

## NETWORK BOARD MEETING

Minutes of the meeting held on  
Wednesday 03<sup>rd</sup> June 2009 at 10.00am in the  
Mountbatten Suite, Stafford Gatehouse Theatre, Stafford

### PRESENT:

Alison Moore, Consultant Neonatologist	Telford and Shrewsbury Hospitals
Alyson Skinner (ASk), Consultant Neonatologist	Wolverhampton/Walsall
Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Andy Spencer, Network Lead	Newborn Network
Ann Clare, Matron for Maternity and Paediatrics	Walsall Manor Hospital
Babu Kumararatne, Consultant Paediatrician	Royal Wolverhampton Hospitals
Carol Guest, Administrative Secretary	Newborn Network
Chris Thomas, Clinical Nurse Manager NNU	University Hospital of North Staffordshire
Doreen Humphries, Senior Nurse Manager NNU	Walsall Manor Hospital
Gina Hartwell, Practice Educator	Newborn Network
Jon Crockett (Chair) (JC) Chief Executive	Wolverhampton City PCT
Julie Ebrey	Parent Representative
Kate Palmer, Consultant Paediatrician	University Hospital of North Staffordshire
Kishor Tewary, Consultant Paediatrician	Mid Staffordshire General Hospital
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner	University Hospital of North Staffordshire
Melody Bridges, Commissioning Manager, Specialised Children's Services	WMSCT
Pam Smith, Matron Paediatrics and Neonates	Dudley Group of Hospitals
Pat Bloor, Sister	University Hospital of North Staffordshire
Ruth Moore, Network Manager	Newborn Network
Simon Jenkinson, Lead Obstetrician	Newborn Network and Maternity Network
Sue Ellis, Ward Manager NNU	Telford and Shrewsbury Hospitals

JC welcomed Pat Bloor and Ann Clare to the meeting.

### 2. MINUTES OF THE MEETING HELD ON THE 12<sup>th</sup> MARCH 2009

Amendment

15. 'Quad Network Events'

Midlands Matters 29<sup>th</sup> January 2009 Feedback

To include that the Transport Team also presented a poster on its development over the first operational year. CG to include this.

### 3. MATTERS ARISING

Investing for Health – Maternity and Newborn Clinical Leads

CG e-mailed Fay Baillie, joint clinical lead for maternity and newborn regarding adding her to the Network Board distribution list for information, Fay replied that she would like to be added and CG has done this.

### 4. WEST MIDLANDS SHA

Investing for Health – Maternity and Newborn Update

A meeting of the SHA will be held on the 22<sup>nd</sup> June at the West Bromwich Football stadium regarding maternity and paediatric reconfiguration, to discuss the EWTD and sustainability. PCT's, Commissioners and network leads have been invited to attend this meeting along with the people involved in the lead up. AS will be presenting the issues in maternity and paediatrics which impact on neonatal units at the event on behalf of the three newborn networks. SJ is presenting the workforce issues facing maternity services.

### ACTIONS

CG

## 5. MATERNITY NETWORK UPDATE

SJ prepared an update report on the Maternity Network and apologised that this was not available for circulation with the meeting papers. CG will circulate the report with the minutes. SJ to e-mail an electronic copy to CG. SJ gave a verbal update.

Nina Spofforth, Project Manager left the network at the end of April.

The Stakeholder and Perinatal Education Events due to be held on the 26<sup>th</sup> June have now been postponed until October due to other events being held on that date reducing attendance. Another date will be decided and publicised soon.

The Guidelines Group led by Dr Indusekhar is continuing work on collating guidelines. A number of guidelines have been sent to the Bedside Clinical Guidelines Partnership (BCGP).

The IUT service user assessment project being funded by the network in collaboration with Liverpool University is awaiting ethical approval. Recruitment will be done in July with a write up following in October to publish in a peer review journal.

Collection of data for all IUT's in the network has now started. 20 data forms have been completed by one of the units in the network. The information collected will be entered onto a network spreadsheet without patient identifiable information included and will be published on the network website.

The Workforce Group is looking at how the EWTD changes for junior doctors and affects units and has widened the discussion to include the midwifery workforce. The group discussed changes regionally and nationally in light of reports including the Darzi Review. A draft report was done on the topics discussed and the plan is to engage stakeholders in the network. SJ will present the project at the SHA reconfiguration meeting on the 22<sup>nd</sup> June.

