

Neonatal Education and Workforce Development Group Meeting

Thursday 30 June 2016 at 10.00 am

Room 4, Mid Staffordshire Postgraduate Medical Centre, County Hospital, Stafford

Notes and Actions

<b>1.</b>	<p><b>Apologies:</b>                  Alia Hussain, Regional Coordinator – Bliss                  Dawn Homer, NNU Manager – Royal Wolverhampton Hospital                  Julia Uffindell, Consultant Neonatologist – University Hospital of North Midlands                  Julie Crabtree, Sister – University Hospital of North Midlands                  Julie Plant, Matron – Royal Wolverhampton Hospital                  Karen Anderson, Matron – DGH                  Kim Woolliscroft, Paediatric Clinical Manager – University Hospital of North Midlands                  Lisa Poston, Unit Manager – Walsall Manor Hospital</p>
<b>1A.</b>	<p><b>Present:</b>                  Carol Mee, Practice Educator – Walsall Manor Hospital                  Gina Powell, Senior Sister – SaTH                  Jo Cookson, Practice Educator – SSBCNMN                  Jo Gregory, Acting Practice Educator – SSBCNMN                  Julie Marks, Unit Manager – DGH                  Lynn Keilty-Woolcock, Unit Manager – University Hospital of North Midlands                  Lynsey Clarke, Practice Educator – SSBCNMN                  Robin McMahon, ANNP – Royal Wolverhampton Hospital                  Ruth Moore, Network Manager/Lead Nurse – SSBCNMN                  Sam Davies, Unit Manager – SaTH</p>
<b>2.</b>	<p><b>Minutes of the Meeting Held on the 12 April 2016</b>                  Outstanding actions to be done:</p> <ul style="list-style-type: none"> <li>• <b><i>DH and Sarah Fullwood to confirm a date and book a room for the Tissue Viability Study Day.</i></b></li> </ul>
<b>3.</b>	<p><b>Joint Chair of the Group ‘Medical Education Lead’</b>                  There has been no interest in this; Mel Sutcliffe has kindly offered to help in the interim. <b><i>RM/LC/JC to take this to the Network Board Meeting.</i></b></p>
<b>4.</b>	<p><b>Matters Arising</b>                  There were no matters arising.</p>
<b>5.</b>	<p><b>Training and Education</b>                  CG circulated the list of study days coming up in the next 6 months to the Network.</p> <p><b>Foundation Programme Update</b>                  The presentation of assignments will be held on the 16 August, CG has sent an invitation to the Network. The Foundation Programme will start in March in future. <b><i>LC/JC to inform the unit managers of the dates of the study days in order for staff to be informed at their IPR to ensure attendance.</i></b></p> <p><b>PFICC Course Update</b>                  This course will commence on the 22 September. Online admissions will be trialled.                  This course will commence in September in future.</p> <p><b>Network Simulation Training Programme Update</b>                  Awaiting the medical education lead to take this forward, <b><i>to revisit in September.</i></b>                  Wolverhampton have invested in premature simulation dolls, the programme is running well. <b><i>JC to confirm a date for the Simulation Day.</i></b></p> <p><b>Advanced Communication Course Update</b>  <b><i>Unit Managers to try to get 4 people (2 neonatal and 2 maternity) to attend the next day to be held on the 30 September.</i></b></p>

