

<b>QIPP Group Meeting</b>	
<b>Thursday 13th January 2011 at 10am</b>	
<b>Clinical Education Centre, Russell's Hall Hospital</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b></p> <p>Andy Spencer, Lead Consultant - Staffordshire, Shropshire &amp; Black Country Newborn Network  Subramanian Mahadevan, Consultant Paediatrician - Russell's Hall Hospital  Fiona Partington, Sister - Royal Wolverhampton Hospitals  Liz Jones, Research Midwife - University Hospital of North Staffordshire  Adam Gornall, Consultant Obstetrician – Shrewsbury and Telford Hospitals  Dawn Homer, Neonatal Unit Manager - Royal Wolverhampton Hospitals  Fiona Parkington - Royal Wolverhampton Hospitals</p>
	<p><b>Present:</b></p> <p>Anna Griffin, ANNP - Russell's Hall Hospital  Sanjeev Deshpande, (Chair), Consultant Neonatologist - Shrewsbury and Telford Hospitals  Alison Moore, Consultant Neonatologist - Shrewsbury and Telford Hospitals  Tilly Pillay, Consultant Neonatologist - Royal Wolverhampton Hospitals and Russell's Hall Hospital  Lynsey Clarke, Practice Educator - Staffordshire, Shropshire &amp; Black Country Newborn Network  Ruth Moore, Network Manager - Staffordshire, Shropshire &amp; Black Country Newborn Network  Dave Roden, Consultant Neonatologist – University Hospital North Staffs  Dave Coan, Matron, Royal Wolverhampton Hospitals</p>
<b>2.</b>	<p><b>Minutes of the 18<sup>th</sup> November 2010 Meeting</b>  Agreed.</p>
<b>3.</b>	<p><b>QIPP Group Final Terms of Reference and Objectives</b></p> <ul style="list-style-type: none"> <li>• These were approved by the group with minor changes as per the attached final versions</li> <li>• Chair and deputy chair of the group was discussed. It was agreed that SD and AM would co chair the group and TP would be deputy chair.</li> </ul>
<b>4.</b>	<p><b>Matters Arising;</b></p> <ul style="list-style-type: none"> <li>• Vermont Oxford Network – The NNU at New Cross are in the process of joining the VLBW VON data base.</li> <li>• RM to circulate the QIPP group VON proposal to each Trust to canvas unit/Trust sign up to VON either the VLBW or extended database</li> <li>• If funding was an issue for Trusts RM suggested that the network may be able to find non recurrent funding this year to help pump prime the neonatal units to join VON but only on the understanding that the Trust would find the funding for subsequent years</li> <li>• BK to share the learning from New Cross joining VON with the group</li> <li>• Vermont Oxford Network update to be added to the agenda of the next meeting</li> </ul>
<b>5.</b>	<p><b>Quad Network Research Study Day</b></p> <ul style="list-style-type: none"> <li>• This event will be held in May 2011 subject to key speaker and venue availability. SD to confirm with SC dates when key speaker available, Anne Greenough or Neena Modi as an alternative. SC to book venue when key speaker confirmed.</li> <li>• Once date is agreed RM will contact N3R neonatal nurse research group to ask if they could do a session at the day</li> </ul>
<b>6.</b>	<p><b>Good Clinical Practice (GCP) Training</b></p> <ul style="list-style-type: none"> <li>• Responses from the neonatal units have established a need to arrange GCP training relevant to neonatal setting in the network. SD to send LC the contact details of the people who do this training. LC to arrange GCP training in the network in ½ a day if possible. The group discussed the possibility of holding the network audit competition in the other ½ of the day.</li> </ul>
<b>7.</b>	<p><b>Neonatal Research Nurse Post</b></p> <ul style="list-style-type: none"> <li>• Not discussed further at this meeting, put on agenda for next meeting</li> </ul>
<b>8.</b>	<p><b>Perinatal Projects Update</b></p> <ul style="list-style-type: none"> <li>• Not discussed further at this meeting, put on agenda for next meeting</li> </ul>

