

NETWORK BOARD MEETING

Minutes of the meeting held on
Monday 12th October 2009 at 13.30 pm
Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton

PRESENT:

Alison Moore, Consultant Neonatologist
Alyson Skinner (ASk), Consultant Neonatologist
Andy Spencer, Network Lead
Ann Clare, Matron for Maternity and Paediatrics
Babu Kumararatne, Consultant Paediatrician
Carol Cooper, Finance Manager
Carol Guest, Administrative Secretary
Chrisantha Halahakoon, Consultant Paediatrician
Gina Hartwell, Practice Educator
Jon Crockett (Chair) (JC) Chief Executive
Julie Marks, Sister
Kate Palmer, Consultant Paediatrician
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner
Lyn Davies, Sister
Ruth Moore, Network Manager
Satish Bangalore, Consultant Paediatrician
Simon Jenkinson, Lead Obstetrician
Sue Ellis, Ward Manager NNU

Telford and Shrewsbury Hospitals
Wolverhampton/Walsall
Newborn Network
Walsall Manor Hospital
Royal Wolverhampton Hospitals
WMSCT
Newborn Network
Royal Wolverhampton Hospitals
Newborn Network
Wolverhampton City PCT
Dudley Group of Hospitals
University Hospital of North Staffordshire
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Newborn Network
Walsall Manor Hospital
Newborn Network and Maternity Network
Telford and Shrewsbury Hospitals

APOLOGIES:

Anand Mohite, Consultant Neonatologist
Chris Thomas, Clinical Nurse Manager NNU
Dave Roden, Associate Specialist in Neonatology
Dawn Homer, Unit Manager
Di Dawson, Associate Director
Doreen Quammie, NNU Ward Manager
Gursharan Rai, Network Coordinator
Julie Ebrey, Parent Representative
Kishor Tewary, Consultant Paediatrician
Melody Bridges, Commissioning Manager, Specialised
Children's Services
Pam Smith, Matron Paediatrics and Neonates
Sanjeev Deshpande, Consultant Neonatologist

Dudley Group of Hospitals
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
Dudley Group of Hospitals
SSBC Maternity Network
Parent Representative
Mid Staffordshire General Hospital
WMSCT

Dudley Group of Hospitals
Shrewsbury and Telford Hospitals

2. MINUTES OF THE MEETING HELD ON THE 3rd JUNE 2009

All agreed the minutes as an accurate record.

3. MATTERS ARISING

There were no matters arising.

4. WEST MIDLANDS SHA

Investing for Health – Maternity and Newborn Update

Meetings were held by both of the Care pathway Groups. SJ attended the Maternity Care pathway Group meeting. Following the meetings the SHA have produced the 'FIRST STEPS' document, which will be circulated with the minutes. The deadline for comments on the document was the 25th September.

SC

5. MATERNITY NETWORK UPDATE

SJ gave a presentation, to be circulated with the minutes. SJ thanked RM and Sarah Blackburn for their support. Gursharan Rai commenced in post as the new Maternity Network Co-ordinator at the beginning of October.

SC

A Perinatal Education Event and Stakeholder Day will be held on the 13th November, a flyer advertising the event will be circulated shortly.

SB

Workforce Group

Continuing to look at the EWTD and the need for more junior doctors within the Network in order for units to be compliant. A suggested solution would be to reduce the number of consultant led maternity units in the Network from six to four. The Newborn Network has been invited to attend

the next meeting in order to discuss the suggestion.

IUT Service User Assessment Project

An application for ethical approval is being submitted in October. The project should be completed by Summer next year. Collection of data regarding the outcome of all IUT's in the network is ongoing.

6. NETWORK STANDARDS ASSESSMENT QUARTERLY PROGRESS REVIEW – TRUST'S AND NETWORK STATUS TABLES

RM gave a presentation comparing June and September overall test status in order to identify the changes. More questions have been answered, however 6% remain unanswered. The Board discussed the difficulty neonatal units have in answering maternity questions and the need to get the Maternity Network on board in order to answer all the questions. RM to look at the tests which have been answered as unmet to check for common and different areas between each Trust and provide an update at the December Board meeting.

RM

7. COMMISSIONING NEWBORN SERVICES UPDATE

WMSCT Update

Carol Cooper, recently commenced in post as Finance Manager for Newborn Services and provided the Board with an update. There is recurrent funding to expand cot capacity in 2009/10 in order to reduce the number of babies going out of region. An additional bed is being commissioned at BWH from the beginning of October to facilitate neonatal surgery being performed in region.

