

PPI Group Meeting	
Thursday 1 st October 2015 at 10 am	
Teleconference	
Draft Notes	
1.	<p>Apologies: Julie Marks, Nurse Manager – Russell’s Hall Hospital, Dudley Helen O’Neil, Parent Representative – SSBCNMN</p>
	<p>Present: Julie Ebrey, Parent Representative – SSBCNMN Alia Hussain, West Midlands Volunteers Co-ordinator - BLISS Sarah Carnwell, Administrator – SSBCNMN Ruth Moore, Manger/Lead Nurse – SSBCNMN Claire Powers, Parent Representative – SSBCNMN Samantha Davis, Nurse Manager – Princess Royal Hospital, Telford</p>
2.	<p>Minutes of the 13 July 2015 Agreed</p>
3.	<p>Matters Arising; <u>Neonatal Guidelines</u> Sarah thanked Julie Ebrey for reviewing the guidelines. They will be going to print shortly.</p>
4.	<p>Picker Survey Sharing Best Practice The Group agreed that one of the areas where best practice could be shared was breastfeeding. Sarah to attend the next Breastfeeding Group meeting in order to see how this can be taken forward. Sarah to review SAT to find gaps in unit provision.</p> <p>The group discussed communication with parents by units. Ruth informed the group that Advanced Communication Workshops were being held in the Network. All agreed the need for a Lead Nurse to be allocated to parents. Sam felt that it required a change in ethos on the unit with mentoring for staff provided by the Shift Co-ordinator and staff being provided with the skills through the Foundation Programme and Keele Course. Sarah to ask Jo Cookson who teaches the courses for her top tips for speaking to parents which could be circulated around the Network. Sam informed the Group that SATH provide staff with a half day training in difficult conversations. Ruth to liaise with the Practice Educators in order for this to be incorporated in the Advanced Communication Workshops.</p>
5.	<p>BLISS Champions and Telford Support Group Update Alia updated the Group: Walsall – both volunteers have left and will advertising soon. Stoke – currently have two volunteers. Sarah to give Alia Rose Ciavucco’s e-mail address. Dudley – volunteer starting in November. Telford – interviewing for Champions, once got four will set up Family Group, a venue for which has been identified. New Cross – had four volunteers however this has now reduced to one. Claire who runs a coffee morning. Alia to provide Claire Powers with Claire’s e-mail address. Alia to ask Dawn if she wants to recruit more volunteers. Alia to invite all the volunteers to the next PPI Group meeting.</p>
6.	<p>National Maternity Review Online Consultation Sarah to draft a response on behalf of the Group highlighting the need for care away from mothers with babies and need for joined up working between neonatal and midwifery services. Sarah to circulate for comments, prior to submission before the end of October.</p>

7.	Any Other Business Claire Powers identified difficulties on the unit due to the changes taking place currently and to provide the Group with an update at the next meeting.
8.	Date and Time of Next Meeting The next meeting will be held on Thursday 10 December at 1 pm in Julie's office in Stone. SC to circulate directions with the minutes and agenda. Everyone to let Julie know of any special dietary requirements. SC to request update from units on their action plans to feedback to the next meeting. Future meeting dates will be held on: Thursday 28 April at 10 am via teleconference Thursday 28 July at 10 am via teleconference Thursday 24 November at 10 am via teleconference