Sarah Blackburn is doing the administration for the Maternity Network. The process to recruit a new Maternity Network Coordinator is currently ongoing.

## 6. NETWORK STANDARDS ASSESSMENT QUARTERLY PROGRESS REVIEW – TRUST'S STATUS TABLES

There are minor inaccuracies in the numbers and it is anticipated by the software developer that this will be rectified by a button that RM as the administrator will be able to press when taking the quarterly snapshot reports. This can be used as a report for the Board Meetings.

The network chart shows that we are meeting 60% of standards and shows the breakdown of tests. It was agreed as a board that this is useful. As a network the purpose of this is to have standards to see what we are and not achieving.

As time goes on the grey areas (tests unanswered) will reduce. There are two issues to be looked at by individual units. The first issue is the possibility of the questions being more refined in order that they can be more accurately answered and less subjective, and the second is the possibility of defining parameters.

It was agreed that people are needed to look at the standards and tests to suggest suitable refinements. This could be done either by a separate working party or alternatively the standards and tests could be split and allocated to appropriate existing network groups, e.g. Equipment Group, to look at the standards and tests on equipment etc. The second option was agreed by the board.

Feedback on the summary of unit action plans is to be given at the next meeting.

Each unit representative fed back their progress on completing the standards assessment document and where they are up to with the standards in their units.

Walsall Manor – Useful to focus on standards and development. Action plans and comparisons to other units will be useful for negotiations in the Trust for additional resources. Feel it is good that it is online and can be revisited. There is an action plan; however, it is not completed as some things are on going such as nursing establishment and the new build.

Russell's Hall, Dudley – Useful. Some questions are still to be completed and will start to do this. Categories: Neonatal staffing - looking at securing additional resources. Looking at nursing establishment and equipment and facilities. Maternity – midwives NLS trained. Need a programme put in place. There are no issues with the maternity service.

Maternity and clinical governance – Perinatal mortality meeting's held every six weeks. Don't have annual reports, however, are developing one this year. Clinical practice will be updated soon. Facilities – can't do that, however, important to identify.

Royal Shrewsbury – shortfalls briefly for parents and families as the current building is a problem. There is a shortfall in NNU staffing. There is some equipment that is 10 yrs old or more and will update this through the Trust. Maternity and clinical governance is robust.

CG, SJ

Unit Rep's

Mid-Staffordshire General – Staffing - short of staff grades and with EWTD will need three more. Advertised for two middle grades and hope to get funding for one more. Nursing - staffing level is up to date for Trust, however, fall short for BAPM standards.

Facilities – fall short for parents, got showers but they are not good – need to refine the question. Useful tool as can see what have and haven't got and what lost. Got good bereavement support. Equipment – some incubators are out of date for servicing and have been put on the Trust's risk register.

University Hospital of North Staffordshire – Unit moved to new building, therefore, the original answers are out of date and have started to update these over last few days. Moving was a positive thing as now in a fortunate position as got new equipment and more cots etc.

New Cross, Wolverhampton – Useful. Good refinement in the web based tool, however, need to refine further. The main shortfall is staffing, medical staffing and parent facilities as it is an old building. It is a good tool as can highlight things.

JC mentioned that it is good that people have taken this on and good for the board. The questions need to be refined and parameters need to be defined better. RM can visit the units for refinement and queries. The board was asked if this is something we could enter for the HSJ awards and it was agreed that this is a good idea. It was suggested to refine the questions when the National Taskforce Principles (Standards) are published.

#### **7. COMMISSIONING NEWBORN SERVICES UPDATE**

Mick O'Donnell left the Specialised Commissioning Team in April and his post has been advertised. MB will provide an update on this at the next meeting.

Dr Alison Teale, Consultant in Public Health, Specialised Commissioning Team (West Midlands) has written to all Chief Executives with further guidance on the 2009/10 Specialised Services QIPIs (Quality Improvement Plan). MB to forward the letter to RM to circulate to the board with the minutes.

MB

MB & RM

#### **8. FINANCE**

##### Network Budget Briefing Paper

The budget presented to the board is the amount required to cover the infrastructure costs this financial year including the maternity cover for the two network educators and network administrator, as such there isn't a recurrent requirement to cover for maternity leave and the actual recurring budget is £273,360.

