

## BOARD MEETING

Minutes of the meeting held on  
Tuesday 17<sup>th</sup> June 2014 at 12 pm

Board Room, Corporate Services Building, New Cross Hospital, Wolverhampton, WV10 0QP.

### PRESENT:

Adam Gornall, Lead Obstetrician	Shrewsbury and Telford Hospitals
Alex Philpott, Lead Consultant	Newborn Transport Service
Alison Moore, Network Audit Lead	Shrewsbury and Telford Hospitals
Alyson Skinner, Consultant Neonatologist	Walsall Manor Hospital/Royal Wolverhampton Hospital
Babu Kumararatne (Chair), Lead Clinician	Royal Wolverhampton Hospitals
Bashir Muhammed, Consultant Neonatologist	Walsall Manor Hospital
Cathy Smith, Care Group Director/Head of Midwifery	Shrewsbury and Telford Hospitals
Chrisantha Halahakoon, Consultant Neonatologist	Royal Wolverhampton Hospitals
Dawn Homer, Senior Nurse Manager	Royal Wolverhampton Hospitals
Kate Palmer, Consultant Neonatologist	University Hospital of North Staffordshire
Lee Abbott, Network Transport Lead	University Hospital of North Staffordshire
Lynsey Clarke, Practice Educator	Newborn Network
Maria Francis, Unit Manager	Walsall Manor Hospital
Melanie Sutcliffe, Network Clinical Effectiveness Lead	Royal Wolverhampton Hospitals
Michelle Harris, Assistant Directorate Manager Children's Services Group - Acute	Royal Wolverhampton Hospitals
Nicola Taylor, Acting Deputy Matron	Dudley Group of Hospitals
Robin McMahon, ANNP	Royal Wolverhampton Hospitals
Ruth Moore, Network Manager	Newborn Network
Sarah Carnwell (Minutes), Administrator	Newborn Network
Vandana Najran, Service Lead for Women and Childrens	WM Specialised Commissioners

### APOLOGIES:

Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Carol Reilly, Quality Improvement Programme Lead	West Midlands Strategic Clinical Network and Senate
Charles Pidsley, Chair East Staffordshire CCG	East Staffordshire CCG
David Loughton (Chair), Chief Executive	Royal Wolverhampton Hospitals
Jo Cookson, Practice Educator	Newborn Network
Julie Plant, Matron	Royal Wolverhampton Hospitals
Lynn Davis, NNU Clinical Nurse Manager	University Hospital of North Staffordshire
Mandy Wood, Senior Corporate Nurse	University Hospital of North Staffordshire
Mary Passant, Network Manager	West Midlands Strategic Clinical Network and Senate
Victoria Holmes, Directorate Manager Paediatric/Neonatal	Royal Wolverhampton Hospitals

### ACTIONS

Everyone introduced themselves.

#### 2. MINUTES OF THE MEETING HELD ON THE 11<sup>th</sup> MARCH 2014

The minutes were agreed with the following changes:

Alex Philpott and Lee Abott's titles

Single Number (KIDS/WMNTS) Update

There was no funding bid, there was the possibility of slippage money from the SCN/Senate. The SCN will be undertaking the scoping exercise.

Transport

NTS is at the same standard of funding as KIDS. No bid has been submitted. No bid has been submitted for incubators.

#### 3. MATTERS ARISING

PDA Pathway

BCH will undertake PDA ligations on Friday each week. The baby will have a place to lodge on PICU before and after surgery but the team brining the baby will still need to stay and look after the baby. The PDA will be done as the second case of the day. The NTS will provide an ambulance, equipment and nurse responsible for equipment, however cannot guarantee team available, therefore the unit will need to provide the medical and nurse staff to accompany the baby during the transfer. The ambulance, equipment and staff will wait at BCH until the baby can be returned to the unit. AP felt it was not the ideal solution but that it was a better solution than the current situation. All advice should come from the unit undertaking the transfer for PDA.