AS clarified that the majority of babies transferred out of region are to receive surgical care. RM to collect activity data regarding transfers out of the network from the NTS.

RM

Network Proposal for 2010/11

The proposal is centred around the need to improve data quality, the results of the network funded project looking at this will be available in November. The results will then inform any future changes. AS said that the results so far showed that the units with the most reliable data were those where the data was collected daily and where there was an identified clinical data champion. The Board agreed the proposal.

8. FINANCE

Network Budget Briefing Paper

There has been some slippage on the infrastructure budget due to maternity leave, however all other budgets are on track to fund the relevant projects.

9. PANDEMIC INFLUENZA

Regional Plan and Update

AS felt that it was important that the plan was simple to apply. The length of the document does not reflect this, as it includes triggers and escalation processes. Jane Taylor at the SHA is not completely happy with the document and has asked for some amendments to reflect the need for mutuality with other services such as maternity and paediatrics. The Board discussed the need to include a plan for the care of the babies who will not be admitted to the neonatal units if the escalation plan is required to be put into force. Designation of units was mentioned and whether this would change at any point due to the escalation process. AS volunteered to be contact for the SHA. JC thanked everyone who worked on the document.

AS

10. NETWORK PROJECT GROUPS UPDATES

Helping Hands Support Group

The pilot has now come to an end. RM circulated the draft pilot report. The group is continuing at UHNS following the pilot period and dates have been set for the remainder of the year. The group was nominated shortlisted for a staff award at UHNS. Therapists and other health professionals have provided a huge amount of support to the group and are committed to support the group within their existing commitments. The network would now like to expand the idea across the other units in the network. Stafford already has a similar support group in place which Helping Hands was modelled on.

Equipment Group

The group need to complete visits to Trusts for each to provide commitment to the telemedicine project and to discuss options for funding the project. Once commitment is gained from each Trust the group is to submit a bid to the SHA Innovation Fund for telemedicine equipment.

Guidelines Group

The 2009 edition of the guidelines has now been finalised and the launch is to take place today with A4 folders being distributed to each unit. The books have yet to be printed but will be given to

units as soon as they are available.

RD&A Group

SD distributed a paper, to be circulated with the minutes The group are proposing to change their name and remit to include clinical effectiveness and guidelines. All agreed that the proposal needed approval from the Network Board. It was agreed that perinatal would be part of the groups remit. KP raised an objection to the expansion of the group as she was concerned that this was too big a remit for one group. It was agreed that neonatal be omitted from the group title. All agreed the proposal in principle. A joint meeting to be held with RDA and Guidelines in order to produce Terms of Reference for the group, these will then be brought to the Board for approval.

SC

The results of the network pain audit will be presented at a combined network education and audit event in February which will incorporate the annual audit competition. The summary results of the parent experience survey were presented to the Board. Unfortunately the number of responses is decreasing. The vast majority of responses are positive. It was agreed to stop using the current questionnaire as it is too lengthy. RM, Denise Kirby and Elizabeth Bromley are to produce a revised questionnaire. Once approved this will be commence from January 2010.

BLISS are asking Network Managers if they would like a national parent survey. The total project cost is £90,000 but BLISS are suggesting that each network provide £5,000, so far they have raised £60,000. If the network decides not to sign up we will not receive a copy of the report and may have to pay for a copy. The board agreed it would be useful to look at other networks and work with commissioners.

Newborn Transport Service (NTS)

The quarterly activity report is for the period July – September. The NTS performed 372 requests for transfers. 122 per month on average. 16.9% came from our network. 14.2% were refused, cancelled or deferred.

PICU at BCH launched a call centre for its dedicated transport team in September. A flow sheet has been produced to decide who transfers babies, PICU team or neonatal team. For small premature babies decided that the NTS should undertake the transport. NTS have produced a flow chart with RM, this has also been taken to the SWMNN Board. The Board discussed if the consultant caring for the baby has the final decision. The Board agreed the flow chart.

The new dedicated ambulance service has been in place since the 24th July and is working well.

A Transport Study Day is planned for 22 January 2010 and will be advertised shortly. ASk is looking at how SpR's can get involved and see how the team works. The stakeholder day had a yearly report on clinical incidents only 6% were in the serious category. Clinical incident reports meetings are now being held quarterly.

Workforce Development Group

A lot of good work has been undertaken around the Clinical Support Worker role and standardised documents. The Foundation Programme is continuing for new nurses employed by units in the network. The programme is for six months until the end of March. The group is having difficulty in addressing medical issues due to lack of medical input. The Board asked for medical representation to attend future meetings.

