

JOINT NEONATAL GUIDELINES GROUP MEETING NOTES

Thursday 15 March 2018 at 10 am

NNU Resource Room, New Cross Hospital, Wolverhampton, WV10 0QP

		Actions
1.	<p>APOLOGIES: Ahmed Ahmed - Birmingham City Alyson Skinner - Walsall Bashir J Muhammad - Walsall Siva Sivakumar - Birmingham City Thiru – Leighton Kate Palmer (Chair) – University Hospital of North Midlands Julie Taylor – Russell’s Hall Hospital, Dudley</p>	
	<p>PRESENT: Ruth Moore – SSBC Neonatal ODN Vikranth Venugopalan (Chair) – Birmingham City Hospital Babu Kumararatne – New Cross Hospital Rob Negrine – Birmingham Women’s Hospital Kathryn McCarron - BCGP Via teleconference: Sagarika Ray – Princess Royal Hospital, Telford</p>	
2.	<p>MINUTES OF THE 24TH SEPTEMBER 2017 All agreed.</p>	
3.	<p>MATTERS ARISING <u>Next Edition of the Neonatal Guidelines</u> The Group agreed that the next edition should be West Midlands Neonatal Guidelines given that all three Networks (CNN Trusts are now part of SWMMN and SSBC) are working together. Sarah Tranter to give SC the contact details of the Guidelines Leads in order to add them to be added to the distribution list for the Group. ST has sent them the CDs of the guidelines. The currently guidelines are 2017-19. The Group discussed the need for the next edition to be 2020-21 to reflect the time period that they are in use. KM to take this to the BCGP Board. KM suggested that we need to start reviewing the Guidelines sooner as due to the increased number of guidelines the process takes a lot longer. KM would like to start in June. RM suggested asking the three services (Nuneaton, Warwick and Coventry) to review the guidelines and to highlight any which are significantly different to their own which they may like to review for the next edition, and/or any additional topics that they think should be included. RM, VV and KM to meet with the guideline leads, once identified, to explain the guideline process, prior to the review of the next edition. Updating guidelines can be done prior to review by this Group should BAPM or NICE introduce a new/change to a guideline, and any changes/amended guidelines be circulated via this Group to the guideline lead to implement in their unit.</p>	<p>ST</p> <p>KM</p>
4.	<p>FORMAL ADOPTION FORM The formal adoption form has been circulated to all Trusts. Currently only Walsall have responded, they are using all of the guidelines except three which they are using local guidelines; Difficult Airway/Intubation includes SOP which will be forwarded to the author for consideration in the next edition, Oxygen at Discharge and Neonatal Examination. There was a delay in sending the CD’s therefore the deadline for submission of completed forms has been extended. Telford is working on adopting the majority of the guidelines with only minor local amendment where required. RM asked all units to identify any additional topics as part of the process. SC to add Rob Negrine/Mathew Cawsey to be added to the distribution list for the Group. SC to e-mail the Group to confirm that the representative is the Guideline Lead for their unit and if not the contact details of the correct representative in order to add them to the distribution list.</p>	<p>SC/KM</p> <p>ALL SC SC</p>

5.	<p>USER SURVEY All agreed with a survey and all agreed questions. SC to put on survey monkey and send out in May for returns by the end of June.</p>	SC
6.	<p>ANY OTHER BUSINESS</p> <p><u>Printed Books</u> There was concern by the Peer Review Panels with having a printed book, as it cannot be updated and may not be consistent information. It was raised in four out of five of the units due to the difference in implementation, how linked with local procedures and how people access them. The books are there as a back-up in case of system failure. Badger have offered to put the Guidelines on Badger.net. City has a separate pdf on the intranet with links to local information/procedures. Birmingham Women's Hospital has there guidelines set out exactly like the book in the same order as a pdf with local changes highlighted in red, this is done by a local governance nurse specialist and only the governance team can make any changes.</p> <p><u>National Use of the Guidelines</u> RM suggested putting a presentation/poster to a BAPM conference/meeting. RN suggested data around how many guidelines have been adopted within how many units. SC has list of the individuals that have purchased the guidelines external to the network. Involving all the units in another region means managing the review process, therefore does the WM produce them and other services use them but have a mechanism to provide feedback but don't actually get involved in the writing/reviewing process. KM agreed that this process is used with the BCGP partners and works well. RM explained that other Trusts can access all seven of the guidelines produced by the BCGP as part of their subscription of £5,200, however in order to get all Trusts using the neonatal guidelines may need to look at a different funding model as they may not want all seven guidelines. All to make Obstetric colleagues aware of the obstetric guidelines if not already using in Trust.</p> <p><u>Chair</u> VV is now the Chair of the Group, following Birmingham City coming into the SSBCN ODN. Nominations to be requested from the SWMN ODN for Joint Chair. RN and SR both agreed to continue as Editors, and Kate Palmer.</p>	<p>ALL</p> <p>SC</p>
7.	<p>DATE AND TIME OF NEXT MEETING The next meeting will be held in July 2018.</p>	