9	<p><b>Nursing Time Spent Audit Update</b></p> <ul style="list-style-type: none"> <li>An abstract of the study had been circulated with the QIPP papers. This has been submitted for presentation at the RCPCH meeting in April. Tilly was encouraged to also submit an abstract to present at the Perinatal Medicine conference in June.</li> </ul>
10.	<p><b>Neonatal Audit Competition</b></p> <ul style="list-style-type: none"> <li>As in item 6 above it was suggested to hold the audit competition on the same day as the GCP network training if this can be delivered in ½ a day. LC to advise once GCP training has been arranged for the network.</li> </ul>
11.	<p><b>Pain Management and Collaborative Audit Project Update</b></p> <ul style="list-style-type: none"> <li>AM to circulate report of the findings from the network Pain management audit</li> </ul>
12	<p><b>Network Mortality Review</b></p> <ul style="list-style-type: none"> <li>SM network proposal to monitor neonatal deaths was approved at the Dec board. The draft network mortality monitoring form requires review and agreement by the QIPP group. DR identified the RCOG standard format used to help identify if there were any avoidable deaths. SD also identified the standard format used by the Perinatal institute in the confidential enquiry review process. DR and SD to obtain copies of these for circulation to the QIPP group. DR to work with SM to agree the information required and revise the draft network mortality monitoring form to reflect this.</li> </ul>
13.	<p><b>Development of Network Care Pathways</b></p> <ul style="list-style-type: none"> <li>Unit visits had been completed at the end of November and reports of the visits with amended unit specifications circulated to those present at the visits for comments by end of January</li> <li>RM to draft Exception report template and will circulate to QIPP group for comments</li> <li>DC raised the need for Parent information about the network care pathway including the Perinatal area.</li> <li>There was a difference of opinion in the group regarding when the parent information about the network care pathways should be given, with some expressing concern about alarming women and families at time of booking.</li> <li>DR identified that some work on this had been commenced at UHNS, RM to contact Barbara and Pat</li> <li>RM to obtain examples and draft some parent information about the network care pathways for the QIPP group to comment on.</li> </ul>
14.	<p><b>Collation of Clinical Risks &amp; patient safety</b></p> <ul style="list-style-type: none"> <li>Approval letters have been received from 4 of the 6 Trusts (Stafford and Dudley are outstanding)</li> <li>DC to send RM an example of the neonatal summary information supplied by clinical governance lead from the Datix information</li> <li>RM to draft proforma for collection of the anonymous information in a standardised format to enable meaningful analysis</li> <li>SD suggested to look at 3-6 months of information about the clinical risks rated Red &amp; Amber in the network to identify any themes and possibly 1 or 2 quality initiatives for the network to address.</li> </ul>
15.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
16.	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Thursday 17<sup>th</sup> March 2011 at 10am. The group requested that the venue for the QIPP meetings are rotated to each Trust subject to room availability</li> </ul>

## ACTION LOG – For the QIPP Group Meeting held on Thursday 13<sup>th</sup> January 2011

Decision / Action	Owner	Timescale
Circulate the QIPP group VON proposal to canvas unit/Trust sign up to VON either the VLBW or extended database	RM	Feb 2011
Share the learning from New Cross joining VON with the group	BK	At next meeting
Confirm key speaker availability for research SD	SD	4 Feb 2011
Book venue for research SD	SC	4 Feb 2011
Contact N3R neonatal nurse research group to request nurse speaker for research SD	RM	Feb 2011
Send LC the contact details of the people who do the GCP paediatric training	SD	By next meeting 17 March 2011
Arrange GCP training in the network in ½ a day if possible	LC	Autumn 2011
Submit an abstract to present the nursing time spent audit at the Perinatal Medicine conference in June	TP	31 Jan 2011
Arrange network audit competition on same day as network GCP training	AM	Autumn 2011
Circulate report of the findings from the network Pain management audit	AM	By next meeting 17 March 2011
Obtain copy of the RCOG death review proforma for circulation to the QIPP group	DR	Feb 2011
Obtain copy of the PI confidential enquiry death review proforma for circulation to the QIPP group	SD	Feb 2011
Revise network mortality monitoring form	DR/SM	By next meeting 17 March 2011
Draft Exception report template and will circulate to QIPP group for comments	RM	Feb 2011
Obtain examples and draft some parent information about the network care pathways for the QIPP group to comment on	RM	Feb 2011
Send RM an example of the neonatal summary information supplied by clinical governance lead from the Datix information	DC	Done
Draft proforma for collection of the anonymous information about clinical risks in a standardised format	RM	Feb 2011