

NETWORK BOARD MEETING

Minutes of the meeting held on
Wednesday 12th March 2009 at 3pm in the
Board Room, Dudley Clinical Education Centre, Russell's Hall Hospital, Dudley

PRESENT:

Alison Moore, Consultant Neonatologist	Telford and Shrewsbury Hospitals
Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Andy Spencer, Network Lead	Newborn Network
Babu Kumararatne, Consultant Paediatrician	Royal Wolverhampton Hospitals
Carol Guest, Administrative Secretary	Newborn Network
Dawn Homer, Unit Manager	Royal Wolverhampton Hospitals
Doreen Humphries, Senior Nurse Manager NNU	Walsall Manor Hospital
Doreen Quammie, NNU Ward Manager	Dudley Group of Hospitals
Jackie Harrison, Transport Nurse Consultant	Birmingham Women's Hospital
Jon Crockett (Chair) (JC) Chief Executive	Wolverhampton City PCT
Lynsey Clarke, Practice Educator	Newborn Network
Melody Bridges, Commissioning Manager, Specialised Children's Services	WMSCT
Mick O'Donnell, Assistant Director, Specialised Children's Services	WMSCT
Nina Spofforth, Project Manager	Maternity Network
Ruth Moore, Network Manager	Newborn Network
Satish Bangalore, Consultant Neonatologist	Walsall Manor Hospital
Simon Jenkinson, Lead Obstetrician	Newborn Network and Maternity Network

APOLOGIES:

Alyson Skinner (ASK), Consultant Neonatologist	Wolverhampton/Walsall
Ann Clare, Matron for Maternity and Paediatrics	Walsall Manor Hospital
Chrisantha Halahakoon, Consultant Neonatologist	Royal Wolverhampton Hospitals
Dave Roden, Associate Specialist in Neonatology	University Hospital of North Staffordshire
Gina Hartwell, Senior Nurse Manager NNU	Mid Staffordshire General Hospital
Julie Ebrey	Parent Representative
Kate Palmer, Consultant Paediatrician	University Hospital of North Staffordshire
Kishor Tewary, Consultant Paediatrician	Mid Staffordshire General Hospital
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner	University Hospital of North Staffordshire
Sanjeev Deshpande, Consultant Neonatologist	Shrewsbury and Telford Hospitals
Sue Ellis, Ward Manager NNU	Telford and Shrewsbury Hospitals
Wendy Tyler, Consultant Neonatologist	Telford and Shrewsbury Hospitals

JC welcomed Melody Bridges to the meeting.

2. MINUTES OF THE MEETING HELD ON THE 10th DECEMBER 2008

The minutes of the meeting were agreed.

3. MATTERS ARISING

There were no matters arising.

4. WEST MIDLANDS SHA

Investing for Health – Maternity and Newborn Clinical Lead Appointments

The board identified the necessity for good communication links with the joint clinical leads. Fay Baillie is now based at the SHA. CG to contact her regarding including her on the Network Board distribution list for information.

CG

5. MATERNITY NETWORK UPDATE

NS circulated an update on the various groups within the Maternity Network. CG to circulate with the minutes.

CG

The Dataset Group is discussing how to progress due to different systems used in the units in the network.

The Guidelines Group Meeting will be held on Monday 16th March where guidelines done will be presented.

The work of the Training Group is now linked to the Newborn Network NLS work with regards to training needs and capacity.

The Perinatal Education Event took place on the 27th February, the attendance was disappointing.

ACTIONS

A second Perinatal Education Event and Stakeholder Event will be held on a date in June, the focus will be on preterm labour and network solutions to preterm labour.

The start of the IUT research project has been delayed due to illness.

JC mentioned the usefulness of the progress report presented at the meeting and asked in future if it could be circulated with the papers prior to the meeting.

6. STANDARDS ASSESSMENT UNIT UPDATES

RM met with the Senior Nurses and Lead Clinicians of all six units to go through the Standards Assessment Tool with them, they are now putting their unit's data into the tool. RM is working with Graham Greensall to produce the graphical snapshot reports which will be used to report progress for each Trust at the Network Board Meetings. This will be in place for the June board meeting and each unit should ensure their information is updated in the tool for this.