	<p><b>Supporting the Sick Neonate Course</b>  The second date was held on the 14 June and was successful. This day was opened out to other grade doctors. More nurses are needed in the teams; JC e-mailed Tilly regarding the next course coinciding with the QIS Course for them to be involved, JC is awaiting a reply.  The next day will be held on the 24 January 2017 at Walsall Manor Learning and Conference Centre.</p> <p><b>Health Visitors Training Update</b>  Sarah Fullwood has delegated this to a band 6 nurse; they will meet to take it forward, <b>LC to get an update following the meeting.</b></p> <p><b>Senior Nurses Study Day</b>  This will be held on the 04 October, <b>CG to try to book a room at the Mid Staffordshire Postgraduate Medical Centre.</b></p> <p><b>ANNP Study Day</b>  This will be held on the 13 September at the Mid Staffordshire Postgraduate Medical Centre. RMcM needs to know which reps to invite. There has been no engagement from ANNP's regarding topics for this day. RMcM is trying to get a consultant who spoke at the Ethics Conference to speak on this day. <b>RMcM to finalise the programme asap.</b></p> <p><b>Unit Run Study Days Update</b>  Telford – Sepsis Study Day was postponed as struggled to get speakers, <b>GP to liaise with JC regarding the QIS programme.</b>  Walsall Manor – Law, Documentation and Record Keeping Study Day will be held on the 25 November.  Russells Hall – Mental Health, <b>date to be confirmed and a room booked.</b>  New Cross – Tissue Viability, <b>date to be confirmed and a room booked.</b>  Royal Stoke – focusing on leading the Senior Nurses Study Day.</p> <p>There have been medication issues with adult trained nurses working in neonates, this requires support and teaching. Telford has yearly medication tests for nurses.</p>
6.	<p><b>Practice Educators and Education Provision in the SSBCNMN</b>  Stoke and Walsall now have a clinical nurse educator in post.  Telford are struggling with funding, <b>RM to write a letter to the Trust about the Network workforce development plan.</b>  Dudley have a shared practice educator with paediatrics (Julie Taylor). <b>LC to arrange to meet with Julie.</b>  Wolverhampton are having an establishment review, got development band 6 but would like a 7. The role is currently been discussed.</p>
7.	<p><b>Network Neonatal Unit Staffing and Activity</b>  As a Network we are looking at meeting the NIC supernumerary, RM is available to all units and Trusts to develop a case for staffing.</p>
8.	<p><b>Improving Family Centred Care Update</b>  <b>Parent Experience SSBCNN Parent Passport/Picker Survey and Parent Information App Update</b>  AH gave an update via e-mail.</p> <p><b>Volunteers Update:</b>  Telford - 3 and 1 is being processed. 2 to run the Bliss Telford Family Group in association with the unit.  UHNM - 1.  Walsall - 3 are being processed, 2 of them are almost ready to start.  Russells Hall - 1 is being processed and is almost ready to start.  New Cross - 1 is being processed and is almost ready to start.</p> <p><b>Alia Hussain's Role Change</b>  AH's role has changed, she will now work directly with unit managers to identify what they would like from Bliss and how they can work better together. AH will arrange to meet all the unit managers.</p> <p><b>BFFAS Workshop</b>  AH is trying to arrange a second workshop, <b>AH to inform the Network of the date once confirmed.</b></p> <p><b>Bliss Event</b>  Bliss are holding a joint parent and clinicians event on the 06 July to talk about the themes emerging from the</p>

	<p>survey and how they can proactively bridge the gaps identified. <b>Units to promote this event as much as possible to ensure a good attendance, especially to parents.</b></p> <p><b>Parent Passport</b> Feedback is being received, an audit/review is needed, <b>RM to ask the PPI Group to do this.</b></p> <p><b>Picker Survey</b> Awaiting Wolverhampton's survey.</p> <p><b>Parent Information App</b> <b>Unit Managers to download the app and encourage their staff to do the same</b> so that they can discuss it with parents. An additional 400 downloads are needed by September. Walsall have parent app champions that do this with discharge planning. <b>Sarah Carnwell to send the unit managers the original information they submitted to review and update as necessary.</b></p>
9.	<p><b>Standardising Nursing Guidelines</b> - <b>Visiting Policy</b> Visiting Policy standardisation will be a workshop on the Senior Nurses Study Day.</p>
10.	<p><b>Network NNU Escalation Policy</b> Royal Stoke have redone their Escalation Policy. The Network Escalation Policy needs to be finalised. <b>Unit Managers to send their Escalation Policy to RM to share with the Network.</b></p>
11.	<p><b>QIS Audit Tool</b> Meeting planned for August, <b>JC/LC to feedback. JC/LC to arrange to visit each unit to undertake the audit.</b></p>
12.	<p><b>Funding for Nursing, Midwifery and Allied Health Care Professionals</b> From September 2017 these courses will no longer be funded by HEE. A discussion took place on the impact this will have.</p>
13.	<p><b>Any Other Business</b></p> <p><b>Telford Photography Study Day</b> The Telford Bereavement Team have money for a Photography Study Day, it was agreed that this will be Telford's unit run study day. <b>GP to inform the Network of the date and venue once confirmed.</b></p> <p><b>Transport</b> The units will be doing their own low dependency repatriations if there is no back transfer team available at the NTS. There is a standard operating procedure for this available, <b>RM to update.</b></p> <p><b>Non-Recurrent Funding</b> The Network has a small amount of non-recurrent funding available, <b>the Group to send suggestions to JG on what to use this money for.</b> RM suggested using this money to run an Enhanced Communication Study Day in each Trust.</p> <p><b>Care Plans</b> <b>All to look at the Cambridgeshire care plan model to see if it is suitable for the Network, RM to get this photocopied and send to the units.</b></p>
14.	<p><b>Date and Time of Next Meeting</b> 11 October at 12.30 pm in Richard Johanson Room 1, First Floor Maternity Centre, Royal Stoke University Hospital, Stoke on Trent.</p>