Underspend from the WMSCT 2008/09 network budget has been carried over to fund agreed network priorities such as the IUT Research Study, the continuation of the Maternity Network until the end of March 2010, the training budget and successful network bids such as the CFM monitors, Bayley III stationery, the Data Project and the Prem Baby Group.

There are changes in the finance team at the SCT and RM will be meeting with them to discuss various issues including developing an appropriate network efficiency savings plans for 2011-2012.

#### **9. PANDEMIC INFLUENZA**

AS and BK met with JC, David Loughton, Chief Executive of Royal Wolverhampton Hospitals and Helen Carter, Dr in Public Health at the SHA, regarding developing a neonatal network plan for a potential influenza pandemic, this was in advance of the current swine flu outbreak. The board discussed the briefing paper and agreed volunteers are needed to set up a small working party to formulate a network action plan. JE, BK and CT volunteered to join this working party. AS and CG to arrange this.

AS & CG

#### **10. NETWORK PROJECT GROUPS UPDATES**

##### Helping Hands Support Group

JE recapped the background to the Helping Hands Group. This group meets monthly and health professionals from various departments are on hand to provide information to parents. There are professionals from other areas that also attend. A person who deals in bereavement is needed.

A six month pilot is currently taking place and will be coming to an end soon. An evaluation will be carried out at the end of the pilot.

There has been a good response rate and there is a model to roll this out across the network. There has been interest from external organisations.

JE has a website domain name for this group and the aim for the future is to put the information on to this website.

At the next meeting feedback from parents will be looked at.

#### Equipment Group

Two CFM monitors will be purchased this year and the group will put in a bid for network non recurrent funding this year (if any available) to purchase two more monitors for the other two units. A meeting with all Trusts will be arranged to see whether they will commit to the maintenance costs for telemedicine and if so, it is hoped to have telemedicine in the network in the autumn.

#### Guidelines Group Update

RM gave an update.

The guidelines are being updated and the group is trying to meet the August timeframe, this may be moved to autumn. It is anticipated that the 2009 edition of the guidelines will be published between August and October.

#### RD&A Group

The breastfeeding research project has been completed and has been accepted for publication.

Tilly Pillay fed back that data collection for the Nursing Time Spent Audit is complete and it is hoped that the analysis will be ready for the next meeting.

The parent experience survey report has been done and sent to the senior nurses and lead clinicians.

The next cross network audit will be on pain management and this will also be the topic for the AGM to be held on the 12<sup>th</sup> October. AM will present the results at the AGM and is planning to invite Elaine Boyle to speak about pain management.

The next Network Audit Competition will be held in February / March 2010.

£5000 funding has been agreed for the NEC and blood transfusions research project. SD is in contact with David Field about this.

#### Transport Group & Newborn Transport Service (NTS)

There will be a dedicated Ambulance Service in place from July with two ambulances.

Activity from January to March for the transport team is 289 transfers undertaken, 75 for this network and there were 17 refusals for the network. 19 babies were transferred out of the network mainly for surgical reasons (8), 7 back transfers and 4 for bed management – all of these were from UHNS.

One year's incidents figures for the transfers undertaken by NTS are available and a governance report is being written.

At the end of the last transport meeting a small group remained to discuss the cot locator service and the information will be available for the next meeting in July.

A sub group has been set up to look at developing the cot locator service in response to feedback RM had received from the network. The first meeting was held following the Joint Transport Group Meeting. It was agreed to undertake a survey of users in order to inform the developments required. RM urged units to complete and return the questionnaire when they receive it.

ASk is working on the guidelines and will send them to the units for feedback.

An NTS stakeholder day along with the Joint Transport Group Meeting will be held on Friday 24<sup>th</sup> July at Birmingham Women's Hospital.

#### Workforce Development Group

The clinical competency document for the clinical support worker role has been completed and units can now use it. New Cross have recently employed clinical support workers in the neonatal service.

CT is in discussion with Stoke-on-Trent college regarding an NVQ route for the neonatal clinical support worker role.

Jane Emson at the West Midlands Workforce Deanery has asked questions regarding demand and capacity in order to investigate the possibility of regional funding of the NVQ for Neonatal CSWs through the Workforce Deanery/SHA.

The foundation programme finished in April. RM thanked everyone who attended the presentation day.

There were two applicants from this network for the ANNP training; however, they were not short listed for interview.

Robin McMahan is now Chairing the group temporarily whilst LC is on maternity leave.