Unit representatives at the meeting commented that the tool is good, complex; however, the guidance is helpful. RM has provided solutions to some queries.

It took effort to set the web based tool up and we need to use it to our advantage.

A poster and the live system were presented at the Quad Network Event held in January.

Any queries about the system should be directed to RM.

7. COMMISSIONING NEWBORN SERVICES UPDATE

Commissioning Intensions 2009/10

MOD gave his apologies for not attending the last board meeting. An update was circulated at the meeting.

Melody Bridges commenced in post as Commissioning Manager for Specialised Children's Services in January 2009.

1.2 million pounds has been made available from the specialised commissioning group to further develop neonatal care services across the West Midlands in 2009/10, the network has been allocated £500,000 of this recurrently from 2010 with six months part year effect i.e. £250,000 being available in 2009/10.

Neonatal Surgery Project

A full time project manager, Jenny Turton has been appointed. Funding has been made available for an additional two neonatal intensive care surgical cots at BWH to support the West Midlands neonatal surgical demand.

CQUINs/QuIPs

The DOH is introducing a Commissioning for Quality and Innovation (CQUIN) payment framework based on Lord Darzi's report on improving quality care for all. Successful completion of a Quality Improvement Plan (QUIP) will give a Trust ½ a percent of the specialised commissioning contract value to the provider Trust. Submission of timely data to the national neonatal audit project (NNAP) is one of the indicators Trusts have to undertake in 2009/10. Payment will only be made to Trusts if this is completed we need to encourage Trusts to support units to input the NNAP data.

National Neonatal Taskforce

The Taskforce has four working sub groups. The SHA has been asked to take forward three actions relating to workforce and neonatal transport service.

The network is currently meeting these actions.

Staffing

MOD is leaving the Specialised Commissioning Team in April; his post it will be recruited to in time, however, Melody will give the updates to the board in the meantime.

The Board would like to thank MOD for all the work he has done for the network over the past two years, it was identified this network has good working relationships with its commissioners.

Provisional Designation of Neonatal Critical Care Services

The 2006 Carter review of commissioning arrangements for specialised services recommended a new process of designating providers. Neonatal critical care services have been identified as a priority for designation.

An extensive designation exercise for neonatal critical care services was undertaken by newborn networks in 2004/05 and this was supported and signed off by SCG in 2006 and subsequently re-confirmed in 2008. The national framework has been delayed pending the recommendations of the National Neonatal Task Force and a national review of standards. Provisional designation of services will therefore be given based on existing newborn networks' interim designations. Providers will receive formal notification of provisional designation status in Spring 2009. This will also be communicated formally to networks and other key stakeholders.

Provisional designation status will be reviewed when the national Task Force recommendations, revised national standards and national framework are available. The process for the review of designation will be agreed when these documents are available. A communications plan will be

produced to ensure the most appropriate communication, engagement and involvement with relevant stakeholders throughout this process.

This review of designation may lead to:

- a) Full (five year) designation – if all the measures in the revised national standards are achieved.
- b) A further period of provisional designation – with an agreed Improvement Plan for the service. Services in this group will be subject to more frequent quality monitoring and, possibly, a further Quality Review in less than five years.
- c) Notice of withdrawal of designation may be given.

It is hoped that people will get involved in the standards, designation and the process.

8. FINANCE

The network budgets balance and there are no issues identified. The West Midlands Specialised Care Team budget remains the same as reported at the December board meeting and this money can be carried over at year end to fund the identified network bids.

Proposals for Processes to Decide Allocation of Additional Network Funding and Use of Investment in 2009/10 Non Recurrently to Implement Telemedicine

The network has additional resources this year. A proposal has been drawn up for the process to decide the allocation of additional resources, two types of additional resources are allocated in the network and these are recurrent and non recurrent funding.

Three recommendations were made for the board to approve; the boards decision on each recommendation is as follows:-

- The setting up of a short term working group made up of the network management team and staff from medicine, nursing and management roles across the network to revise and prioritise Trust and network proposals to make recommendations to the board for additional recurrent investment.

The Board agreed that this is a good idea and suggested to advertise for volunteers via e-mail. Anyone who would like to be on this group please let RM know via e-mail.

