

PPI Group Meeting	
Tuesday 21 <sup>st</sup> March 2017	
Via Teleconference	
Draft Notes	
1.	<p><b>Welcome and Introductions</b></p> <p>Unfortunately both parent representative were unable to join the meeting this time. Sarah Tranter gave a brief introduction and outline of her role. Sarah then went through the QIL Work Programme which was circulated with the agenda.</p> <p><b>Nathalya Kennedy and Sarah Tranter to work together on increasing the post-mortem uptake.</b></p>
2.	<p><b>Apologies:</b></p> <p>Claire Powers Dawn Homer Kate Branchett Nadia Griffin Vicki Lloyd Ruth Moore</p> <p><b>Present:</b></p> <p>Sarah Carnwell, Administrator – SSBCNMN Alia Hussain, Senior Healthcare Engagement Officer - BLISS Nathalya Kennedy, West Network Co-ordinator – SANDS Sarah Tranter, QIL – SSBCNN and SWMNMN</p>
3.	<p><b>Minutes of the Meeting Held on the 24 November 2016</b></p> <p>All agreed.</p>
4.	<p><b>Matters Arising</b></p> <p><b>Parent Information Leaflet and Poster Update</b></p> <p>The parent information leaflet pilot has now completed and the Network is looking to gain feedback in order to improve the leaflet prior to another print run. A poster has been produced and has been distributed for display in antenatal clinics in the Network in order to support the message in the leaflets.</p> <p><b>FCC Posters</b></p> <p><b>Alia going to provide copies to the Network.</b></p>
5.	<p><b>BLISS Update</b></p> <p><b>Family Friendly Accreditation Scheme</b></p> <p>Alia is currently marking the audits from the units: Telford's audit is very good and will require little or no changes. Walsall are sending theirs shortly. Dudley are 2/3rds the way through theirs. Stoke are on their second audit. New Cross, Alia has not heard where they are up to, however she has offered her help and support to Dawn in order to complete it. <b>Sarah Carnwell to get an update from Dawn Homer.</b> <b>Sarah Tranter to draft an e-mail for circulation to units as an offer to look at areas finding difficult together.</b></p> <p><b>FINE Training</b></p> <p>Will be held on the 11 and 12 September. The Network has already paid for places. <b>Sarah Carnwell to ask Ruth Moore to identify the individuals who will be attending from our Network.</b></p> <p><b>FIC Conference in the West Midlands</b></p> <p>Due to be held on Monday 25 September. <b>Alia to provide further details for circulation once available.</b></p>
6.	<p><b>West Midlands Neonatal Review Recommendations</b></p>

	<b>Suggestions to be circulated with the notes.</b> Nathalya suggested standardisation of TC across units.
<b>7.</b>	<p><b>Final Parent Passport</b></p> <p>The updated parent passport, now called the Neonatal Journey has gone to the printers. Both Networks will be using the new passport which now includes enteral tube feeding training for parents. A date for launching the Neonatal Journey has yet to be agreed. <b>Sarah Carnwell to let everyone know once a date is agreed.</b></p>
<b>8.</b>	<p><b>Any Other Business</b></p> <p><b>Patient Voice and Insight Lead</b></p> <p>ST informed the Group that The Patient Voice and Insight Lead in the SWMNN has now left, it has been suggested that a joint appointment be made in the future across both Networks.</p> <p><b>Terms of Reference</b></p> <p><b>To be e-mailed with the notes for everyone to add/amend as necessary. Nominations to the role of Chair of the Group to be sent to Sarah Carnwell before the next meeting.</b></p>
<b>9.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting will be held on Tuesday 6 June 2017 at 10 am via teleconference.</p>