

<b>Follow Up Group Meeting</b>	
<b>Wednesday 27<sup>th</sup> July 2016 at 10 am</b>	
<b>Teleconference</b>	
<b>Notes and Actions</b>	
<b>1.</b>	<p><b>Apologies:</b>  Mel Sutcliffe – Royal Wolverhampton Hospitals  Julia Uffindell – University Hospital of North Midlands  Dorothy Wilson – Royal Wolverhampton Hospitals  Lynn Keilty-Woolcock – University Hospitals of North Midlands  Sarah Nicklin – Walsall Manor Hospital  Jo Cookson - SSBC Newborn Network  Sarah Brackwell – Royal Wolverhampton Hospitals</p>
	<p><b>Present:</b>  Sagarika Ray – Princess Royal Hospital, Telford  Ruth Moore, Network Manager/Lead Nurse - SSBC Newborn Network  Sarah Carnwell, Network Administrator - SSBC Newborn Network  Chrisantha Halahakoon, Consultant Neonatologist, Royal Wolverhampton Hospitals (Chair)</p>
<b>2.</b>	<p><b>Minutes of the 26<sup>th</sup> November 2016</b>  Agreed</p>
<b>3.</b>	<p><b>Matters Arising</b>  None</p>
<b>4.</b>	<p><b>Data Collection Update</b>  <b>Current Bayley Data –</b>  RM got permission for anonymous data download from all units in the Network. <b><i>RM to ask Lauren Cotterell at Badger to run the exact same report that we previously used.</i></b>  Joint appointment with our network and the SWMNN Data analyst starts in post at the beginning of September, Mudassar Dawood. RM will take forward the analysis of the data with him, Chrysantha and her husband.</p> <p>SR explained that she is undertaking the Bayley assessment, currently done 9, with no DNA's as yet. Need to identify the numbers for the year, in order to see how many babies it will be.</p>
<b>5.</b>	<p><b>Health Visitor Collection of Data for those babies that DNA</b>  <b><i>RM to ask Russell's Hall Hospital to identify Follow Up Lead, as Tilly Pillay no longer undertaking Bayley assessments. SC to ask Sarah Brackwell to identify her equivalents in the other areas/units in the Network.</i></b> CH identified that data does not always make it on to the Badger system therefore it appears the child has DNA'd when they have attended. Internal processes need to be improved in order to make sure the data is on the system. The children that DNA should be identified to HV for them to provide the Ages and Stages data for those children. Invite Sarah Brackwell and colleagues to next teleconference. <b><i>CH to e-mail SC template letter currently used to send names of children identified as requiring Ages and Stages data.</i></b></p>
<b>6.</b>	<p><b>Parent Survey Responses</b>  Results from the responses received have been collated and circulated with the agenda. Parents identified difficulties with twins, in finding a sitter for the other twin, the majority of parents were satisfied and find it useful. Remove from agenda and will possible review in the future.</p>
<b>7.</b>	<p><b>What NNUs Can do to Develop Immature Brains</b>  The literature review was circulated with the agenda. Identified physiotherapy, kangaroo care and sound/noise beneficial for babies over 28 weeks gestation. <b><i>Kangaroo care promotion to be taken forward by the Feeding and Nutrition Group. Sound/noise to be taken forward by Quality Improvement Lead starting at beginning of September and a nurse from the Development Care Group.</i></b></p>
<b>8.</b>	<p><b>Community Paediatric Follow Up Event</b>  Discussed at Education and Workforce meeting in April and <b><i>RM will take forward with Practice Educators at meeting in August to identify a timeframe.</i></b> Education event around outcomes for these babies with neonatal, Health Visitors and community paediatricians providing examples of case studies what happens to these babies as they grow and develop.</p>

	Sarah Nicklin has got some examples. Invite Sarah Brackwell to speak at the event. We could present the Bayley assessment data for the Network. We could invite a family from the original first cohort as the child will be 10 year old now.
<b>9.</b>	<b>Any Other Business</b> Discussed the role of Chair, once next report completed CH will step down.
<b>10.</b>	<b>Date &amp; Time of Next Meeting</b> Agreed to have ad hoc teleconference meetings as required by the Group in order to take actions forward.

**ACTION LOG – For the Follow Up Group Meeting held on Wednesday 27<sup>th</sup> July 2016**

<b>Decision / Action</b>	<b>Owner</b>
RM to ask Lauren Cotterell at Badger to run the exact same report that we previously used.	Ruth Moore
RM to ask Russell's Hall Hospital to identify Follow Up Lead, as Tilly Pillay no longer undertaking Bayley assessments.	Ruth Moore
SC to ask Sarah Brackwell to identify her equivalents in the other areas/units in the Network.	Sarah Carnwell
CH to e-mail SC template letter currently used to send names of children identified as requiring Ages and Stages data.	Chrisantha Halahakoon
Kangaroo care promotion to be taken forward by the Feeding and Nutrition Group.	Pat Bloor
Sound/noise to be taken forward by Quality Improvement Lead starting at beginning of September and a nurse from the Development Care Group.	Sarah Tranter Sarah Fullwood
RM will take forward with Practice Educators at meeting in August to identify a timeframe.	Ruth Moore