- A new scoring system for network bids to be prioritised for non recurrent funding where a low score means that a project will not be taken forward.

The Board agreed this proposal.

- To implement telemedicine communication across the network with the additional investment of £250,000 (6 months part year effect of £500,000) for 2009/10. This was identified as the highest priority in the network bids process in 2008; however, there were insufficient funds to purchase the equipment.

The Board agreed this proposal on the guarantee that units will meet the maintenance costs.

9. MEDICAL WORKFORCE SHORTFALL

A 45hr working week will be coming into the NHS in August 2009 and it has been identified that there is a need for more junior doctors for this area as well as nationally.

The West Midlands Deanery is having difficulty in recruiting training grades and so it is queried how this will be met. AS has contacted the college, however, has been unsuccessful with regards to progress. UHNS, RSH and New Cross neonatal services are finding this problematic. There is currently no national guidance on how consultants can be used to fill the gap in junior medical rotas. If units want to use consultants to do middle grade posts it will prove expensive and the difficulty to get staff grades to work to EWTD was mentioned.

Russell's Hall's middle grades are staff grades and they will have three SHO posts from August this year. New Cross also have posts, however, have been unsuccessful in recruiting to them.

Although it has been identified that the network is unable to do anything about this, we need to be aware of this issue and the impact it could have.

10. NETWORK PROJECT GROUPS UPDATES

Helping Hands Support Group

JE was unable to attend the meeting. RM gave an update.

Two parent support group meetings have been held at the Child Development Centre at the University Hospital of North Staffordshire. The Prem Baby Support Planning Group met yesterday. The group will evaluate the pilot and feedback the findings to the board. It is hoped that from the evaluation of the pilot that this group will be rolled out across the network.

Equipment Group

There is funding to buy two CFM monitors this year and the provider has been decided. A decision needs to be made on which units receive these two monitors.

Guidelines Group Update

RM gave an update.

The updated guidelines are currently being circulated and commented on and the 2009 edition is due to be published later this year.

RD&A Group

The audit competition and the Maternity Perinatal Education Event were both held on the 27th February. This audit competition was better attended than previous ones. Five audits were presented. All five presentations were good and the prizes were split. Tilly Pillay gave a presentation on the Nursing Time Spent Audit. This audit has finished collecting the data and Tilly is now analysing the results.

The SSBCNN is hosting the Quad Network Research Study Day this year and this group is leading on this. SD is looking into obtaining funding for this.

Transport Group & Newborn Transport Service (NTS)

In the last quarter report activity was high and this decreased between January to March. The second year activity is up 10 -15%.

The cot locator service has been running for eight months. Representatives from units will meet to discuss improvements required to the cot locator service.

The contract for the Ambulance Service has been awarded to patient first based in Shropshire. The order for two ambulances will be placed next week and will hopefully be received in May. The two ambulances will be based at BWH.

In the interim St Johns Ambulance Service has been providing the ambulance service and is doing better response rates.

Workforce Development Group

The clinical competency document for the clinical support worker role has been completed and units can now use it. Some units have Neonatal Support Workers. The group is discussing the possibility of units putting staff through the Keele Neonatal Intensive Care Course. LC and RM are looking into getting the foundation programme accredited and will meet with Megan Tanner at Wolverhampton University tomorrow regarding this.

Robin McMahon is taking over as Chair of the group temporarily whilst LC is on maternity leave.

Breastfeeding Group

The Breastfeeding Study Day held on the 15th December was well attended and received good feedback.

LJ is awaiting the Breastfeeding Benchmark proforma from one unit.

LJ is awaiting a progress update from Medela regarding the lactation consultant exam bursary.

LJ is working with Alison Baum on the DVD for preterm breastfeeding and the Network Breastfeeding Group could be a focus group for this project.

The next edition of the BLISS breastfeeding leaflet is going to press. LJ will send a PDF copy of the article on the Network's Preterm Breastfeeding Research to the units and the network, once she receives it from Infant.

Follow Up Group Update

The Bayley assessments are being undertaken in all units.

The group is looking at the follow up data in the Clevermed Badgernet System.

Resuscitation Group

The group met on the 26th February and went through the current year's work plan.