#### **ACTION LOG – For the Education & Workforce Development Group Meeting held on Thursday 30 June 2016**

<b>Decision / Action</b>	<b>Owner</b>	<b>Timescale</b>
DH and Sarah Fullwood to confirm a date and book a room for the Tissue Viability Study Day.	DH and Sarah Fullwood	July 2016
RM/LC/JC to take the difficulty in getting a medical education lead to the Network Board Meeting.	RM/LC/JC	July 2016
LC/JC to inform the unit managers of the dates of the study days in order for the Foundation Nurses to be informed at their IPR to ensure attendance.	LC/JC	Prior to Each Foundation Programme
Revisit the Network Simulation Training Programme in September.	All	Sept 2016
JC to confirm a date for the Simulation Day.	JC	July/Aug 2016

Unit Managers to try to get 4 people (2 neonatal and 2 maternity) to attend the next Enhanced Communication Study Day to be held on the 30 September.	Unit Managers	July/Aug 2016
LC to get an update on taking Health Visitors Training forward following the meeting between Sarah Fullwood and the band 6 nurse she has delegated this to.	LC	Following the Meeting
CG to try to book a room at the Mid Staffordshire Postgraduate Medical Centre on the 04 October for the Senior Nurses Study Day.	CG	July 2016
RMcM to finalise the programme for the ANNP Study Day asap.	RMcM	July 2016
GP to liaise with JC regarding the QIS programme.	GP	July/Aug 2016
JM to confirm a date and book a room for the Mental Health Study Day.	JM	July/Aug 2016
RM to write a letter to the SaTH Trust about the Network workforce development plan.	RM	July 2016
LC to arrange to meet with Julie Taylor.	LC	July 2016
AH to inform the Network of the date of the second BFFAS workshop once confirmed.	AH	Once Confirmed
Units to promote the Bliss event to be held on the 06 July as much as possible to ensure a good attendance, especially to parents.	Units	ASAP
RM to ask the PPI Group to do an audit/review of the Parent Passport.	RM	July 2016
Unit Managers to download the Parent Information App and encourage their staff to do the same.	Unit Managers	July 2016
Sarah Carnwell to send the unit managers the original information they submitted on the Parent Information App to review and update as necessary.	Sarah Carnwell	July 2016
Unit Managers to send their Escalation Policy to RM to share with the Network.	Unit Managers	July 2016
JC/LC to feedback from the meeting regarding the QIS Audit Tool.	JC/LC	Aug/Sept 2016
JC/LC to arrange to visit each unit to undertake the QIS Audit.	JC/LC	Sept 2016
GP to inform the Network of the date and venue for the Photography Study Day once confirmed.	GP	Once Confirmed
RM to update the standard operating procedure for low dependency repatriations.	RM	July 2016
The Group to send suggestions to JG on what to use the small amount of Network non-recurrent funding on.	All	July/Aug 2016
All to look at the Cambridgeshire care plan model to see if it is suitable for the Network.	All	July 2016
RM to get this photocopied and send to the units.	RM	July 2016