

## NETWORK BOARD MEETING

Minutes of the meeting held on  
Wednesday 10<sup>th</sup> December 2008 at 10.00am in  
Room 1, Wolverhampton Medical Institute, New Cross Hospital, Wolverhampton

### PRESENT:

Alison Moore, Consultant Neonatologist  
Alyson Skinner (ASk), Consultant Neonatologist  
Anand Mohite, Consultant Neonatologist  
Andy Spencer, Network Lead  
Babu Kumararatne, Consultant Paediatrician  
Carol Guest, Administrative Secretary  
Chris Thomas, Clinical Nurse Manager NNU  
Doreen Humphries, Senior Nurse Manager NNU  
Dr Elizabeth Bromley, Consultant in Neonatal Medicine  
Jo Cookson (JCK), Practice Educator  
Jon Crockett (Chair) (JC) Chief Executive  
Julie Ebrey  
Lindsey Humphreys, General Manager  
Lynsey Clarke, Practice Educator  
Nina Spofforth, Project Manager  
Pam Smith, Matron Paediatrics and Neonates  
Professor Ed Peile, Head of Institute of Clinical Education & Associate Dean (Teaching)  
Ruth Moore, Network Manager  
Sarah Carnwell (Minutes), Network Administrator  
Sue Ellis, Ward Manager NNU

Telford and Shrewsbury Hospitals  
Wolverhampton/Walsall  
Dudley Group of Hospitals  
Newborn Network  
Royal Wolverhampton Hospitals  
Newborn Network  
University Hospital of North Staffordshire  
Walsall Manor Hospital  
Royal Wolverhampton Hospitals  
Newborn Network  
Wolverhampton City PCT  
Parent Representative  
Dudley Group of Hospitals  
Newborn Network  
Maternity Network  
Dudley Group of Hospitals  
West Midlands Paediatric and Maternity  
Configuration Group  
Newborn Network  
Newborn Network  
Telford and Shrewsbury Hospitals

### APOLOGIES:

Dave Roden, Associate Specialist in Neonatology  
Gina Hartwell, Senior Nurse Manager NNU  
Kate Palmer, Consultant Paediatrician  
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner  
Mick O'Donnell, Assistant Director, Specialised Children's Services  
Robert Hodgkiss, Divisional Director  
Satish Bangalore, Consultant Neonatologist  
Simon Jenkinson, Lead Obstetrician  
Wendy Tyler, Consultant Neonatologist

University Hospital of North Staffordshire  
Mid Staffordshire General Hospital  
University Hospital of North Staffordshire  
University Hospital of North Staffordshire  
WMSCT  
Walsall Manor Hospital  
Walsall Manor Hospital  
Newborn Network and Maternity Network  
Telford and Shrewsbury Hospitals

JC welcomed Dr Elizabeth Bromley and Lindsey Humphreys to the meeting.

### 2. MINUTES OF THE MEETING HELD ON THE 04<sup>th</sup> SEPTEMBER 2008

The minutes of the meeting were agreed with one amendment, Kishor Tewary attended the meeting and not Ajay Gupta, Kishor Tewary to be added to the attendance list and Ajay Gupta to be removed. CG to amend this.

### 3. MATTERS ARISING

#### Meeting with Tom Taylor, CE, Telford & Shrewsbury Hospitals NHS Trust

JC fed back on the network management team meeting with Tom Taylor and other representatives from the Shrewsbury and Telford Hospitals NHS Trust. It was recognised with the commissioners the service the unit is delivering whilst there are discrepancies with the amount being paid for the service. Telford and Shrewsbury Hospitals met as a Trust yesterday to discuss the amount available from PCT's to fund the service and the differences in the tariff being paid. A meeting is to be arranged with the PCT's to discuss this.

### 4. WEST MIDLANDS SHA

#### Maternity and Paediatric Configuration Update

Fay Baillie has been appointed as Joint Clinical Lead for maternity and newborn with Mr Bill McKenzie. Fay and Bill have been invited to the Network Board Meetings.

Ed Peile gave an update on the report of the WM Paediatric and Maternity Configuration Group. The report will help form an agenda for the new pathway groups. The report is not yet approved; therefore specific information is unable to be given. The focus is on workforce, helping to take a regional overview, as this is the most significant factor. Effectively some localities were putting in

### ACTIONS

CG

resources but the localities solutions led to another localities problem due to the skill mix in the middle tier cover in West Midlands maternity and paediatric services. The independent review panel "Learning for Reviews" report suggests that solutions are not imaginative enough. Workforce shortages were a limiting factor. Frustrating RCPCH that there is very little discussion in being able to meet EWTD and junior medical staff training requirements. Unrealistic rota cells that don't allow for adequate education and training solutions.