Keele Research Study

Usman Zafar has sent invitations out to various member of the Network asking them to participate in

SC

All

interviews. The interview is for one hour and the Network would ask that all those who have been invited participate if at all possible, Usman completes the data gathering phase in July. The preliminary results of the study will be reported at the December Board meeting.

**4. NETWORK DEVELOPMENTS**

SCN/ODN Meetings

The next meeting is to be held on the 15 July 2014, on the same day as the Single Number Project Board meeting.

Single Number (KIDS/WMNTS)

All agree the single number is a good idea however funding is a challenge, the SCN are taking the lead in taking this forward. VN said that a previous Business Case had been submitted but lacked the financial figures to support the case being made. VN did confirm that the single number was a 2015/16 QIPP.

**5. SSBCNMN ACTIVITY AND QUALITY MONITORING**

Network Quarterly Report Suite Quarter 4 2013-14

MS presented the summary report which represents the data for one year. It was identified that data reflected an unusual situation to previous years, therefore MS will be presenting a three year average for the Network Annual Report. Hypothermia although 13% increase, this is actually only an additional three babies. RM advertised the Cooling case review event taking place on the Wednesday 25 June at 1.30pm, SC to forward the details of the day to NTS staff. MS reminded all units to make sure that data submitted to the National Dashboard should be less than 1. RM to e-mail VN to ask who is collating the national data and what it is being used for, VN will then report back at the next meeting. RM stated that the number of IUT exceptions has reduced by half this year. KP asked if the cause of a unit being closed is due to a lack of cots or a lack of staff. RM identified that Judith Forbes collected this data for the cot locator service when she rings each unit.

SC

VN

Standards Assessment Tool

The SCN has provided funding for the tool to be updated to bring it up to date with current IT design and functionality as it is now 6 years old, to add additional security and to enable other networks to be added. SWMMNN is going to use the tool when it is ready. Training will be provided to all units. The action plan function is also being updated so that once complete all the actions will be collated into a single document which can then be printed and form the annual work programme for the unit. The tool will also be updated in order that unit documents, Standard Operating procedures, Annual Report and Annual Work programme can be uploaded, this is in line with the national peer review process. A poster is to be presented at the REASON conference.

Neonatal Peer Review Process

RM presented the Neonatal Peer Review Process Update, to be circulated to the Board. Options considered were regional through WMQRS or National. SWMMNN are keen to be involved in the peer review process with SSBCNMN. A meeting has been arranged with the other ODNs, SCH and Commissioner where this will be discussed further. VN did not think that Neonatal would get selected for the national peer review process as other services were more of a priority. VN suggested RM put case forward to the area team,

SC

It is in the Neonatal Tool Kit that all units should be producing an annual report. VN to find out who requires a copy of the units annual report.

VN

**6. COMMISSIONING UPDATE**

As part of the 2014/15 contracting round it has been as a Service Development Improvement rather than a CQUIN. VN had sent a first draft project initiation document to RM but this was now updated following a discussion with the SWMMNN clinical lead. VN to email RM the up to date PID. The formula for the calculation will be clinically appropriate beds used divided by bed days assessed. AM summarised that it will require work around repatriation policy as the data will highlight delays in patient flows from the various level units. KP stated that Badger does not currently collect data around the use of PICU beds for neonatal care or the blocking of cots by babies referred to social services. It was agreed that RM and VN, as well as other interested parties should meet in order that the data is collected and represented in the same way for all the units in the Network. VN has already met with Vishna in SWMMNN who agrees that the all units need to use the same process/software for consistency and comparison purposes.

