

NETWORK BOARD MEETING

Minutes of the meeting held on
Thursday 04th September 2008 at 10 am in
Room A, Telford Education Centre, Princess Royal Hospital, Telford

PRESENT:

Alyson Skinner (ASk), Consultant Neonatologist	Wolverhampton/Walsall
Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Andy Spencer (Chair), Network Lead	Newborn Network
Babu Kumararatne, Consultant Paediatrician	Royal Wolverhampton Hospitals
Chris Thomas, Clinical Nurse Manager NNU	University Hospital of North Staffordshire
Doreen Humphries, Senior Nurse Manager NNU	Walsall Manor Hospital
Doreen Quammie, NNU Ward Manager	Dudley Group of Hospitals
Gina Hartwell, Senior Nurse Manager NNU	Mid Staffordshire General Hospital
Jo Cookson (JCK), Practice Educator	Newborn Network
Jon Crockett (Chair) (JC) Chief Executive	Wolverhampton City PCT
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
Lynsey Clarke, Practice Educator	Newborn Network
Mick O'Donnell, Assistant Director, Specialised Children's Services	WMSCT
Nina Spofforth, Project Manager	Maternity Network
Ruth Moore, Network Manager	Newborn Network
Sarah Carnwell (Minutes), Network Administrator	Newborn Network
Satish Bangalore, Consultant Neonatologist	Walsall Manor Hospital
Simon Jenkinson, Lead Obstetrician	Newborn Network and Maternity Network
Sue Malbon, Directorate Manager	University Hospital of North Staffordshire
Wendy Tyler, Consultant Neonatologist	Telford and Shrewsbury Hospitals

APOLOGIES:

Alison Moore, Consultant Neonatologist	Telford and Shrewsbury Hospitals
Chrisantha Halahakoon, Consultant Neonatologist	Royal Wolverhampton Hospitals
Di Dawson, Associate Director	University Hospital of North Staffordshire
Jan Latham, Senior Midwife	Telford and Shrewsbury Hospitals
Julie Ebrey	Parent Representative

	ACTIONS
<p>2. MINUTES OF THE MEETING HELD ON THE 11th JUNE 2008 The minutes of the meeting were agreed with Alison Moore to be added to the attendees.</p>	SC
<p>3. MATTERS ARISING <u>Commissioning Newborn Services Update – Darzi Review and Investing for Health</u> A meeting is to be held next week with the review team where newborn networks will be represented. <u>Commissioning Newborn Services Update – Additional Neonatal Nurse Posts</u> JC will be meeting with Tom Taylor, Chief Executive of Telford and Shrewsbury Hospitals NHS Trust, however it has proved difficult to find a suitable date.</p>	JC
<p>4. WEST MIDLANDS MATERNITY AND PAEDIATRIC CONFIGURATION UPDATE RM to provide an update once meeting has taken place, as currently being re-scheduled.</p>	RM
<p>5. MATERNITY NETWORK UPDATE NS circulated a progress update on the various groups within the maternity network. SC to circulate with the minutes. Recurrent funding is required for BCGP membership, therefore the Maternity Guidelines will be published as a one-off initially. The Service User Group has yet to be set up. Funding is being sought for approximately £12,000 for an IUT Research Project. A Maternity Trinetwork Event is being held on the 25th September 2008. A Maternity Network Stakeholder Day is being held on the 21st November 2008 at the Roman Way Hotel, further details will be circulated shortly. MOD suggested inviting PCT commissioners to the stakeholder day, NS to take this forward. JC commended progress and looked forward to further updates at the next meeting.</p>	SC NS NS
<p>6. STANDARDS ASSESSMENT WEB BASED APPLICATION UPDATE</p>	

RM gave a presentation and distributed a paper. SC to circulate the paper with the minutes. RM will e-mail the Senior Nurse and Lead Clinician at each unit with the log in and password details to access the application. A link to the application is on the home page of the networks website. Members were then asked to raise any queries which RM answered. The standards can be changed in the future in order to add new national standards. MO'D agreed that national standards will probably be introduced in the future by the Neonatal Taskforce. The wording of some of the standards has been changed in order to make it less ambiguous. Trusts are able to give a more detailed response. RM will contact each Trust at the end of the trial period to confirm if they want the data input wiped in order to start a fresh or if they feel it is accurate enough to retain. The colours indicating at what level the standard is currently being achieved move from red to green.

SC
RM

RM

7. NETWORK PROJECT GROUPS UPDATES

Equipment Group

A telemedicine provider has had a practice link where BCH were able to view a live cardiac scan in the network. A further trial link is going to take place with an alternative provider. Once the most cost effective option and provider is chosen, a bid will be submitted for network funding.

