

Education & Workforce Development Group Meeting	
Tuesday 09 October 2018 at 12.10 pm	
Room A, Telford Education Centre, Princess Royal Hospital, Telford	
Notes and Actions	
	<p>Present: Carol Mee, Practice Educator – Walsall Hospitals Jo Cookson, Practice Educator – SSBCN ODN Jo Gregory (Chair), Clinical Nurse Educator – University Hospitals of North Midlands Julie Marks, Unit Manager – Dudley Group of Hospitals Lisa Poston, Unit Manager – Walsall Hospitals Lynsey Clarke, Practice Educator – SSBCN ODN Maxine Vincent, Practice Educator Lead Nurse – Royal Wolverhampton Hospital Robin McMahan (RMcM), ANNP – Royal Wolverhampton Hospital Ruth Moore, Network Manager/Lead Nurse – SSBCN ODN Sam Davies, Unit Manager – Shrewsbury and Telford Hospital</p>
2.	<p>Apologies: Gina Powell, Senior Sister – Shrewsbury and Telford Hospital Alia Hussain, Regional Coordinator – Bliss Charlotte Yale, Matron – Walsall Hospitals Karen Anderson, Matron – Dudley Group of Hospitals Julie Plant, Senior Matron – Royal Wolverhampton Hospital Sally Haycox, Ward Manager Neonatal Unit – City Hospital, Birmingham Heather McMaster, ANNP – University Hospitals of North Midlands Lynn Keilty-Woolcock, Unit Manager – University Hospitals of North Midlands Lisa Wood?</p>
	ACTION
3.	<p>MTI SCHEME UPDATE There was no update on this as Asha Shenvi was unable to attend the meeting.</p>
4.	<p>MINUTES OF THE MEETING HELD ON THE 11 JULY 2018 Outstanding actions to be done:</p> <ul style="list-style-type: none"> • LC to visit Birmingham City Hospital to see what their Foundation Programme entails compared to ours and see whether they could run their Programme 6 months apart from ours. • CG to put 'review equipment with bar codes on labels for breast milk storage developed by Sterifeed for potential use in the Network' as an item on the next Equipment Group Meeting agenda.
	LC CG
5.	<p>MATTERS ARISING Leicester Simulation Debrief Courses There was no update on this as CH was unable to attend the meeting.</p>
6.	<p>TRAINING AND EDUCATION Foundation Programme Update LC and JC have not received assignments from all the nurses and their presentation of assignments was postponed due to this. <i>The proposal going forward for the presentation of assignments for the cohort that has just finished and future cohorts is to split the nurses into two groups, the ones that have submitted will be asked to attend the next Education & Workforce Development Group Meeting and the ones waiting to submit to attend the following meeting.</i> <i>There was a discussion regarding getting disclaimer forms signed due to the new GDPR rules.</i></p> <p>Next Foundation Programme Update The next cohort will commence in November, there are currently 12 nurses undertaking the Programme, potentially 13, however, one nurse has transportation issues, <i>MV to liaise with LP regarding whether any of the nurses New Cross could give this person a lift.</i></p>
	LC LC MV

	<p>LC will contact the unit educators regarding helping with the Foundation Programme study days.</p> <p>It was mentioned that as the new cohort for the Foundation Programme is February and the new cohort for the PFNIC Course is September that this upcoming Foundation Programme will throw the timings of these out. There is potentially funding for the QIS course places. Unit managers to let LC know what they require for when the next courses take place.</p> <p>Foundation Programme Course Evaluation LC is currently writing this up and will feedback at the next meeting the outcomes and recommendations from the evaluation. CG to circulate with the agenda.</p> <p>PFNIC Course Update The last course has finished and the new course has now started. The importance of mentorship support was mentioned as there were issues during the last course; JC has done flyers on how to contact her, unit managers/unit educators to put these up on the units so mentors know how to contact JC. The new course is the first time that students can do level 6 or level 7. JC is currently trying to sort the clinical placements. JC to send the dates to the unit managers and unit educators asap.</p> <p>Supporting the Sick Neonate Course Update The last course was held on the 20 September and was opened out for experienced nurses to attend; however, not many of the nurse places were taken. LC mentioned how beneficial the course was to the nurses that did attend. The next course due to be held on the 15 May will accommodate the PFNIC students and the following course due to be held on the 08 October will be opened out to nurses across both SSBC and SWM. LC will try to obtain full funding for 12 places from the equipment companies that support the day with their equipment, LC will write to them. As there are more than 12 units across both Networks, if we get more than 12 nominations, in order to make it equitable, it was suggested to ask the nurses who would like to attend to write a paragraph on why they want to do the course or the unit managers could identify who they feel would benefit from the course and write a paragraph on why they want them to go on the course, it will then be decided by criteria who gets the places.