#### Breastfeeding Group

The Breastfeeding Benchmarking pilot is complete and an action plan has been agreed.

The CD Rom done by LJ and AS has been published, LJ will take this to the next meeting to see whether it is able to go into the network induction pack.

#### Follow Up Group Update

The Bayley assessments are being undertaken in all units and going well. There are issues to address regarding the network collation of data; this comes under the Dataset Group. A meeting will be arranged regarding issues that have arisen with regards to completing the Bayley assessments at Walsall. There is a plan for further Bayley training for the network staff completing

LJ

Bayely assessments, facilitated by Betty Hutcheon.

Resuscitation Group

A standard network resuscitation document has been done. An objective for last year was to look at the need for another/more NLS course centre(s) and the group has found there isn't a need to develop another NLS course centre at the moment as there is enough access to NLS courses in the West Midlands and the network for the current demand.

There are a number of midwives in the network that are not NLS trained, therefore the group is going to address the importance of midwifery services to support more midwives to attend NLS training.

Dataset Group

Each Trust has agreed to move to the Badgernet system. A meeting between Trusts and Peter Badger will be held on the 25<sup>th</sup> June at the University Hospital of North Staffordshire for Peter to answer any queries/questions regarding the move to the Badgernet system. Clinical staff, I.T. departments and managers from each Trust are encouraged to attend. Funding is available for someone to look into data collection and Karen Anderson, ANNP from Russell's Hall has been identified to do this.

The group is discussing whether to join Vermont Oxford as it will give units comparisons on their outcomes to other similar units.

**11. NEONATAL SURGERY UPDATE – SURGICAL PATHWAYS FOR APPROVAL**

The West Midlands Surgical Project Group has drafted five care pathways and sent them to Network Boards for approval. RM circulated these draft care pathways to the senior nurses and lead clinicians in May for commenting, comments received to date include:

- Disagreement with the need for a baby to be transferred from a level three unit in our network to BWH prior to transfer to BCH as this is an additional transfer and the level three units are capable of providing pre-op care.
- Concern that an additional two cots for surgery at BWH is not enough capacity for this additional work load.
- Several comments from obstetricians, these will be collated into a formal response by the Maternity Network.
- General comment on the format that they are very wordy and appear to be more like a guideline than a care pathway.

More detailed comments to be sent to RM asap.

The board agreed that more people need to be involved in this.

There are monthly surgical project meetings held on a Tuesday and the board agreed that representation from the network is needed at these meetings.

The board agreed that we need to address this and feedback our comments and that we are happy to help with this. RM to feedback this.

RM

**12. NETWORK ROLES UPDATE**

Maternity Network Co-ordinator

This post has been advertised and the closing date for applications was yesterday.

Recruitment of Parent Representatives

The network has advertised for the recruitment of parent representatives. RM will circulate the advertisement to the units.

RM

RM met with the two parents from the Stourbridge area who were interested in the network and possibly becoming parent representatives and is in contact with them.

**13. BUSINESS PLANNING**

Review of Progress Network Business Plan 2008

The board looked at the review of the network's progress for 2008 which clearly shows the network's achievements.

Draft Network Business Plan 2009

The board looked at the network business plan for 2009 which includes this year's objectives and the sub groups draft objectives for this year. Approved sub groups objectives to be cross referenced to the overall network objectives in the final version of the business plan. RM to do this.

RM  
RM

The finance information is to be updated in the business plan. RM to do this.

The board commented on the importance of a business plan.

Any comments regarding the business plan for 2009 to be sent to RM by 06<sup>th</sup> July 2009.

All

The board agreed the network business plan for 2009 subject to final comments.

**14. ANNUAL REPORT AND AGM**

The AGM will be held on Monday 12<sup>th</sup> October at 3.30pm at the Wolverhampton Medical Institute,

following the Board Meeting. The planned topic for the AGM is pain management. AM is leading a cross network audit on this and will present the results at the AGM. AM is planning to invite an external speaker to the AGM to talk about pain management. The annual report is due to be done over the summer and is hoped to be printed ready for distribution at the AGM.

AM

**15. CEMACH PERINATAL MORTALITY REPORT 2007 UPDATE**

AS and RM have had detailed discussions with CEMACH regarding the 2007 report. Work has been done by the units reviewing their data and some inaccuracies in the data have been identified including a baby that has been counted twice and incorrect classifications. Amendments are being made and the Trust specific and network specific reports will be reissued by CEMACH once all the data has been verified. AS has requested data from all units and is awaiting some. AS requires each Trust's specific PDF report that was sent to the Trust so that he can confirm the data that should be included in the network graph.