Guidelines Group

Kerri Sallis, a medical student, presented the results of the guidelines survey feedback from units and will be giving a presentation at the AGM after the Board meeting. The group are looking at developing standard network parent information leaflets along side the guidelines. The guidelines are to be sent to units for review at the end of this month. RM asked for members to let her know if there were any additional topics they felt should be included in the next edition.

All

RD&A Group

LJ presenting the results of the first network wide research project at the AGM after this meeting. A nurse has been appointed to take forward the nursing time spent audit in the network, and will commence in post from the 1st October 2008. The group are discussing the possibility of having the parent experience survey available in other languages. The group are looking at the possibility of merging with the Guidelines Group.

Transport Group & Newborn Transport Service (NTS)

Commissioning the dedicated ambulance service is being taken forward. The process will culminate on the 1st December 2008 with presentations being given by the nine companies who have expressed an interest. It is hoped that the service will be in effect from the 1st April 2009. The Extraordinary Meeting and Joint Meeting were held on the 18th July 2008. Refusals are reducing and babies are being kept in region thanks to the new cot locator service. Issues raised relating to the Operational Policy are to be taken forward by ASk. Any further comments on the Policy to be given to ASk before the end of the month. The Policy will then be brought to the Board to be ratified at the next meeting. Concern was raised at the split in activity between the two networks with 1/3 of activity taking place in our network and 2/3 of activity taking place in the Southern West Midlands Newborn Network. RM confirmed that our network did not put in half of the initial costs, therefore the network was getting value for money from the service. MOD clarified that the service was commissioned on behalf of networks for all West Midlands babies. All agreed that the quarterly reports were useful and allowed for the monitoring of activity including refusals which were in proportion to the amount of activity for both networks. MOD asked that everyone present maintain confidentiality around the amount of funding available for the ambulance service, as this is commercially sensitive information given that tenders have been requested from the nine companies interested and therefore should not be disclosed.

ASk
All
SC

An issue had been raised with the lack of midwives available to undertake IUT. SJ said that this was not an issue he was aware of but that if there was an issue that this should be identified. NS to raise this at the Maternity Network Workforce Group meeting. NS to obtain figures from the Maternity Network IUT Group as to the numbers of transfers undertaken by hospitals in the network.

NS
NS

Workforce Development Group

The group continues to develop the Support Worker role and the standard network induction. Interviews for the next intake of Foundation Nurses were held yesterday. Hoping to appoint six nurses to the six month programme from October. A Neonatal Taskforce Workforce meeting is to be held in London with three representatives from the newborn networks attending. LC to feedback at the next meeting.

LC

Breastfeeding Group

There has been a lot of interest in the International Lactation Certificate bursary, the deadline for submissions is the beginning of December. The group are to identify a date to hold the next Breastfeeding Study Day.

Follow Up Group

The group have produced a parent information leaflet in conjunction with Julie Ebrey to provide parents with meaningful and useful information about the results of the assessment. Assessments are being undertaken however DNA's are an issue which the group is looking at. Information is to be collected on out of region babies using a proforma.

Resuscitation Group

Wolverhampton, Walsall and Dudley are trialling a resuscitation form which is completed at birth. The group are looking at the costs of setting up another NLS training centre in the network in order to increase capacity, as the network have instructors which are not being utilised locally. Funding is available from the Deanery for all three networks to put on additional NLS courses but must be used before the end of the financial year. The group hope to put on a course in the network using this funding. Would units identify individuals in the network requiring training, who would be interested in attending the course.

All

8. FINANCE

The network is expected to be within its budget margin. The WMSCT paper is an update from the commissioners, any under spend within the budget will be available to network sub-groups to submit bids for funding, as in previous years. All Chairs have been invited to attend the bids prioritisation meeting on the 17th November, where it will be agreed which bids submitted will be funded.

Sub Group
Chairs

9. COMMISSIONING NEWBORN SERVICES UPDATE

The Department of Health have responded to the National Audit Office Report. Tariff will be introduced after 2010/11. Tariff will not be introduced regionally prior to the national Payment By Results. There is no correlation between the tariff the Trust receives and the budget the Trust gives to that Department, for example Pathology. Quality and standards will drive the price that is set. There is a need to understand the funding discrepancies between the units in the network, in order to resolve difficulties at individual units. The funding information has gone to each Trust, all agreed that it would be useful for MOD to present this information to the Board at the next meeting.

MOD

10. NETWORK ROLES UPDATE

Interviews for the October 2008 intake of Foundation Nurses have taken place over two days, and the network is hoping to recruit six nurses this year. Following completion of the programme the previous Foundation Nurses have all been employed within our network except one.