</p> <p>Post Mortem Consent Training Web Based Package Update This is currently progressing; some recording was done last week with the Birmingham Pathology lab, JC and AS will meet and edit some of this on Friday. JC and AS are going to Edinburgh at the end of October to meet a consultant pathologist who has done an animated video on how to communicate with parents to discuss post mortem consent and is happy for us to use it, then it will hopefully be in a position for it to be uploaded onto an e-learning portal and get it launched.</p> <p>ANNP Training Requirements New Cross has sent an ANNP on the Southampton course. New Cross are looking at other providers in the country who do the course that could take some of their ANNP's that are not ready academically. Stoke have also explored other courses due to the Southampton one being so far away.</p> <p>Training for QIS Staff The SaTH band 6 competency document was circulated with the agenda. Stoke have got a new band 6 competency document, and Dudley have a band 6 competency document. Unit educators to meet to look at these, CG to put this as an item on the agenda for the next meeting. Stoke has implemented QIS training days.</p> <p>Unit Run Study Days Update Wolverhampton – Will hold a Ventilation Study Day in May 2019, MV to book a room and let the Network know the date and venue. The Senior Nurses Study Day will be held on the 30 October at the Telford Education Centre.</p>	<p>Unit Managers</p> <p>LC CG</p> <p>JC</p> <p>LC</p> <p>CG</p> <p>MV</p>
7.	<p>NETWORK NEONATAL UNIT STAFFING AND ACTIVITY The Group looked at the Badger report circulated with the agenda. SD will check her figures. Stoke have had 16 new starters.</p>	SD

	<p>Neonatal Service Workforce Plans</p> <p>RM suggested that it would be helpful for each unit to share their workforce plans with each other. Dudley have recruited to the Trainee Nurse Associate (TNA) role. Stoke have two Nursing Associates starting, one going to Keele Uni and one to Staffs Uni. Working solely within W&C with work in maternity services being used towards their adult hours. After 12 months they are a band 3, and after 2 years with successful completion of the course they move to a band 4. The Trust have yet to approve a generic job description.</p> <p>MV at Wolverhampton has a generic TNA job description however in terms of workforce looking to recruit band 3 support workers.</p> <p>Walsall have a generic TNA job description and recruited one person however she only completed the first year of the course. LP has just recruited a person who has moved from the Children's Ward to the NNU who has recently completed the TNA course and will be starting on a band 4.</p> <p>All TNAs are guaranteed a job on completion of the course. Stoke are uplifting the band 3 posts to band 4 and losing the band 2 posts. They will be able to give medications but not IV antibiotics. Not able to do cannulation. Equipment Group advocate prefilled saline syringes which is a medical device and not a drug, this is how paramedics used to do this until paramedic prescribing came in.</p> <p>Dudley do supplement the course with specific neonatal training in-house to top up the theory. Stoke agreed they would be doing the same. <i>RM suggested Network wide additional training could be put on, if everyone agreed the standards/competencies required, CG to put as an agenda item for the next meeting.</i></p>	CG
8.	<p>IMPROVING FAMILY CENTRED CARE UPDATE</p> <p>Bliss Baby Charter Audit Progress Update Alia Hussain's update was read by the Chair. <i>JM to e-mail Alia Hussain with an update on progress on the second Baby Charter Audit.</i> <i>Sarah Carnwell is contacting City Hospital to take forward the Baby Charter on their unit.</i> <i>LP to e-mail Alia Hussain with an update on progress on the second Baby Charter Audit.</i> <i>SD to submit audit for Telford.</i> <i>CG to put Alia Hussain on the distribution list for this group and send an invitation to her for the next meeting.</i></p> <p>Developmental Care Group and Implementing Family Integrated Care Update CG invited the nurses that attended the Bliss FINE training in September last year to the next meeting to feedback what they learned, however no responses were received. Katy Edwards has taken on the FIC from Amber Evans at Stoke and is booked to attend the training this year and will feedback once she has attended. <i>Unit Managers to ask staff that have attended the FINE training to attend the next Developmental Care Group meeting to share what they learned.</i></p> <p>RM confirmed that the Developmental Care Group are taking forward Family Integrated Care therefore it is important that the right people attend the meetings.