

NETWORK BOARD MEETING

Minutes of the meeting held on
Wednesday 16th June 2010 at 10.00am
Dudley Clinical Education Centre, Russell's Hall Hospital, Dudley

PRESENT:

Alyson Skinner (ASk), Consultant Neonatologist
Anand Mohite, Consultant Neonatologist
Ann Clare, Matron for Maternity and Paediatrics
Babu Kumararatne, Consultant Paediatrician
Barbara Hodgkiss, Deputy Manager NNU
Carol Cooper, Finance Manager
Carol Guest, Administrative Secretary
Caroline Southall, Parent Representative
Chris Thomas, Clinical Nurse Manager NNU
Dawn Homer, Unit Manager
Gail Fortes Meyer, Assistant Director
Jon Crockett (Chair) (JC) Chief Executive
Julie Ebrey, Parent Representative
Kate Palmer, Consultant Paediatrician
Lynsey Clarke, Practice Educator
Melody Bridges, Commissioning Manager, Specialised
Children's Services
Pam Smith, Matron Paediatrics and Neonates
Ruth Moore, Network Manager
Sanjeev Deshpande, Consultant Neonatologist

APOLOGIES:

Alison Moore, Consultant Neonatologist
Andy Spencer, Network Lead
Anne Chatfield, ANNP
Doreen Humphries, Senior Nurse Manager NNU
Gina Hartwell, Senior Nurse Manager SCBU
Jo Cookson (JCK), Practice Educator
Sue Gough, Parent Representative

Wolverhampton/Walsall
Dudley Group of Hospitals
Walsall Manor Hospital
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
WMSCT
Newborn Network
Parent Representative
University Hospital of North Staffordshire
Royal Wolverhampton Hospitals
WMSCT
Wolverhampton City PCT
Parent Representative
University Hospital of North Staffordshire
Newborn Network
WMSCT

Dudley Group of Hospitals
Newborn Network
Shrewsbury and Telford Hospitals

Telford and Shrewsbury Hospitals
Newborn Network
Mid Staffordshire General Hospital
Walsall Manor Hospital
Mid Staffordshire General Hospital
Newborn Network
Parent Representative

ACTIONS

Introductions were made around the table.

2. MINUTES OF THE MEETING HELD ON THE 25th FEBRUARY 2010

All agreed the minutes as an accurate record.

3. MATTERS ARISING

There were no matters arising.

4. DH TOOLKIT FOR HIGH QUALITY NEONATAL SERVICES

CT gave a presentation on benchmarking the network against the eight key principles in the DH toolkit; CG will circulate this with the minutes. A draft discussion document was circulated with the board meeting papers. CT would like to thank all those involved with this. The board agreed the proposed recommendations. It was agreed to ask the R, D&A Group if they would take on clinical governance issues, if not, the possibility of a separate sub group will be looked at.

JC pointed out that each unit has responsibility for its own clinical governance arrangements and anything that the network does needs to add value to this. As a network we want to help to get the best from the available services and look at what we can do to help the units. JC thanked CT and the units for their hard work on this.

RM is writing to the Caldicott Guardians in each Trust to ask for the network to have access to their neonatal data on the Badger System to run network reports.

5. WEST MIDLANDS SHA

West Midlands Perinatal Network

A West Midlands Perinatal Network is being set up. The purpose letter and the Trinetwork's response were circulated with the board meeting papers. CT has met with Julie Grant at the SHA regarding this and Julie Grant is attending the next Trinetwork Meeting to be held on the 26th July to discuss this further with the Newborn Networks.

CG

RM / CT

6. NETWORK STANDARDS ASSESSMENT UPDATE

Quarterly Progress Review

RM and CT met with the software developer to make minor changes, these are currently being worked through. 75% of tests have been met, RM thanked everyone involved.

Maternity Network engagement was discussed and it was agreed that a Maternity Network representative is needed. RM / CT to contact Simon Jenkinson regarding working with maternity colleagues in each unit to complete the maternity information.

RM and CT will visit the units again to show them how to use the system and the added functionality.