VN

RM and VN

**7. FINANCE**

RM stated that she is seeking confirmation from the finance department that the under spend from 2013/14 budget has been carried forward to be utilised for training and education in the Network in 2014/15. RM to update the Board at the next meeting. £9,000 from the SCN has been carried forward for the printing of Guidelines books in 2014/15. Since the Networks move to be hosted by

RM

UHNS the hosting costs have risen to 32.08% of the Network budget, this is a huge increase in the hosting fee previously charged by the PCT and is out of line with other networks nationally. The funding mechanism for ODN's will be changing in the future to one where the provider trusts that make up the network provide the funding and therefore this could mean that the network is not financially sustainable. The network was not contacted by either UHNS or the Specialised Commissioners regarding the amount being charged by UHNS for hosting the network. David Loughton is writing a letter to NHS England to raise the issues around variation in charges for hosting networks nationally and highlighting the increased burden on specialised commissioners budget that this has had. Board members asked if the network could move to a different host in order to reduce the costs. This will need looking into regarding the impact on the current contract.

RM

## 8. MATERNITY NETWORK UPDATE

### Maternity Network Group

AG stated that the Group will be meeting today following the Board. AG attended the Network Mortality Group meeting and would like to develop the maternity input into this meeting perhaps including stillbirths, etc. AG is keen to see the development of a single number as this would have an impact on maternity services workload. There is a proposal for a pilot project looking at booking in the network rather than an individual unit, informing parents that should they need to deliver extremely prematurely then to attend the other unit where the NICU facility is. Walsall and Wolverhampton are discussing the practicalities of this before commencing the pilot. AG is meeting VN to discuss commissioning of foetal medicine in our Network.

## 9. NETWORK ROLES

### Network Practice Educator Secondment

RM and LC will be interviewing two candidates on Thursday this week.

## 10. BUSINESS PLANNING

### Review of Progress of 2013/14 Business Plan

RM presented the review of progress stating that the majority of the objectives had been met.

### Draft Business Plan 2014/15

RM highlighted the three key areas in the Business Plan:

- High quality data and information to support high quality care
- Best care for babies and families

The network is fit for purpose and able to demonstrate added value RM presented the main objectives to the Board.

1. To identify and share good practice in neonatal mortality review process in SSBCNMN
2. To update the network standards assessment on-line tool and develop a peer review process
3. To develop a network maternity service Key Performance Indicator Benchmark report
4. To review parent's experiences of neonatal services and women's experiences of maternity services within the SSBCNMN
5. To review neonatal in-service education provision within the SSBCNMN

All agreed.

## 11. CAPACITY

### Neonatal Nurse Staffing/Activity Snapshot Survey

RM has collated the data, and is sending to each of the Nurse Managers in the Network for quality assurance purposes. RM stated that the results were unsurprising in that the Network was not compliant with BAPM standards for staffing and that the level 3 units were worst off in this two week period. The report will be taken forward by the Education and Workforce Group.

## 12. NETWORK SUB GROUPS

### Developmental Care

LC explained that the Developmental Care Group was not currently recognised by the Board and that the Group felt that this was an important enough area that it should be formally recognised. The Group consists of nursing staff at various grades from around the Network, as well as physiotherapy representation and ad hoc speech and language representation. The meetings are held quarterly. All agreed.

### Transport

There is real need to maintain the transport equipment in order to continue to provide the service, AP requested that the SSBCNMN wrote a letter to the host BWH asking how this will be addressed. RM mentioned that thanks have gone to Jackie Harrison for her dedication and hard work in the Network Newsletter which will be circulated shortly. Catherine Rutherford will be acting as Jackie's replacement for the next 12 months with a view to advertising for a permanent replacement within

SC

the next 9 months.

Equipment

The Group is working on various projects including writing new guidelines for the next edition, phototherapy and possibly evaluating transport incubators including the new Globe Trotter. Shrewsbury confirmed that they had recently purchased the Draeger transport incubator.

Education and Workforce

A meeting was held this morning. LC is undertaking a review of education provision in the network, comparing it with what is available on neonatal units nationally and national recommendations as part of her Masters. The Neonatal Toolkit specifies that education provision in each neonatal unit is required. LC will present the results of her findings, and recommendations for the Network, to the Group.