Unit Rep's

There are factors that impact on the mortality rates within the network population which are outside the remit and focus of the work of the newborn network such as mothers who smoke and teenage pregnancies and some of the deaths attributed to the newborn network in the report did not receive care in any of the neonatal units. The network is an outlier this year although the increase is not statistically significant. The board agreed to a confidential review of all the neonatal deaths which comprise the neonatal mortality data for the network in the forthcoming CEMACH 2007 Perinatal Mortality Report. RM to request proposals from CEMACH and the Perinatal Institute for this work.

RM

**16. WM REVIEW OF NETWORKS UPDATE**

There is nothing to update on this as awaiting the final report to be published.

**17. DH/NHS NEONATAL TASKFORCE UPDATE**

The taskforce reports are due to be published at the end of June. RM circulated the updated version of the standards, now called 'Principles of Neonatal Care' to the senior nurses and lead clinicians for commenting. Comments received have been fed back to Alison Binns and RM is awaiting feedback from Alison.

There will be a regional launch event in autumn to discuss the impact and implications on units and networks locally.

**18. ANY OTHER BUSINESS**

University Hospital of North Staffordshire New Neonatal Unit

UHNS will arrange a date for people to visit their new neonatal unit. The date for this visit will be circulated to the network and advertised along with photos of the new unit in the summer edition of the network newsletter, due to be circulated in July.

CT, KP,  
CG, Sarah  
Blackburn

Summer Edition of the Network Newsletter

Information/articles to be included in the summer edition of the network newsletter to be sent to Sarah Blackburn asap, for circulation in July.

All

**19. DATES AND TIMES OF NEXT MEETING**

**Please note – the date and time of the next Board Meeting has been changed and will now be held on:**

**Monday 12<sup>th</sup> October 2009 at 1.30pm** in Room 1, Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton, **followed by the AGM at 3.30pm** in Room 8, Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton.

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 03<sup>rd</sup> June 2009**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
CG to include that the Transport Team also presented a poster on its development over the first operational year in the minutes of the 12 <sup>th</sup> March 2009.	<b>CG</b>
CG to circulate the Maternity Network update report with the minutes. SJ to e-mail an electronic copy to CG.	<b>CG, SJ</b>
Unit representatives to feedback on the summary of unit action plans regarding standards assessment at the next meeting.	<b>Unit Rep's</b>
MB to provide an update on the post of Assistant Director for the Specialised Children's Services at the next meeting.	<b>MB</b>
MB to forward the letter from Dr Alison Teale regarding further guidance on the 2009/10 Specialised Services QulPs (Quality Improvement Plan) to RM to circulate to the board with the minutes.	<b>MB &amp; RM</b>
AS and CG to set up a small working party to formulate a network action plan for a potential influenza pandemic.	<b>AS &amp; CG</b>
LJ to take the CD Rom done by herself and AS to the next Breastfeeding Group Meeting to see whether it is able to go into the network induction pack.	<b>LJ</b>
RM to feedback our comments and that we are happy to help with the surgical pathways.	<b>RM</b>
RM to circulate the advertisement for the recruitment of parent representatives to the units.	<b>RM</b>
RM to cross reference approved sub groups objectives to the overall network objectives in the final version of the business plan.	<b>RM</b>
RM to update the finance information in the business plan.	<b>RM</b>
Comments regarding the business plan for 2009 to be sent to RM by 06 <sup>th</sup> July 2009.	<b>All</b>
AM to present the results of the cross network audit on pain management at the AGM.	<b>AM</b>
Unit representatives to send their Trust's specific PDF Perinatal Mortality report to AS.	<b>Unit Rep's</b>
RM to request proposals from CEMACH and the Perinatal Institute.	<b>RM</b>
CT/KP to arrange a date for people to visit the new neonatal unit at UHNS. CG to circulate the date to the network and Sarah Blackburn to advertise the date along with photos of the new unit in the summer edition of the network newsletter.	<b>CT, KP CG, Sarah Blackburn</b>
Information/articles to be included in the summer edition of the network newsletter to be sent to Sarah Blackburn asap.	<b>All</b>