RM / CT

RM & CT

7. NETWORK INVESTMENT STRATEGY

Network Investment Priorities Update

The recommendations agreed at the last board meeting have been fed back to the WMSCT with the proposals. An additional five million pounds has been put into contracts this year to pay for the increased activity in neonatal services and this has been paid directly to each individual Trust by the WMSCT. The WMSCT expect that Trusts will implement any identified service developments using this additional funding. PS reported that this is the case at Dudley. Some units were having difficulty in locating the additional funding, GFM advised them to clarify this with their director of finance and if required, evidence can be supplied by the WMSCT that this has been paid to the Trusts.

JC summarised that increased funding has gone into neonatal services through the contracting process reflecting increased activity rather than through the network process for identifying priorities for funding in neonatal services. JC apologised that the funding process had changed during the year.

8. FINANCE

The bids budget has been removed as the projects it was funding have been completed. The amount of funding being allocated to the network this year is the same as last year. The pay budget was inflated last year due to cover required for maternity leave within the network team. There is maternity leave again this year and although there is £26,000 less in the pay budget this year both educators returned part time from maternity leave last year and therefore there is funding available for a part time secondment post for a practice educator to cover for a year. RM / CT will advertise this secondment opportunity.

RM / CT

Unfortunately, there is no recurrent funding for the Maternity Network; however, there is some funding carried forward from last year to fund part time secretarial support. GFM asked why the Newborn Network was funding the Maternity Network as the funding mechanism is different. JC identified the Newborn Network valued the close relationship with maternity services which is essential for the success of the Newborn Network and that to date we had been unsuccessful in attracting recurrent funding from other sources. RM and CT will continue to work with Simon Jenkinson to secure continued funding for the Maternity Network.

9. COMMISSIONING NEWBORN SERVICES UPDATE

The WMSCT is working with all West Midlands Newborn Networks regarding designation. There will be designation visits to units held in the autumn to discuss the process. Baseline information will be obtained from the units prior to the visits. It was mentioned that the GAP analysis will be helpful with designation.

10. LEAD CLINICIAN TERM OF OFFICE

The Network Lead Clinician term off office concludes at the end of June 2010. A paper with two options on how to take this forward was circulated with the board meeting papers. JC asked the board which option to pursue and the board agreed option 2, invite expressions of interest in the lead clinician role from senior clinicians working within the SSBCNN. RM / CT to take this forward. AS will continue as Network Lead Clinician until agreement is made / Lead Clinician appointed.

RM / CT

11. BUSINESS PLANNING

Review of Progress 2009/10

This has been reviewed and most objectives have been completed and those that haven't will be carried forward to this year. Some sub groups have completed their review of progress and this has been included, RM will add the groups that are outstanding once she receives them. Progress has been made as in previous years. JC thanked everyone.

Jamboree Event Key Points

An action from the facilitated workshops of all six units was to hold a network wide event celebrating the key achievements of the network over the past five years. The Network Jamboree

was held in February 2010 and the top three achievements were agreed as Transport, Helping Hands and Education. In the afternoon of the Jamboree delegates were asked to discuss what the drivers were for the next five years and were given five key categories to look at using the QUIPP agenda. The outcome and ideas from the day have been used to formulate the business plan 2010/11.

Draft Business Plan 2010/11

This was circulated with the board meeting papers. This will be based on meeting the QUIPP and CQUIN agendas.

There is a change with regards to the sub groups. The Resuscitation Group has completed its objectives. The Resuscitation Group will meet once this year and then as and when required. The Equipment Group will meet twice a year in future or as and when required. The Parent Representative Sub Group has been added. The R, D&A Group will be asked to look at quality initiatives as an idea from QUIPP and will be asked to look at their remit and objectives.

The sub group's objectives this year will include work streams from the Network Jamboree and the QUIPP agenda. The board agreed this draft business plan. A two week period will be given for board members to review this business plan and send any comments to CT. It was mentioned this business plan has to be in line with the West Midlands objectives. JC thanked everyone.

12. MATERNITY NETWORK UPDATE

Unfortunately, there is no recurrent funding for the Maternity Network; however, there is some funding carried forward from last year to fund 15 hours a week secretarial support. The Maternity Network will continue to work on meeting their objectives in this year's business plan. The Maternity Network are publishing the first edition of their Obstetric Guidelines book and are hoping to launch this on the 15th October at their Stakeholder and Perinatal Education Event. CT met with Julie Grant at the SHA regarding what the West Midlands Perinatal Network will look like with maternity involved. The Maternity Network have got costings for the Badger Maternity System and Simon Jenkinson will visit the midwifery leads in July regarding this.