Guidelines

There are two units who have yet to submit their adoption forms. The user survey is now online and can be accessed via the Guidelines page of the website, KP encouraged all to participate. A chest drain guideline from BCH is going to be included in the next edition.

All

QIPP

AM thanked MS for summary information. MS is undertaking an audit of catheter related infection. A suggestion has been made to include reducing NEC as part of Mortality and Morbidity Event which SWMNN are hosting this year. The Audit Competition is being held following the AGM on the 9 September 2014. AM invited obstetric representation to the audit competition as there are a diverse range of audits across the Network that are presented and would welcome obstetric feedback on them. AM has obtained information about criteria for reporting maternity SUI's from Barbara Kypers from the Local Supervising Authority Midwife Office.

Feeding and Nutrition Group

Pat Bloor has been appointed as the new Chair. The Group meet twice a year.

Parent Rep Group

SC is meeting with Michelle Kidby to take forward the Parent Rep Group. SC to approach a father who spoke at the single number event to see if he would like to be involved with the network.

SC

Follow Up Group

The last meeting was held on the 29 May. There is disparity between the number of babies being assessed by each unit. The Group have approached Health Visitors to ask them to complete the forms when baby's DNA in order to improve data capture. A pilot is taking place with Wolverhampton for three months. Currently data is only collected for babies in our area and not those transferred in from outside. CH will be presenting the latest data at the AGM.

**13. ANY OTHER BUSINESS**

AGM and Audit Competition

The AGM and Audit Competition will be taking place after the next Board meeting on the 9 September. Please can members encourage doctors on their unit to submit audits.

All

Summer Newsletter

RM distributed hard copies of the newsletter which will be circulated electronically shortly.

Parent App

SWMNN have developed a parent app which can be downloaded from the app store, search "swmmnn".

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

The next meeting will be held on Tuesday 9 September at 9:30 am, along with the AGM and Audit Competition, at Wolverhampton Science Park, Technology Building, Glaiser Drive, Wolverhampton, WV10 9RU.

Tuesday 9 December at 10 am in Telford Education Centre

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on 17 June 2014**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
SC to make changes to the minutes of the meeting held on the 11 March 2014.	<b>Sarah Carnwell</b>
Please can all those who have been invited participate in attending an interview with Usman Zafar.	<b>All</b>
SC to forward the details of the Cooling Case Review day to NTS staff.	<b>Sarah Carnwell</b>
RM to e-mail VN to ask who is collating the national data and what it is being used for, VN will then report back at the next meeting.	<b>Ruth Moore Vandana Najran</b>
RM presented the Neonatal Peer Review Process Update, to be circulated to the Board	<b>Sarah Carnwell</b>
VN to find out who requires a copy of the units annual report.	<b>Vandana Najran</b>
VN to email RM the up to date PID	<b>Vandana Najran</b>
RM and VN, as well as other interested parties should meet in order that the data is collected and represented in the same way for all the units in the Network	<b>Ruth Moore Vandana Najran</b>
RM to update the Board at the next meeting that the under spend from 2013/14 budget has been carried forward to be utilised for training and education in the Network in 2014/15.	<b>Ruth Moore</b>
Board members asked if the network could move to a different host in order to reduce the costs. This will need looking into regarding the impact on the current contract.	<b>Ruth Moore</b>
Network Newsletter will be circulated shortly	<b>Sarah Carnwell</b>
The user survey is now online and can be accessed via the Guidelines page of the website, KP encouraged all to participate	<b>All</b>
SC is meeting with Michelle Kidby to take forward the Parent Rep Group. SC to approach a father who spoke at the single number event to see if he would like to be involved with the network.	<b>Sarah Carnwell</b>
Please can members encourage doctors on their unit to submit audits for the Network Audit Competition on 9 September 2014.	<b>All</b>