

DEVELOPMENTAL CARE GROUP MEETING		
Wednesday 27 June 2018 at 10.00 am		
Lecture Theatre, Telford Education Centre, Princess Royal Hospital, Telford		
Notes		
		Actions
1.	<p>APOLOGIES: Aileen Sharp – KIDS/NTS Danielle Mace – Dudley Hayley Sargeant – Telford Navjit Saini – Walsall Sally Haycox – Birmingham City Hospital</p>	
1A.	<p>PRESENT: Erica Smith – Wolverhampton Helen Schubert – Dudley Katy Edwards – Stoke Lisa Gough – Dudley Lynsey Clarke – SSBCN ODN</p>	
2.	<p>MINUTES OF THE MEETING HELD ON THE 04 JANUARY 2018 All agreed.</p>	
3.	<p>MATTERS ARISING There were no matters arising.</p>	
4.	<p>DEVELOPMENTAL CARE STUDY DAY 24 APRIL 2018 EVALUATION The day evaluated very well, comments included that speakers were knowledgeable and that the lectures and workshops were relevant and well delivered. It was mentioned that future study days will require more team members to attend. The next study day will be held on the 15 January 2019, CG to book a venue. All to bring ideas for presentations/workshops and any thoughts on keynote speakers to the next meeting. Content of the study day and allocation of subjects/timetable to avoid overlap in presentation/content to be agreed at the meeting to be held in December.</p>	<p>CG All All</p>
5.	<p>CURRENT DEVELOPMENTAL CARE PRACTICE ON EACH UNIT Developmental Care Products Used in Each Unit The Group agreed to attempt to unify the Network in their choice of positioning aids/products. The Group discussed the value of auditing current practice and then re-audit following the introduction of new products, this would support the purchase of positioning equipment with valid and written evidence. LG has done this for her unit using the Comfort Scores available in the Network Guidelines as an audit tool and agreed to share this with the Group. In principal, a 'Network Order' would be cost-effective; however, all units are in need of new stock/products in the short-term and have ordered/are in the process of ordering new equipment. The idea of a 'Network Order' will be discussed in the next financial year. Product representatives will be invited with their equipment to the next meeting and an audit tool will be available for all members to use and evaluate each product, KE to formulate the audit tool. From these initiatives, the Group will be able to provide Network recommendations. CG to change this item to 'New Innovations to be Shared' on the agenda for the next meeting. Carefusion SiPAP Machine Training This item was not discussed.</p>	<p>LG KE CG</p>
6.	<p>CO-BEDDING OF TWINS GUIDELINE CG to contact Vicky Wykes at Telford to see whether she has managed to produce a guideline for the next edition of the Neonatal Guidelines.</p>	CG
7.	<p>WHERE IS EACH UNIT AT AGAINST THE DEVELOPMENTAL CARE GUIDELINES IN THE NETWORK NEONATAL GUIDELINES? LC informed the Group that ST was still covering for the Network Manager post in the</p>	

	SWM Neonatal ODN. LC to write to ST for an update.	LC
8.	CHEST PHYSIO This item was not discussed.	
9.	TERMS OF REFERENCE As Nicky Taylor has left the Network, the Group agreed to elect a new Chair, KE and LG agreed to Chair the Group jointly to enable representation at the Network Board meetings and to discuss the current focus of the Group and a plan to take the Group forward. The Group agreed to incorporate Family Integrated Care (FIC), CG to e-mail the unit managers to ask for names and contact details for their FIC representatives to add to the distribution list. KE and LG to amend the Terms of Reference to incorporate FIC and circulate a draft version for the Group to agree. All to think of a new name for the Group and send suggestions to CG. CG to circulate the word version of the current Terms of Reference to the Group to see if any items should be removed/new items added.	CG KE & LG All CG
10.	ANY OTHER BUSINESS Care of Siblings Helen asked members present if their units provide play facilities for siblings and this seems to be varied between units. It was agreed to discuss this further at the next meeting.	All
11.	OVERLAP MEETING WITH FEEDING & NUTRITION GROUP Both Groups met at the end of their individual Group meetings. Baby Friendly Initiative was discussed and the plan is to include all Network units and gain national and international recognition for all. All units have recognised the need to gain BFI and are all working towards this goal. Each Trust should have a Baby Friendly Champion at strategic level who should be supporting staff in achieving BFI status.	
12.	DATE AND TIME OF NEXT MEETING 12 September 2018 at 09.00 am in the Gynae Teaching Room, Maternity Building, New Cross Hospital, Wolverhampton.	

Action Log – For the Developmental Care Group Meeting held on Wednesday 27 June 2018

Decision / Action	Owner	Timescale
CG to book a venue for the next Developmental Care Study Day.	CG	July/Aug 2018
All to bring ideas for presentations/workshops and any thoughts on keynote speakers for the next Developmental Care Study Day to the next meeting.	All	Sept 2018
Content of the next Developmental Care Study Day and allocation of subjects/timetable to avoid overlap in presentation/content to be agreed at the meeting to be held in December.	All	Dec 2018
LG to share the audit she has done for her unit with the Group on auditing current practice regarding developmental care products used and then re-audit following the introduction of new products.	LG	July 2018
KE to formulate the audit tool for the Group to use and evaluate each product at the next meeting.	KE	Sept 2018
CG to change item 5 to 'New Innovations to be Shared' on the agenda for the next meeting.	CG	Sept 2018
CG to contact Vicky Wykes at Telford to see whether she has managed to produce a co-bedding of twins' guideline for the next edition of the Neonatal Guidelines.	CG	July 2018
LC to write to ST for an update on the template for the developmental care guidelines.	LC	July 2018
CG to e-mail the unit managers to ask for names and contact details for their FIC representatives to add to the distribution list.	CG	July 2018
KE and LG to amend the Terms of Reference to incorporate FIC and circulate a draft version for the Group to agree.	KE & LG	July/Aug 2018
All to think of a new name for the Group and send suggestions to CG.	All	July/Aug 2018

CG to circulate the word version of the current Terms of Reference to the Group to see if any items should be removed/new items added.	CG	July 2018
Play facilities for siblings on units to be discussed further at the next meeting.	All	Sept 2018