- Networks work to get possible maternity deliveries in appropriate tiers, as standards must be achieved. Encourage geographical referral which does match with patient choice but that discussion needs to take place. Darzi report is supported and would encourage as many units as possible but debate needs to take place with regards to appropriate use of scarce resources.
- The number of children's in-patient units need to be reviewed. Paediatric configuration with less admission units and would need to be reflected by maternity units.
- CCT holders being used in Birmingham could account for posts. Double ended sponsorship working with centres overseas to recruit into junior grade SHO level.
- Enhanced roles should not be used in shortage groups.
- Resources are unlikely to be made available as statistics show no increase in bids from 1990 figures.

JC thanked Ed Peile. AM queried the use of consultants to cover the middle grade rota. CCT holders bridging across both rotas. Vast bulk of expansion needs to take place in community paediatrics. Around 1 per unit across the West Midlands. BMA objecting to 2 tier consultants but this will have to happen.

Clinical Leads will focus on good practice.

NS mentioned that Jo Lloyd is looking at EWTD for commissioners and will be presenting on this at the Maternity Trinetwork Event to be held on the 22<sup>nd</sup> January.

All agreed the need to maintain 3 tiers, consultant, middle grade and lower.

The pathway clinical leads will be giving updates in future.

FB/BM/CK

#### 5. MATERNITY NETWORK UPDATE

NS circulated an update on the various groups within the Maternity Network. CG to circulate this with the minutes.

The Guidelines Group met in January and all six units are now engaged in the work. The group has 18 months to get guidelines ready for publishing.

The IUT research funding has been agreed in principle.

The Maternity Trinetwork Event will be held on the 22<sup>nd</sup> January in Coventry and attendance is free.

The Maternity Stakeholder Event was held on the 21<sup>st</sup> November and Fay Baillie presented.

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#### 6. STANDARDS ASSESSMENT WEB BASED APPLICATION UPDATE

The lead clinicians and senior nurses in each unit have a log in and password for the "test period". Each unit to decide who has access and let RM know their e-mail address. There is a feedback button on the website for people to give feedback.

Each Unit

#### 7. NETWORK PROJECT GROUPS UPDATES

##### Equipment Group

There is not enough money to fund the telemedicine project this year; therefore the group needs to look at funding for capital costs with Trusts funding the on going costs. The group is going to approach charities for capital costs. The capital cost is £250,000 and the cost of maintenance is £50,000. The evaluation of CFM monitors will be held in January and the group will submit a bid for funding following agreement of the choice of provider. The Network Board agreed that the Equipment Group should decide which units are a priority to receive CFM monitors if there is insufficient funding to buy all 4 this year.

##### Guidelines Group Update

A Postnatal Guidelines folder is being produced for each ward. The next edition of the Neonatal Guidelines are due for publication in Autumn 2009. The group are working on parent information leaflets and matching these with guidelines, using existing leaflets where possible such as BLISS.

##### RD&A Group

The group discussed accessing the Parent Experience Survey Questionnaire in other languages. The group are looking at undertaking death reviews across the network and it was discussed whether it would be helpful to have an external Trust representative involved in that.

Sarah Owen, Project Nurse for the nursing time spent audit commenced on the 06<sup>th</sup> October.

Sarah will be spending 3 weeks on each unit.

LJ will circulate the findings from the breastfeeding research project to each unit's lead.

LJ

AM presented an audit proposal and proforma for the pain management collaborative audit project to the group. The aim to start the audit is from the 01<sup>st</sup> January 2009.

Birmingham Women's Hospital have appointed a lead for audit.

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

Activity continues to be high and has increased to 110 per month. There are currently difficulties with the ambulance service, if anyone has had to arrange their own transport, please let ASk know. There will be a dedicated ambulance service for the NTS up and running by the 01<sup>st</sup> April that will resolve this issue. JC agreed the ambulance service is constantly under strain due to volume; this situation will continue until Christmas and beyond and is a problem for the whole of the West Midlands. Blue light 999's are priority.

All agreed the operational policy. ASk and JH are visiting units to get feedback about the NTS. The guidelines will be circulated to this network. The NTS annual report will be published shortly.