There is now a standard network resuscitation document and five out of the six units are using this, the unit not using it is because their Trust enters the resuscitation information electronically and doesn't want to double the entry of data. The group agreed there isn't a need to develop another NLS course centre at the moment as there is enough access to NLS courses in the West Midlands and the network for the demand, if more midwifery staff attend NLS courses the group would need to look at this again. It was agreed to not run any additional courses and the plan for next year is try to increase midwifery staff attendance on NLS courses.

It was agreed to keep the Resuscitation Group on the board meetings agendas.

Dataset Group

As a network and individual units we struggle to get good quality data, an area the commissioners have also identified as a problem hence the QUIP to provide timely NNAP data in 2009/10. Most units currently use MANNERS.

Peter Badger gave a demonstration of the Clevermed Badgernet System and from the feedback received the group have agreed on block including New Cross that the Badgernet system should be used for neonatal data by all the units. This system would improve neonatal data for the units, Trusts and the network.

The board was asked to recommend to Trusts to move over to this system and ask MOD to access the funding currently being used to fund the MANNERS system. MOD will not be using the MANNERS system in future. Once resources are made available the SCT will make them

LJ

available to the Trusts in order to have consistency in systems. It is not known how much or when the money will be available. The SCT has agreed to fund the £2k per unit annual fee this year and this will be in the Trusts contracts. The ½ a percent payment Trusts can receive if they meet the QUIP indicators will more than fund the additional costs of the Badgernet system.

The network would be able to influence the Trusts to have this system. The board agreed to support the Dataset Group's decision. The neonatal unit teams need to undertake the discussions and negotiations with their own Trusts to move over to the Badgernet system. Any unit having difficulty with their Trust over this is to contact AS and JC to support them.

SJ asked if the Maternity Network could get involved, however, currently the Badgernet is only for babies on admission to the NNU. There is a Badgernet maternity module being piloted. There is a need to consider what the best system is. The SHA has commissioned the Perinatal Institute to develop a maternity data set and this includes providing data clerks for each maternity service. SJ to contact Julie Grant regarding this.

SJ

11. NETWORK ROLES UPDATE

Network Neonatal Foundation Programme Oct 2008

This programme will end soon. The presentation of assignments will be held on Friday 03rd April 2009 at 1.00pm in the Seminar Room at the GEM Centre in Wolverhampton. People are urged to attend this day to support the foundation nurses. Positive feedback has been received about this programme.

Both Network Practice Educators are going on maternity leave and Gina Hartwell will cover the maternity leave post for nine months commencing on the 05th April.

12. DOH/NHS NEONATAL TASKFORCE UPDATE

Feedback from the 04th March Event

Some issues were discussed such as changing the names used for unit designation to Local Special Care Unit, Local Neonatal Unit and Network Neonatal Intensive Care Unit. The taskforce are not climbing down on nurse staffing standards or on the tiers of medical staff required for units. Quality was also discussed. We are currently undertaking a lot of what was discussed.

On the February bulletin there is a link to the standards questionnaire to comment on, the consultation will close on the 16th April. The taskforce reports will be coming out in June including a standards document and a commissioning framework toolkit. There will be regional launch events held in autumn and networks will co-ordinate this with the WMSHA.

13. PARENT REPRESENTATIVES UPDATE

Resignation of Parent Representative

Claire Wyon, the longest standing parent representative for the network has resigned. JC has sent Claire a letter of thanks.

RM has received interest from two parents, both from the Dudley area who would like to become parent representatives; RM will meet both of them this month to tell them about the network.

The Board would like to thank Claire Wyon for all of her hard work in the network.

Parent Experience Survey – Summary of Draft Report April – Sept 2008

Over the six month period from April to September 2008 a low response rate of completed questionnaires was received. The majority of responses were positive and gave valuable feedback. The recommendations will be taken forward by the R, D&A Group and the Senior Nurses, the R, D&A group will look at narrowing down the questionnaire to make easier to complete and the issue that the questionnaire is only available in English. It is recommended that the units read the report to identify actions to improve their unit for parents and babies.

The response rate for the next six months is worse as only 82 completed questionnaires have been received so far. Individual units can see their own results.

