

**Neonatal Education and Workforce Development Group Meeting**

**Tuesday 10<sup>th</sup> March 2015 at 12.30**

**Richard Johansson Room 2, Royal Stoke Hospital**

**Notes and Actions**

**Apologies:**

Alyson Skinner, Neonatologist and Co-Chair – RWH

Janet Hagan, Matron – Royal Stoke

Sam Davies, Unit Manager – SaTH

**Present:**

Fiona Partington, Sister – RWH

Gina Powell, Senior Sister – SaTH

Jo Cookson, Practice Educator – SSBCNMN

Jo Gregory, Practice Educator – SSBCNMN

Lynsey Clarke, Practice Educator – SSBCNMN

Ruth Moore, Network Manager/Lead Nurse – SSBCNMN

Robin McMahon, ANNP – RWH

Lisa Poston, Unit Manager, Walsall

Lynn Keilty-Woolcock, Unit Manager – Royal Stoke

Julie Marks, Lead Nurse, Russell's Hall

Tilly Pillay, Neonatologist – RWH

Carol Mee, Clinical Educator - Walsall

Julie Price, Sister – Walsall

Simone Ballerent, ANNP – Walsall

Alison Moore, Neonatologist – Royal Stoke

**Leadership Training Programme** – Speaker did not attend

**Minutes of the Meeting held on the 17<sup>th</sup> December 2014:**

Agreed

**Matters Arising:**

Actions reviewed, No matters arising.

## **Training and Education:**

**Funding Mechanisms** – Agreed charges: £20 Nurses and £40 medics.

Lunch to be provided

**SC/CG to look at bank transfers**

**JC to speak to Alyson Skinner about doctors training**

**Budgets**

**Foundation Course** – Programme Commences April 2015

4 Nurses UHNM, 5 Nurses Walsall, 2 Nurses Russell's Hall,  
2 Nurses Telford, awaiting numbers from RWH

Placements over 4 week period – Agreed 2 nurses at a time  
For each unit.

Feedback to be given to units when students leave early

**Network Simulation** – 10 network staff recently completed course in Feb 2015

19<sup>th</sup> June Education Simulation Day

Link simulation training to medical training days

**Advanced Communication Days** – Facilitating 3 workshops

15<sup>th</sup> June – 20 people, multi-disciplinary,  
Stafford Post Graduate Centre

Awaiting future Dates

**JC to email Sarah**

**Supporting the Sick Neonate** – 3 sessions per year

Mock session September 2015

Course Commences October 2015

**LC/Tilly mock run June 2015**

**Health Visitors Training** – Discussed

**LC to meet with Sarah Fullwood to replicate training  
in Wolverhampton**

**Bereavement Photography** – 20 people, Donna Louise Trust – 26<sup>th</sup> June and 3<sup>rd</sup>  
July – Walsall

**LC to link with unit managers**

**Unit Education Meetings** – All unit meetings complete

Top Points – Liaise with ANNP's

Study Day flyers to be sent out 3 months in advance

Unit Study Days – Russell's Hall – Family Support

Walsall – Ethics and Record Keeping

SaTH – Sepsis

Royal Stoke – Respiratory

New Cross – TBC

**Units to advertise study days**

**Appraisal** – Reflection

**Units to encourage network study days in appraisals**

**HCA Training** – Study Day TBC

**Units to contact JG with their needs to help facilitate days.**

**JG to organise study day**

**Practice Educators and Education Provision:**

Walsall have appointed clinical educator, from April 1<sup>st</sup>, band 7, full time post

**Walsall to email job description to LC**

**Unit managers to review Walsall's job description and comment**

**Network Staffing and Activity:**

Rm met with all nurse managers and matrons – 53 deficit of nurse within the network, compared to capacity

Only Royal Stoke using badger tool for staffing. (LKW presented badger tool)

**Improving family centred care:**

Parent App to launch ASAP

**All unit managers to email RM with template information for parent app**

**Royal Stoke re-launching parent passport – LKW**

**Audit to take place at the end of 2015 – RM**

**HCA Champions in units**

**Standard Care Plans and Charts:**

? Fiona Horsnall (Royal Stoke) to lead on this

**RM and LKW to meet to discuss**

**Guidelines and SOP:**

**Each unit to draft a guideline/SOP**

**Units send Ruth a copy of topics that they have SOPS/ Guidelines on by the end of March**

**NNU Escalation Policy:**

Discussed

**Any other business:**

Royal Stoke requested Return to Practice Study Days

31<sup>st</sup> March – National Standardising QIS training – JC attending

**Date and Time of Next Meeting:**

The next meeting will be held on Tuesday 9<sup>th</sup> June 2015 at 12.30pm at Walsall Manor Hospital, Walsall

**ACTION LOG – For Education & Workforce Development Group Meeting held on Tuesday 10<sup>th</sup> March**

<b>Decision/Action</b>	<b>Owner</b>	<b>Timescale</b>
SC/CG to look at bank transfers	Sarah/ Carol	ASAP
JC to speak to Alyson Skinner about doctors training budgets	Jo Cookson	End of April
JC to email Sarah with future Advanced Communication course dates	Jo Cookson	End of March
Tilly and LC to mock run Supporting the Sick Neonate Study Day in June	Tilly & Lynsey	End of June 2015
LC to meet with Sarah Fullwood to replicate HV training in Wolverhampton	Lynsey	ASAP
LC to link with unit managers for bereavement photography places	Lynsey	ASAP
Units to advertise Network Study Days	All	Ongoing
Units to encourage network Study days in appraisals	Unit Managers	Ongoing
Units to contact JG with their HCA training needs	Unit Managers	ASAP
JG to organise HCA Study Day	Jo Gregory	Before next meeting
Walsall to email Clinical Educator job description to LC	Lisa	ASAP
Unit managers to review Walsall's job description and comment	Unit Managers	ASAP
Royal Stoke to re- launch parent passports	Lynn Keily-Woolcock	End of May
RM to audit improving family centred care at the end of 2015	Ruth	End of 2015
All unit managers to email RM with template information for parent App	Unit Managers	ASAP
RM and LKW to meet to discuss standardising care plans and charts	Ruth & Lynn	Before next meeting
Each unit send RM a copy of topics that they have SOPS/Guidelines on	Unit Managers	Before the end of March
Each unit draft a guideline/ SOP	Unit Managers	Before next meeting