Breastfeeding Group

The induction package has been launched and is being used in all units in the network. The CD Rom produced by LJ and AS has been published, unfortunately there is only a discount for ordering 100 copies. GH to look into the possibility of purchasing at a reduced price.

GH

A study day is planned for next year. Medela have sponsored previous study days however the network cannot be associated with them anymore due to Baby Friendly requirements. GH will be chairing the group while LJ is on secondment.

Follow Up Group

The group have come to a final version of the proforma which has been passed to Clevermed to go into the Badgernet software. Once this has been put into Badgernet hopefully before the end of the year, the data collected will then be input by the network and an analysis of the results produced. The group have now agreed to meet less frequently.

Resuscitation Group

Not enough maternity colleagues are being encouraged to access NLS course. DR will ask the group at the next meeting if they want to disband as the group has met its original objectives. Further objectives have been set as part of the Network Business Plan and therefore these will be reviewed by the group when deciding if there is a need to continue or not.

Dataset Group

Each Trust has received a letter from JC with the recommendation from the board that they all move to the Badgernet system for neonatal data collection, and the group is working on implementation of this.

Network Investment Strategy Team

AS agreed to be the Chair for the group. The group discussed the bids proforma, which has now

AS

been finalised and can be distributed. All bids will be judged in a standardised format. The group will score them against criteria. The group will meet to score bids in November.

11. NEONATAL SURGERY PROJECT UPDATE

The West Midlands Surgical Project Group meetings are held monthly which RM attends on behalf of the network. The last meeting was held at the beginning of October. A Lead Nurse has been appointed, initially her role will focus on ensuring staff at BWH are trained and able to care for the surgical babies which will be occupying some of their cots. The development of care pathways is ongoing. The Parent Information Leaflets are being circulated to units for comments.

12. NETWORK ROLES UPDATE

Recruitment of Parent Representatives

Two parents are interested in joining the network as parent representatives, Natalie Wood and Caroline Southall, both from the Black Country area. BLISS has undertaken the recruitment process and completed telephone interviews. RM will contact both of them to invite them to join as network parent representatives.

Network Manager/Lead Nurse Secondment

RM is going on secondment. Interviews were held to recruit an individual to take on the role during this time. Chris Thomas, Unit Manager at the University Hospital of North Staffordshire was appointed.

RM

13. BUSINESS PLANNING

Final Draft Network Business Plan 2009

The board agreed the network business plan for 2009.

14. ANNUAL REPORT

The board agreed the annual report.

15. DH/NHS NEONATAL TASKFORCE UPDATE

Regional Launch 23 November 2009

The aim of the launch event is to discuss the impact and implications on units and networks locally of the 'Principles of Neonatal Care'. A final version of the principles should be available shortly.

16. ANY OTHER BUSINESS

There was no other business.

19. DATES AND TIMES OF NEXT MEETING

The next meeting of the Board will be held on Wednesday 2nd December at 10 am until 12 pm in the Board Room at Dudley PCT, Kings House, Kings Street, Dudley, DY2 8PE.

Future meeting dates are:

Wednesday 3rd March 2010

Wednesday 2nd June 2010

Wednesday 1st September 2010

Wednesday 1st December 2010

All at the usual time of 10 am until 12 pm

SC

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

ACTION:	PERSON(S) RESPONSIBLE
The SHA 'FIRST STEPS' document to be circulated with the minutes	Sarah Carnwell
SJ presentation to be circulated with the minutes.	Sarah Carnwell
Perinatal Education Event and Stakeholder Day on the 13 th November flyer will be circulated shortly.	Sarah Blackburn
RM to look at the tests which have been answered as unmet to check for common and different areas between each Trust and provide an update at the December Board meeting.	Ruth Moore
RM to collect activity data regarding transfers out of the network from the NTS.	Ruth Moore
AS volunteered to be contact for the SHA.	Andy Spencer
A joint meeting to be held with RDA and Guidelines in order to produce Terms of Reference for the group, these will then be brought to the Board for approval.	Sarah Carnwell
GH to look into the possibility of purchasing the Breastfeeding CD Rom at a reduced price.	Gina Hartwell
AS to Chair the Network Investment Strategy Team	Andy Spencer
RM will contact both Natalie Wood and Caroline Southall to invite them to join as network parent representatives.	Ruth Moore
Arrange venues for future meetings.	Sarah Carnwell