13. NETWORK SUB GROUPS

Equipment Group

A Multidisciplinary Ventilation Study Day will be held on the 22nd June 2010 and is oversubscribed. If anyone who has a place on this day is unable to attend please let the network office know.

A bid has been put into the West Midlands Innovation Fund for telemedicine.

The Equipment Group have agreed to meet twice a year in future.

Workforce Development Group Update

The group thanked RMM for acting as Chair whilst LC was on maternity leave. CT is taking over as the Chair of the group as LC will have a large workload whilst JC is on maternity leave.

The Terms of Reference for this group state that the group must involve neonatal medical and nursing staff, however, there has been difficulty in obtaining medical representation on this group, possibly due to the fact that the agenda is mainly based around nursing issues, and that there are a number of obstacles preventing medical staff from affecting change as they are governed by the Deanery decision making processes. The group agreed (with agreement from the Network Board) to re-focus this group into a Nurse Workforce Development Group / Senior Nurse Sub Group that could take medical workforce issues through when appropriate. It was suggested to have one overall medical representative as and when required. The board agreed this. SD offered to advise in the group.

Guidelines Group Update

The group met in May. Copies of the 2009-2011 edition of the Neonatal Guidelines Book have been distributed to the units. RM will advertise an opportunity for a member of staff in one unit in the network to assist with the survey of users of the 2009-2011 edition of the Neonatal Guidelines in the units in the network and feedback to the group.

The group will now start reviewing existing guidelines and adding topics for the next edition of the Neonatal Guidelines at the end of 2011. The group is also working on network parent information leaflets that are required with assistance from the network parent representatives.

R, D&A Group

The group will meet next week and will start to focus on quality of patient safety.

Joint Transport Group and Newborn Transport Service

ASk fed back the data for the year 2009-2010 with activity up 12% from the previous year, 23% of requests were made from this network, overall 29% response rate for activity. There is a full report on this available.

ASk gave an update on activity for the quarter January–March 2010 with 106 requests, response for 24% of activity, 86% network refusals, 5% of total number of requests.

There will be a new monthly activity report produced in a different format. RM requested that the

RM

number of transfers out of the network (not for surgery) be shown on this new monthly report. The operational policy has been redone and will be circulated soon.

The report on activity for 2008-2009 will be presented soon.

A new consultant has been appointed to the transport team and will commence in post next year.

A Transfer Service Study Day will be held on the 29th September 2010 and the information will be circulated soon.

Breastfeeding Group

This was deferred to the next board meeting as there was no representation from the Breastfeeding Group to give an update.

Parent Representative Sub Group and Helping Hands Support Group Update

The group is trying to set up two more Helping Hands Support Groups, one at the GEM Centre in Wolverhampton and the other at Royal Shrewsbury Hospital. CT will hold discussions with the appropriate people regarding this. The group is keen for these to be set up and feel there is a structure for this.

Follow Up Group

The group met in May. Sarah Carnwell, Network Administrator is currently entering 2 years worth of retrospective data into the Badger System and will see what the report will look like. Feedback will be given to the units soon. The issue with no 2yr follow up assessment information from Walsall Manor will be looked at again.

CT

14. PARENT EXPERIENCE NATIONAL SURVEY

The Picker Institute are hosting the BLISS National Parent Survey and are hoping to launch this in August. The Picker Institute require the name and contact details of the person in each unit who will be collating patient's details, units to contact the Picker Institute with this information before the end of June. Agreement has been received from the Caldicott Guardians in all six Trusts. There are 22 networks involved in this.

Senior Nurses

15. CMACE ANNUAL PERINATAL MORTALITY REPORT 2008 UPDATE ON NETWORK'S POSITION

RM has the draft report. The network is not an outlier this year and it was agreed that the data will be useful. Concerns with the way the data is presented in this public report have been fed back to CMACE again. There is a plan to discuss with the R, D&A Group the possibility of them taking on reviewing perinatal mortality in the network.

