When AM has found a suitable venue for the visit she will let the other units in the network know. Clevermed have indicated they are currently working on the software for the data download to VON – there has not been an indication of the timeframe for this. <b>RM to write to Clevermed to ask this</b> Discussion regarding time constraints and lack of staff to enter accurate data</p>
5.	<p><b>Quad Network Research Study Day</b> Anne Greenough now very keen to be involved. Look at dates in Oct w/c 3<sup>rd</sup> or 10<sup>th</sup> suggested. <b>SD to email AG straight away to ask her availability and copy SC in to the reply so that she can book a venue.</b></p>
6.	<p><b>Good Clinical Practice (GCP) Training &amp; Audit Competition</b> Date planned 22 Sept Audit comp, <b>SD to send SC contacts for trainees who have worked in SSBCNN in the past year to invite to participate</b> GCP – 09.30 start, up to 30 people max. <b>SD to ask for posters of relevant neonatal studies e.g. Andy Ewer and Rachel Jackson MCRN to display at the event for interest. CG to supply GCP trainer with list of attendees ahead of the event.</b></p>
7.	<p><b>Neonatal Research Nurse Post</b> SD meeting next month to see if existing Birmingham and Black Country nurse hours could be extended to cover the other parts of the SSBCNN</p>

8.	<p><b>Perinatal Projects Update</b></p> <p><i>RM to circulate information on the emerging cross cutting themes coming out from IUT study</i></p> <p>QIPP group to suggest to Maternity Network a topic for a perinatal audit suggested looking at numbers and reasons for admission of term babies to NNU to put them into broad categories to identify if obstetrics or neonates need to look into practices etc avoidable/unavoidable or diagnosis e.g encephalopathy. Hypothermic, social. AM raised the work around CNST on this, terminology. <b><i>SD to write to SJ with this suggestion and ask if Maternity network would be interested in working on this with the QIPP group.</i></b></p>
9	<p><b>Network Mortality Review Update</b></p> <ul style="list-style-type: none"> <li>• <b><i>RM to draft a letter to go from SD/AM asking units to pilot the draft form for Apr – June and return to SC to pass on to AM who has agreed to collate and present at subsequent QIPP meeting in July.</i></b></li> </ul>
10.	<p><b>Network Care Pathways Update</b></p> <p>NICU Ex-utero transfer Request Form – For use by units who have accepted a baby for transfer, whether transferred or not, developed and used by UHNS. If the baby is transferred the form is then filed in the baby's notes. <b><i>RM to thank SS for sharing this and ask SS if he would be happy for all the units to send him any comments for improving the form for use by all units in the network</i></b></p>
11.	<p><b>Collation of Clinical Risks &amp; patient safety</b></p> <p>Only red and amber incidents need to be reported, <b><i>RM to make this clear on the form.</i></b></p> <p>Process for handling serious events that the QIPP group identify any incidents to report nationally via BAPM process, suggested that the QIPP group will write to the individual Trust with the draft wording to gain permission to send this in. <b><i>RM to draft an incident reporting pathway.</i></b></p> <p>NPSA signals x3; morphine, hypernatraemia – catalogue of errors, imperforate anus – Need to ensure that SHA/ SCT include network in the loop when things sent to Trusts and the trust copy in their response. <b><i>RM speak to MP and query with the SHA/SCT if these should all be channelled through the networks to collate responses etc.</i></b></p>
12	<p><b>Any Other Business</b></p> <p>Guidelines group meeting minutes received. RM updated the group about SWMNN joining the guidelines. Will be good to have all units using the same guidelines which will facilitate common audits being carried out in both networks. <b><i>AM to speak with VR</i></b></p> <p>Network dashboard – SD suggested that the QIPP group could provide some analysis on the information in this. <b><i>RM to send the SSBCNN dashboard to SD/AM each quarter ahead of the board meeting to do this</i></b></p>
13.	<p><b>Date &amp; Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday 14<sup>th</sup> July 2011 10am ? Stafford L/W resource room TBC</li> </ul>

### **ACTION LOG – For the QIPP Group Meeting held on Tuesday 24<sup>th</sup> May 2011**

<b>Decision / Action</b>	<b>Owner</b>	<b>Timescale</b>
Write to Clevermed to ask the anticipated time frame for software to download VON data	RM	
Email AG straight away to ask her availability and copy SC in to the reply so that she can book a venue.	SD	
Send SC contacts for trainees who have worked in SSBCNN in the past year to invite to participate	SD	
Ask for posters of relevant neonatal studies e.g. Andy Ewer and Rachel Jackson MCRN to display at the event for interest.	SD	
Supply GCP trainer with list of attendees ahead of the event.	CG	
Write to SJ with this suggestion and ask if Maternity network would be interested in working on this with the QIPP group.	SD	

Draft a letter to go from SD/AM asking units to pilot the draft mortality/incident form for Apr – June and return to SC to pass on to AM who has agreed to collate and present at next QIPP meeting	RM	
Thank SS for sharing the NICU ex =utero transfer advice form and ask if he would be happy for all the units to send comments on the form to see if it could be used by all units in the network	RM	
Clarity only info on Red or Amber incidents required on network form	RM	
Draft an incident reporting pathway in the network	RM	
Speak to MP and query with the SHA/SCT if NPSA signals etc should all be channelled through the networks to collate responses	RM	
Speak to Vish re common guideline audits	AM	
Send the SSBCNN dashboard to SD/AM each quarter ahead of the board meeting to do a brief analysis of the information	RM	