11. DOH/NHS NEONATAL TASKFORCE UPDATE

RM updated the Board on representation on the various working groups. The only group not to have specific network representation is Transport. RM to e-mail the Chair of the Transport Group to suggest that a representative from the NTS be invited to attend the Groups meetings.

RM

12. PARENT REPRESENTATIVES UPDATE

Prem Baby Support Group

The draft specification was created following the first group meeting with Julie Ebrey's input. Comments on the specification were invited from the Board. It is hoped that the Prem Baby Support Group as well as supporting parents will assist the network in getting wider engagement from parents. The proposal is a first step and it is hoped that the model can be developed in the future to include those parents who are more traditionally difficult to engage. The Board asked for sick term babies to be included, RM to add to the specification. The costs for funding the group will come to the Board, BLISS could be approached for funding. All supported the proposal.

RM

13. QUAD NETWORK EVENTS

Programmes for both events will be circulated once available.

14. ANNUAL REPORT 2007/08

JC congratulated all involved. All approved the report.

15. NEONATAL DATA REQUIREMENTS

All agreed the importance of recording accurate activity data. The Perinatal Institute (PI) developed their own software programme, however 80% of UK neonatal units are using the Badger software programme, and it would take several years for the PI to develop something similar. The reasons Trust use the Badger system is because of the ease of data entry and the efficiency of the data collection system. Commissioners are only able to dictate what data is collected, it is for individual Trusts to decide how that data is collected. Funding could be re-distributed directly to Trusts towards the cost of software programme they choose to use. The cost of the Badger

software is £2,000 per unit per year with an additional cost of £12 per admission. We could also tailor it to include collection of follow up data. All Trusts would have access to their own data. The PI could still undertake the analysis for the annual report by exporting the data from the Badger software programme. The current PI programme is no longer a standard West Midlands programme due to the number of Trusts who are using alternative means to collect their data. A small short term sub group is to be set up to take this issue forward. AS to provide an update at the next meeting.

AS

16. ANY OTHER BUSINESS

A specification is now available for review of clinical networks in the West Midlands. RM to draft a response on behalf of the network.

RM

The West Midlands Specialised Commissioning Team draft Designation of Specialised Services Strategy is available for review and comments.

17. DATES AND TIMES OF FUTURE MEETINGS

The next meeting of the Board will be held on Wednesday 10th December 2008 at 10 am in the Basement Meeting, Royal Wolverhampton Hospitals, New Cross.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Thursday 4th September 2008**

ACTION:	PERSON(S) RESPONSIBLE
The minutes of the last meeting to be amended to include Alison Moore as an attendee.	Sarah Carnwell
JC to meet with Tom Taylor, Chief Exec of Telford and Shrewsbury Hospitals.	Jon Crockett
RM to provide a configuration update at the next meeting.	Ruth Moore
SC to circulate Maternity Network Progress Update tabled at the meeting with the minutes.	Sarah Carnwell
NS to circulate further details regarding the Maternity Stakeholder Event on the 21 st November.	Nina Spofforth
NS to invite PCT commissioners to the Maternity Stakeholder Event.	Nina Spofforth
SC to circulate the Standards Assessment paper tabled at the meeting with the minutes.	Sarah Carnwell
RM to e-mail the Senior Nurse and the Lead Clinician at each unit with the log in and password details for the web based tool.	Ruth Moore
RM to contact each Trust at the end of the trial period to confirm if they want the data input wiped or not.	Ruth Moore
All to let RM know if there were any additional topics they feel should be included in the next edition of the guidelines.	All
Issues raised relating to the Operational Policy are to be taken forward by ASk	Alyson Skinner
Any comments on the Operational Policy to be given to ASk before the end of the month.	All
The Operational Policy to be ratified at the next Board meeting.	Sarah Carnwell
NS to discuss the issue of midwife shortages for IUTs with the Maternity Network Workforce Group.	Nina Spofforth
NS to obtain figures from the Maternity Network IUT Group as to the numbers of transfers undertaken per hospital.	Nina Spofforth
All units to identify individuals requiring NLS training.	All
MOD to present the funding discrepancies between units in the network at the next Board meeting.	Mick O'Donnell Sarah Carnwell
RM to e-mail the Chair of the Neonatal Taskforce Transport Group to suggest that a representative of the NTS be invited to attend the groups meetings.	Ruth Moore
RM to amend the Parent Support Group specification to include sick term babies.	Ruth Moore
Bliss to be approached for funding for the Parent Support Group.	Ruth Moore
AS to provide an update at the next meeting on Neonatal Data Requirements.	Andy Spencer
RM to draft a response to the review of clinical networks on behalf of the network	Ruth Moore