16. NICE NEONATAL QUALITY STANDARDS

The National Institute for Health and Clinical Excellence (NICE) has been commissioned by the DoH to produce quality standards. The first draft of the specialist neonatal care quality standard was on the NICE website along with a consultation period for comments and questions. CT and KP met with Chris Connell, Implementation Consultant for the West Midlands from the NICE Quality Standard Specialist Neonatal Care, on the 21st May with comments received from the network. There are currently 15 draft standards which are intended to be refined to 8-10 eventually.

17. ANNUAL REPORT AND AGM

RM has e-mailed the senior nurses asking for their activity data for the annual report. The Network AGM will be held along with the Network Care Pathway and Stakeholder Event on the 27th September. The annual report will be presented at the next board meeting to be held on the 22nd September. Could those who need to supply data to be included in the annual report please forward to RM / Sarah Carnwell asap.

Senior Nurses & Sub Group Chairs

18. CARE PATHWAYS AND STAKEHOLDER EVENT

Elizabeth Bromley has completed four out of six visits to the units. CT, RM and AS met with Elizabeth Bromley to discuss progress and agree actions required ahead of the Network Care Pathway and Stakeholder Event to be held on the 27th September that will be facilitated by Ken Tooze. It is hoped that draft documents will be ready for then; these will be updated and circulated soon. CT, RM and AS will meet with Elizabeth Bromley on the 09th July to take this forward.

19. PIP / KEELE UNIVERSITY PhD STUDENT STUDY COMPARISON PIP AND SSBCNN

Partners in Paediatrics (PIP) in conjunction with Keele University have put in a bid for funding for a doctoral research project to compare a mandated network (SSBCNN) with a voluntary network (PIP) and would like the network to be involved. If funding is approved a detailed research proposal will be written with involvement from the network. The board agreed to be involved with the study.

20. ANY OTHER BUSINESS

Location of Care Field in Badger System

The WMSCT mentioned that the location of care field in the Badger System is not being completed every time and asked the units to start completing this and if the PCT is not known could they please find out, however, it was mentioned that it is not possible for the units to find this information. The person at the WMSCT who asked for this to be raised at the board meeting to please contact CT.

Review of the Perinatal Institute

An Independent consultancy is carrying out a review of the Perinatal Institute on behalf of the WMSCT and would like names of people to contact in the network. The consultancy company have already arranged for this to be discussed at the Trinetwork Meeting to be held on the 26th July.

21. DATE AND TIME OF NEXT MEETING

The next meeting of the Board will be held on Wednesday 22nd September 2010 at 10.00am in Room F, NHS Telford and Wrekin, Halesfield 6, Telford, TF7 4BF.

WMSCT

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Wednesday 16th June 2010**

ACTION:	PERSON(S) RESPONSIBLE
CG to circulate the presentation CT gave on benchmarking the network against the eight key principles in the DH toolkit, with the minutes.	CG
RM / CT to ask the R, D&A Group if they would take on clinical governance issues.	RM / CT
RM / CT to contact Simon Jenkinson regarding working with maternity colleagues in each unit to complete the maternity information in the standards assessment tool.	RM / CT
RM and CT to visit the units to show them how to use the standards assessment tool and the added functionality.	RM & CT
RM / CT to advertise the secondment opportunity for a part time practice educator to cover for a year.	RM / CT
RM / CT to invite expressions of interest in the lead clinician role from senior clinicians working within the SSBCNN.	RM / CT
RM to advertise an opportunity for a member of staff in one unit in the network to assist with the survey of users of the 2009-2011 edition of the Neonatal Guidelines in the units in the network.	RM
CT to hold discussions with the appropriate people regarding setting up two more Helping Hands Support Groups at the GEM Centre in Wolverhampton and at Royal Shrewsbury Hospital.	CT
Senior Nurses to contact the Picker Institute with the name and contact details of the person in their unit who will be collating patient's details, before the end of June.	Senior Nurses
Senior Nurses and Sub Group Chairs to supply the data to be included in the annual report to RM / Sarah Carnwell asap.	Senior Nurses & Sub Group Chairs
The person at the WMSCT who asked for the location of care field in the Badger System to be raised at the board meeting to please contact CT.	WMSCT