#### Workforce Development Group

The last meeting of the group was held in October, the minutes from the July meeting were circulated with the agenda. NVQ assessors are being identified across the network. Two workforce data templates have been circulated to the group requesting that units complete and return them to RM, one is the WM workforce deanery and the other is the national neonatal taskforce, unfortunately they have not asked for the information in the same way.

#### Breastfeeding Group

A Breastfeeding Study Day will be held on Monday 15<sup>th</sup> December at the Wolverhampton Medical Institute and a good attendance is anticipated.

#### Follow Up Group Update

The Bayley assessments are being undertaken.

The group finalised the documentation, the forms and parent information leaflets.

#### Resuscitation Group

The group is compiling data of NLS training in the network as they are looking at the need for training and the capacity to fulfil the need. The evaluation of resuscitaires was held in October. An NLS course will be held in Walsall on the 06<sup>th</sup> March for 12 candidates, two places per unit free of charge for any staff member who would otherwise have not have been funded.

#### Dataset Group Update – Date of First Meeting and Data Quality Project

The bid for funding to employ an external agency to undertake a project was successful and invited people to discuss how best to input data and the resources needed to do this. A comparison of the West Midlands System and the Badger System is to take place.

The first meeting of the group will be held on Wednesday 07<sup>th</sup> January at 10am at the University Hospital of North Staffordshire.

## **8. FINANCE**

There is an overspend in the network infrastructure budget due to invoices from last year being paid in this year. There is funding in the other budgets that will cover this.

£134, 00 was available for non recurrent network bids due to the part year usage of the additional investment in neonatal services from the West Midlands commissioners.

The Equipment Group submitted a bid for telemedicine in the network with an option appraisal for a phased implementation up to a full implementation. All present prioritised the telemedicine bid the highest priority, however, it was decided that it needed to be implemented fully and there was not adequate funding available this year to do this. £50,000 for 3 years shared across the six units in maintenance costs, therefore, Trust support needs to be gained. All the remaining bids were considered worthwhile and should be funded; therefore, all bids will be supported. £39,000 will remain, the group agreed to use this to fund equipment. An evaluation of CFM monitors is to take place in order to agree a supplier. It was felt that similar equipment across the network was important. Training will be provided by both companies. It was agreed that whoever the supplier is that the same supplier is used in the future for standardisation purposes. The Equipment Group is to decide which units are to receive the monitors. All agreed bids decisions.

**Equipment  
Group**

## **9. COMMISSIONING NEWBORN SERVICES UPDATE**

#### Additional Investment Update

MO'D was unable to attend the meeting. The part year effect of the additional investment at Walsall, Wolverhampton and Stoke in 2008/09 has been negotiated with the Trust's and the commissioner.

RM has attended the local collaborative commissioning boards in the current commissioning round for 2009/10 funding. The proposal for neonatal services includes 2 parts; firstly an increase in capacity across the region, included staff and consumable costs. £1.25 million for 5 cots across the West Midlands. The activity is higher than that commissioned, £3.5 million across region to fund that additional activity. Questions had been raised at the LCCB meetings including the impact

of reducing teenage pregnancy and smoking cessation and single egg implant for IVF on the amount of neonatal care required.

There is a further meeting on the 12<sup>th</sup> December and proposals to be agreed on the 30<sup>th</sup> January.

## 10. NETWORK ROLES UPDATE

### Network Admin Support Update

Sarah Blackburn will be providing part time administration support and Carol Guest will be undertaking the bulk of administration while Sarah Carnwell is on maternity leave.

### Network Neonatal Foundation Programme Nurses October 2008

Places were offered to 6 nurses of which 4 commenced.

### RWH Neonatologist/Network Clinical Effectiveness Post

Dr Elizabeth Bromley commenced in post in October. Network care pathways are a priority and Liz will visit all units in the New Year. The strategy for developing care pathways will include obtaining appropriate stakeholder involvement and progress on this will be conducted through the RD&A Group.

### Proposal for the use of the Network Funded 2 PA's at Mid-Staffordshire General Hospital

Following the replacement of the original Stoke/Stafford Consultant post, a proposal for the use of the 2 network funded PA's at Stafford was presented.

The proposal is for:

1 PA per week by Dr Lee on the neonatal unit at Stafford, undertaking a joint ward round with the medical and nursing staff and delivering an agreed teaching programme to support the multi disciplinary team in the delivery of neonatal services at Stafford and keep them abreast of clinical developments within the network such as new clinical guidelines, clinical research studies and audits.