</p> <p>Parent Passport "Our neonatal journey" Update RM asked for feedback from parents. CM explained that it is now taken out of the red book and put back in on discharge. Goes in folder at end of bed with discharge planning list, and the parents have access to this, this has meant that both staff and parents are completing the parent passport a lot more. RM thanked for the suggestion and asked other units to share their ideas.</p> <p>Parent App Significant changes are required to the app given the changes in configuration of the Networks with City joining our Network and the potential change to a WM wide ODN, therefore Sarah Tranter and Sarah Carnwell are going to work to produce a</p>	<p>JM</p> <p>Sarah Carnwell</p> <p>LP</p> <p>SD</p> <p>CG</p> <p>Unit Managers</p>

	<p>WM wide app. Sarah Tranter will be getting quotes from App developers, and Sarah Carnwell will be contacting unit managers to confirm the information for their unit is correct. This will be an information only app, as we only received six parents feedback in the lifetime of the previous app.</p> <p>Neonatal BFI Standards – Network Project Update</p> <p>JC has got sign off from the Board at the last meeting. Need designated people on units to take this forward and have the time to attend the training in order for this have the impetus it needs. JM has someone attending the two day training however she has not attending the Feeding and Nutrition Group meeting. JC asked for contact details in order to provide peer support and share the cascading of training across the Network between all the units in order that it is not so onerous a task. RM is aware staffing is an issue however Hayley has three hours a week and has achieved a significant amount on the unit in that time. RM suggested thinking about giving existing staff additional hours for a 12 month period to support the project. The Network does have some non-recurrent funding available which could be used to support funding bids/business cases from units to support the project. SD explained that Hayley has been working closely with Sandra, Infant Feeding Co-ordinator, who has very little time allocated to the NNU, they have worked really well together. Hayley has been doing guidelines, standards and audit mainly and taught on the neonatal training day for all staff, to get everyone updated. Last year, Sandra increased the amount of training for all staff to 3 hours in order to give all staff a refresher. SD explained that it is about working with others on the unit even though that one person only has three hours. The proposal needs to go to the December meeting. RM stated that units would have to pay the accreditation costs, however the Network could fund backfill and training cost. JC to cost up 3 hours a week for a band 6 for each unit in the Network for 18 months and the BFI two day train the trainer course cost. The BFI are going to do the assessments at a reduced cost if all units in the Network applied for the accreditation. JC to find out the cost of the assessment. RM suggested units use charitable funds in order to fund the assessment.</p>	JC JC
9.	<p>STANDARDISING NURSING GUIDELINES</p> <p>Pain Assessment Tool</p> <p>JG has e-mailed contact but had no response. JG brought pain assessment tool used at Stoke. CG to circulate with the minutes. Tool depends on gestation and age of baby. LP to forward tool used at Walsall to JG. All agreed scored on observation charts and action taken put in notes, similar to skin score. All to e-mail JG with tool used on their unit if different to the one circulated with the minutes.</p> <p>Music therapy, skin assessment and cup feeding to be removed by CG from the next agenda.</p>	CG LP All
10.	<p>PATIENT SAFETY LEARNING FROM INCIDENT REPORTS</p> <p>CG circulated to the Group with the agenda. Infrastructure, medication and treatment had the highest scores. Only one severe harm around treatment which was a longline insertion issue. Five moderate around medication and drug checking process failures. Five around no tissue viability check undertaken. RM thanked all for reporting incidents to the Network and reassured that few moderate/severe incidents. All to share learning across the Network when RCA reports are received by units. In order that this can be cascaded anonymously across the Network.</p>	All
11.	<p>ANY OTHER BUSINESS</p> <p>National Baby Loss Awareness Week</p> <p>JC informed the Group that Sands have developed a national bereavement care pathway including neonatal death good practice point which is available on their website. All to make staff aware to direct parents who have suffered a bereavement to the Sands bereavement app which has questions and answers for parents in order to support them.</p> <p>World Prematurity Day</p> <p>All to provide Sarah Carnwell with photos of events on units.</p>	All All
12.	<p>DATE AND TIME OF NEXT MEETING</p> <p>CG to arrange a date, time and venue as JG not available on the 24 January.</p>	CG