14. CEMACH PERINATAL MORTALITY REPORT 2007

The CEMACH network report shows this network as an outlier regarding adjusted neonatal death rates. It is queried why it shows this. AS has queried the methodology and accuracy of the data with CEMACH. AM stated that it had taken two days to amend the neonatal deaths data for S&TH Trust and she was not confident that the amended data was represented in the network report. AM will check with her managers whether they sent the amended figures to CEMACH. MSGH are investigating their figures too.

AM

It was mentioned that population based statistics do not reflect the effectiveness of newborn networks. The board queried whether there are discrepancies with the numbers and are concerned about validity of the data and the possible adverse effects on the network when the National Perinatal Mortality Report 2007 is published in late spring. It was agreed that if there is definite evidence that the data in this report is inaccurate to register our dissatisfaction asap.

CEMACH have requested £1000.00 for this report next year and it was agreed that we will not be purchasing this in its current form. It was agreed to forward our queries to Melody in order to inform the other newborn networks and the commissioners about our concerns.

RM, AS

15. QUAD NETWORK EVENTS

Midlands Matters 29th January 2009 Feedback

This was a good event that was well attended. The evaluation has been received from Chiesi and all feedback was positive. This network had three posters including one for standards assessment and one for guidelines. The Transport Team also presented a poster on its development over the first operational year. Kerry Sallis and the audit of network guidelines was chosen for one of the five minute poster presentations at the event.

16. WM REVIEW OF NETWORKS UPDATE

Tomorrow JC will give a verbal report of networks in the WM at the Chief Executives Meeting. JC believes that the review of networks has demonstrated that they provide a good method of clinical engagement, therefore will be recommending this is what we should continue to do. JC identified that we need to look at how we provide support services to networks; this network demonstrates a need for information and support services. It will hopefully be recommended that this network continues in the future.

17. NETWORK FACILITATED WORKSHOPS

Two facilitated workshops were held between pairs of Trusts in the network to support organisational development in the network. The first workshop held was for Royal Wolverhampton and Walsall Hospitals Trusts, the second workshop held was for Mid-Staffordshire Hospitals Foundation and University Hospital of North Staffordshire Trusts.

The outputs from the workshops were, a review of the positive achievements of the network over the past 4 years and suggestions for the future direction of the network for the next 4 years. Action plans were developed with named individuals responsible for each action. Each person completed a personal action plan.

An evaluation form was sent to the people who attended the workshops asking what they thought and if they would recommend further workshops to be held for the remaining Trusts in the network. RM has received ten responses to date and the majority were positive. Eight out of the ten responses received would recommend further workshops, the two that wouldn't gave the cost of the event and queried if it had changed anything as individual reasons for not recommending more. RM received positive evaluations and the facilitator evaluated as good/excellent. It would be good for the remaining two Trusts to be involved in a similar process to support further organisational development in the network. The network requires one or two more facilitated workshops and a separate facilitated workshop / stakeholder event to celebrate the networks achievements over the first five years and to plan the next five years objectives.

It was agreed to hold more workshops and mentioned it would be good for more junior members of staff to attend. RM will take this forward.

RM

18. ANY OTHER BUSINESS

Lynsey Clarke

Lynsey Clarke will be going on maternity leave at the end of this week. The board wished her luck.

19. DATES AND TIMES OF NEXT MEETING

The next meeting of the Board will be held on Wednesday 03rd June 2009 at 10 am in the Mountbatten Suite at the Stafford Gatehouse Theatre, Eastgate Street, Stafford, ST16 2LT.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Wednesday 12th March 2009**

ACTION:	PERSON(S) RESPONSIBLE
CG to contact Fay Baillie regarding including her on the Network Board distribution list for information.	CG
CG to circulate the update on the various groups within the Maternity Network with the minutes.	CG
LJ to send a PDF copy of the article on the Network's Preterm Breastfeeding Research to the units and the network, once she receives it.	LJ
SJ to contact Julie Grant regarding the development of a maternity data set by the Perinatal Institute.	SJ
AM to check with her managers whether they sent the amended neonatal deaths figures to CEMACH.	AM
RM, AS to forward any queries we have about the CEMACH Perinatal Mortality Report 2007 to Melody Bridges in order to inform the other newborn networks and the commissioners about our concerns.	RM, AS
RM to take forward the arranging of more network facilitated workshops.	RM