



Staffordshire, Shropshire & Black Country  
Newborn and Maternity Network



Joint Neonatal Guidelines Group Meeting

Thursday 18<sup>th</sup> May 2017

Via teleconference

Draft Notes

<b>1.</b>	<p><b>Apologies:</b>          Ahmed Ahmed          Alex Philpott          Alison Bedford-Russell          Babu Kumararatne          Bashir Muhammed          Dawn Homer          Julie Taylor          Kate Palmer          Matthew Stone          Ruth Moore          Siva Sivakumar          Thiru Arumugavelu          Viviana Weckemann</p>
	<p><b>Present:</b>          Kathryn McCarron          Vikranth Venugopalan          Sagarika Ray          Sarah Carnwell</p>
<b>2.</b>	<p><b>Minutes of the 17 January 2017</b>          Agreed</p>
<b>3.</b>	<p><b>Matters Arising;</b>          None</p>
<b>4.</b>	<p><b>BCGP Guidelines Process Update</b>          KMc requested authors be identified for the following guidelines:          Pain assessment          Ventilation          Surfactant  <b>SR agreed to undertake review of both ventilation and surfactant. KMc to approach Julie Taylor to ask if she would review pain assessment, if not possible, VV will ask Fiona Chambers.</b>          KMc is confident that three out of the four new guidelines will be completed for inclusion in this edition. Currently KMc is circulating batch 11 for review/editing and will be circulating batch 12 shortly. KMc expects there to be only 3 or 4 more batches before they will have all be sent.          It was identified that a number of guideline were with Rob Negrine for review. <b>VV emailed Rob on 16/5/17 in order for the guidelines process to remain on schedule for completion. KMc to change her contact for Telford's guideline lead from Sanjeev Deshpande to Sagarika Ray who is undertaking the role for the unit.</b>          KMc suggested starting the review process earlier next time round as due to the increased number of guidelines it is very difficult to stay on schedule and complete the review within the timeframe allocated.  <b>KMc to send the flow chart for Ruth Moore to review for next time.</b></p>
<b>5.</b>	<p><b>Review of Terms of Reference and Objectives, and Nominations for Joint Chair</b></p>

	<p>SC explained that the Chair of all the SSBCNN Groups is nominated every two years, providing an opportunity for nominations or for the current incumbent to continue. Following implementation over the coming year of the WM Neonatal Services Review, Birmingham City Hospital will no longer be part of the SWMNN but instead come into the SSBCNN therefore this Group will have two Chairs from the same Network. It was agreed that until this change had been fully implemented that a change in Chair would not be helpful, therefore it was agreed for <b>SC to invite Kate Palmer to continue as Chair until April next year when nominations could be invited from SWMNN. SC to update the terms of reference and objectives for agreement at the next meeting.</b></p>
6.	<p><b>Paper from the QI Group</b>          KP had e-mailed a response on behalf of the Group. <b>SC to circulate with notes.</b> All agreed that communication between all the various Groups including PRAM was important. SR felt the role of this Group was to suggest guidelines for audit with execution carried out by the QI Group.</p>
7.	<p><b>Any Other Business</b>  <b>Spare Books Available</b>          SC asked if anyone wanted any extra books, as there were some spare in the office. <b>VV would like some which SC will give to ST to distribute to VV and the other units in the SWMNN. SC to e-mail the unit in SSBCNN to ask if any of the units would like any additional copies.</b>  <b>Printed Books or Electronic Only</b>          SC asked the Group to think about whether or not to print the next edition. SC confirmed that there was no allocated funding source for printing the books and that any cost associated with printing the books would have to be paid for by the units in both Networks. KMc confirmed that due to costs both Surgical and Medical guidelines were now only available electronically. <b>SC to e-mail the Group to ask for views and to circulate the previous editions costs for printing the books.</b></p>
11.	<p><b>Date and Time of Next Meeting</b>          The next meeting will be held on Thursday 14 September 2017 at 10 am at Walsall Manor Learning and Conference Centre, Walsall Manor Hospital, Walsall, WS2 9PS.</p>