

EQUIPMENT GROUP MEETING

Thursday 23 November 2017 at 10.00 am in
Room 6, Mid Staffordshire Postgraduate Medical Centre, County Hospital,
Stafford

Notes

1. **Apologies:**
 - Carol Mee – Walsall
 - Jan Leeson – SaTH
 - Julie Marks – Dudley
 - Karen Anderson – Dudley
 - Kim Woolliscroft – UHNM
 - Sam Davies – SaTH
 - Tony Harley (TH) – Wolverhampton
- 1A. **Present:**
 - Carol Guest (Minutes) – SSBCN ODN
 - Helen Amison – UHNM
 - Lynsey Clarke – SSBCN ODN
 - Robin McMahan (RMcM) (Chair) – Wolverhampton
 - Ruth Moore – SSBCN ODN
 - Simon Robertson – UHNM
 - Tegwen Langford – SaTH
2. **Minutes of the Meeting Held on the 18 May 2017**
Approved.
3. **Matters Arising**
 - **Needle Stick Injuries**
RM obtained the number of needle stick injuries reported in 2016/17, however, these weren't just needles, there was a CFM probe, **CG to circulate the summary with the minutes for Trust's risk assessments. RMcM to look into the safety one by BD.** CG
RMcM
 - Telford and Walsall have now moved to neofit ETT fixation method.
 - Saline Wipes – **RMcM to e-mail the information about the saline wipes to CG to circulate with the minutes.** RMcM
CG
 - ECG Leads – Stoke were going to try some that were suitable for x-rays but this hasn't happened yet. **HA to circulate the details of the product to be trialled at Stoke to the Group. SR to ask Walters Medical if they do neonatal ECG leads.** HA
SR
 - Wolverhampton use Ambu one and the whole Trust is about to go out to tender. Hydrogel is preferred for preterm skin. The neonatal unit will go with the Trust's decision if the product is suitable for their population.
 - Baby Wipes – **LP to e-mail CG the details of the wipes used at Walsall to circulate to the Group.** LP
CG

- | | Unit Managers |
|--|----------------|
| <p>4. SSBCN ODN IV Cannulation Pack
 RMcM signed the agreement with Unisurge International Limited. Each unit manager to sign with Unisurge the amount they require. A representative from Unisurge will meet with each unit manager individually to sign the contract, unit reps to let their unit manager know that Unisurge have e-mailed regarding meeting with them. RMcM is happy for the unit managers to contact him regarding this.</p> | Unit Reps |
| <p>5. Procurement of Disposables Across the Network
 Disposable Sub Group – Nothing more to add at this time.
 Halyard Health have contacted LC to say they could work with our Network and the Midlands regarding cost saving on closed suction and offered to do training. It was agreed to have a suction guideline for the next edition of neonatal guidelines, HA agreed to draft the guideline.</p> | HA |
| <p>6. Equipment Register
 It was agreed that a register is no longer required. It was agreed to have a rolling item on the agenda to ask each Trust at each meeting which (if any) of their equipment is ready for purchasing, CG to change the title of this item on the agenda.</p> | CG |
| <p>7. Thermoregulation
 The graph on admission temperatures for each neonatal unit for quarter 1 2017-18 was brought to the meeting, CG to circulate with the minutes.</p> | CG |
| <p>8. Chair and Deputy Chair of the Group
 HA agreed to take over the role as Chair of the Group. The Group thanked RMcM for all his hard work as Chair for the past 5 years.
 CG to e-mail the Group to seek expressions of interest for the role of Deputy Chair of the Group.</p> | CG |
| <p>9. Any Other Business
 Carefusion SiPAP Machine Training
 LC informed the Group that if units do not buy VIASYS/ CareFusion/Aquilant disposables that the company will not provide training for their machines. LC to e-mail a copy of the letter from the company to CG to circulate with the minutes. CG to ask Sarah Carnwell to put this as an item on the agenda for the next Board meeting.</p> | LC
CG |
| <p>TPN
 RMcM would like to know how other units gown up for TPN with regards to infection prevention, RM to take this to the Neonatal Service Quality Indicators Group Meeting. HA to circulate the Surgical and Standard ANTT Guidelines to the Group. RM to take back to the specialised commissioners.</p> | RM
HA
RM |
| <p>Heel Lancets
 Tenderfoot is changing suppliers, HA is looking at others but they don't have very small so still have to use Tenderfoot. New Cross use Unistik and Tenderfoot. RMcM to circulate the details to the Group.</p> | RMcM |
| <p>Umbilical Catheters
 RMcM received an e-mail from a rep saying they are working with the West Midlands Neonatal Transfer Service in standardising to one type of transducer, the NTS had been contacted as they were sited in the original advertising of this product but actually knew nothing about it. RMcM e-mailed the Trusts in the Network asking if anyone knew this person and no one did, RMcM has tried to contact this person and will try again.
 RMcM raised this at the last Board meeting.
 HA said that Stoke are looking at catheters.</p> | RMcM |
| <p>10. Date and Time of Next Meeting
 17 May 2018 at 10.00 am in Room C, Telford Education Centre, Princess Royal Hospital, Telford.</p> | |

ACTION LOG – For the Equipment Group Meeting held on Thursday 23 November 2017

Decision / Action	Owner	Timescale
CG to circulate the summary of the number of needle stick injuries reported in 2016/17 with the minutes for Trust's risk assessments.	CG	Dec 2017
RMcM to look into the safety needle by BD.	RMcM	Dec 2017/Jan 2018
RMcM to e-mail the information about the saline wipes to CG to circulate with the minutes.	RMcM & CG	Dec 2017
HA to circulate the details of the ECG Leads to be trialled at Stoke to the Group.	HA	Dec 2017
SR to ask Walters Medical if they do neonatal ECG leads.	SR	Dec 2017
LP to e-mail CG the details of the baby wipes used at Walsall to circulate to the Group.	LP & CG	Dec 2017
Unit managers to sign with Unisurge the amount of IV Cannulation Packs they require.	Unit Managers	On Unisurge Visit
Unit reps to let their unit manager know that Unisurge have e-mailed regarding meeting with them.	Unit Reps	Nov 2017
HA to draft the suction guideline.	HA	Dec 2017/Jan 2018
CG to change the title 'Equipment Register' to 'Equipment Ready For Purchasing' on future agendas.	CG	May 2018
CG to circulate the quarter 1 2017-18 graph on admission temperatures with the minutes.	CG	Dec 2017
CG to e-mail the Group to seek expressions of interest for the role of Deputy Chair of the Group.	CG	Dec 2017
LC to e-mail a copy of the letter from CareFusion regarding disposables to CG to circulate with the minutes.	LC & CG	Dec 2017
CG to ask Sarah Carnwell to put this as an item on the agenda for the next Board meeting.	CG	Dec 2017
RM to take the question of how other units gown up for TPN with regards to infection prevention to the Neonatal Service Quality Indicators Group Meeting.	RM	Next Neonatal Service Quality Indicators Group Meeting
RM to also take this back to the specialised commissioners.	RM	Dec 2017
HA to circulate the Surgical and Standard ANTT Guidelines to the Group.	HA	Dec 2017
RMcM to circulate details to the Group regarding Tenderfoot changing suppliers.	RMcM	Dec 2017
RMcM to try to contact the rep that e-mailed him regarding standardising to one type of transducer.	RMcM	Dec 2017