2 PA's per month will be undertaken by a neonatologist from UHNS to do specialist clinics, Dr Dave Roden, Associate Specialist in Neonatology & Congenital Heart Disease has agreed in principle to do this.

1 PA per month will be used to support the lead clinician for the neonatal unit at Stafford to come to Stoke once a month to attend the grand round and to meet babies and their families from Stafford in order to ease the transfer back to their referring unit when appropriate.

1 PA per month will be used to hold a clinic for the 2 year Bayley child development assessments for the preterm babies at Stafford who meet the agreed network criteria for this long term follow up.

The board approved the proposal.

## 11. DOH/NHS NEONATAL TASKFORCE UPDATE

There is now a representative from the NTS on the Transport Taskforce Group; therefore there is a West Midlands representative on all the Taskforce Groups.

## 12. PARENT REPRESENTATIVES UPDATE

### Prem Baby Support Group

A pilot Parent Support Group will take place for 6 months with attendance from key professionals, nurses on the unit and community nurses are going to provide information to parents. An evaluation will be carried out at the end of the pilot. The name of the parent support group will be called "Helping Hands". BLISS have expressed an interest and the group are going to explore how they may get involved including perhaps the use of their logo. Posters have been done and will be advertised on the neonatal unit, at out-patients and in the Child Development Centre at the University Hospital of North Staffordshire. There is a wide level of interest from various departments and organisations.

JC mentioned it is a Stoke group that will hopefully be rolled out across the network and reach those people who are under represented, i.e. teenage mums, ethnic minorities and those in receipt of benefits.

In future this group is to be included in the 'Network Project Groups Update' item on the agenda.

### Parent Experience Survey – Draft Report April – Sept 2008 Update

With regards to data, there was a 24% response rate for the pilot and a 15% response rate for 6 months, possibly due to the network office move. The majority of respondents are English. The RD&A Group will bring their recommendations to the next Board Meeting.

## 13. QUAD NETWORK EVENTS

### Research Study Day 28<sup>th</sup> November 2008 Feedback

This was well attended. EB to feedback through the RD&A Group.

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

This has been advertised to the network. There are two network funded places per unit available.

R,D&A  
Group

EB

#### **14. WM REVIEW OF NETWORKS**

All looked at the Draft Gap Analysis that was circulated with the agenda. All to provide feedback to RM by the 05<sup>th</sup> January if anything has been missed.

#### **15. ANY OTHER BUSINESS**

##### Number of Groups

The number of network groups was mentioned and all agreed that it is difficult to have attendance/representation at all of the groups.

The Resuscitation Group will achieve their aims quite quickly in order to get as many people in the network as possible trained in NLS, and with time will only meet twice a year.

JC agreed that we need to put time limits on some of the groups and agree those that were standing. It was suggested look at the logistics of the groups to see those that can be amalgamated or meet on the same day.

##### Capacity in NNU's Study

There has been a letter from BAPM regarding a study that will take place for 3 months regarding capacity in NNU's. All agreed the network should take part in this study, AS to reply to BAPM of the network's agreement.

**AS**

#### **16. DATES AND TIMES OF FUTURE MEETINGS**

The next meeting of the Board will be held on Thursday 12<sup>th</sup> March 2009 at 3.00pm at the Dudley Clinical Education Centre, Russell's Hall Hospital, Dudley.

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 10<sup>th</sup> December 2008**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
CG to amend the minutes of the meeting held on the 04 <sup>th</sup> September by removing Ajay Gupta and adding Kishor Tewary on the attendance list.	<b>CG</b>
The pathway clinical leads to give updates in future on the Maternity and Paediatric Configuration.	<b>FB/BM/CK</b>
CG to circulate the update on the various groups within the Maternity Network with the minutes.	<b>CG</b>
Each unit to decide who has access to the Standards Assessment Web Based Application and let RM know their e-mail address.	<b>Each Unit</b>
LJ to circulate the findings from the breastfeeding research project to each unit's lead.	<b>LJ</b>
The Equipment Group to decide which units are to receive the CFM monitors.	<b>BK</b>
The RD&A Group to bring their recommendations for the Parent Experience Survey to the next Board Meeting.	<b>R,D&amp;A Group</b>
EB to feedback through the RD&A Group regarding the Research Study Day held on the 28 <sup>th</sup> November 2008.	<b>EB</b>
AS to reply to the letter from BAPM of the network's agreement to take part in a study that will take place for 3 months regarding capacity in NNU's.	<b>AS</b>