

Joint Neonatal Guidelines Group Meeting	
Thursday 22nd May 2013 at 13.30pm	
Room 5 Wolverhampton Medical Institute, New Cross Hospital	
Minutes	
1.	<p>Apologies: Steve Parton - Clinical Effectiveness Librarian BCGP Alison Bedford-Russell - BWH Vikranth Venugopalan - Birmingham City Dawn Homer - New Cross Marian Kerr - BCGP Vivi Weckemann - Worcester Alex Philpott - NTS Sanjeev Deshpande - SATH Sarah Cormack - NTS Bashir Muhammad - Walsall Tilly Pillay - Dudley Thiru - Leighton Vishna Rasiah, SWMNMN Babu Kumararatne, SSBCNMN Subramanian Mahadevah, DGH</p>
	<p>Present: Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair) Ruth Moore, Network Manager - Staffordshire, Shropshire & Black Country Newborn Network S Sivakumar, Consultant Neonatologist – City Hospital Lynsey Clarke, Practice Educator – SSBCNN Vel Ramalingam, Consultant Neonatologist – BWH</p> <p>Observing the meeting Usman Zafar, Keele University</p>
2.	<p>Minutes From Teleconference Meeting Held on 28th August 2013 Approved</p>
3.	<p>Matters Arising; User Survey Timeframe – Due to delays in fully implementing the guidelines in all the units in SWMNMN the group agreed that the survey of users could be done at different times in each network. <i>SSBCNMN survey users in June, SWMNMN survey users in August. Links to the survey monkey as well as an electronic version will be sent to each representative on the guidelines group who will be responsible for cascading these within their unit and chasing staff to participate</i></p>
4.	<p>Objectives Reviewed and approved at the meeting</p>
5.	<p>Process for other units/Networks to Participate in the Guidelines The group discussed how other units/Networks could use the guidelines in the future to ensure their engagement with the guideline development process and therefore strengthening the guidelines without disrupting the production timescale. <i>RM to arrange a meeting with BCGP leads, Kate and Siva to discuss and agree the practicalities including funding.</i></p>
6.	<p>Identify Guidelines to Audit Across Both Networks Babu Kumararatne has suggested the HIE guideline for a cross network audit. Deferred for discussion at the next meeting.</p>
7.	<p>Formal Adoption Forms Received 4 out of 6 units forms have been received in SSBCNMN, the remaining 2 units are expected shortly. The process has raised awareness amongst staff in Trust's with guideline governance remit about the process of developing these guidelines. Kate fed back that very few network guidelines have not been adopted either fully or partially. <i>Kate will collate the SSBCNMN responses and request copies of local guidelines if network guidelines not followed to inform the next edition of the network guidelines.</i> SWMNMN have had 5 forms returned - BWH, Worcester, Hereford and City are either complete or</p>

	draft pending Trust process's approval, HEFT have indicated they will complete and return the form in September when they will be reviewing their unit's guidelines. Siva will collate the SWMNMN responses and request copies of local guidelines if network guidelines not followed to inform the next edition of the network guidelines.
8.	Errors and Inaccuracies Identified in the Guidelines These were reviewed. Kate reassured Siva that additions were never made to PN on NNU's in SSBCNMN – the section relates to the Prescription of PN and additives that may be prescribed to standard PN bags. Kate will write a summary of the two errors and the inconsistencies found and send to Marian to circulate to all guideline users and to send to the authors of the inconsistent guidelines when these are being updated for the next edition
9.	NICE Accreditation Andrea Reed has been appointed by the strategic clinical network to lead a process to see if the paediatric, neonatal and obstetric guidelines can be accredited by NICE. Andrea has had some initial 1 to 1 meetings with key staff involved in the guidelines development and is now arranging a meeting in July with all these key staff to discuss progress to date etc.
10.	Any Other Business SWMNMN have identified a number of new topics for the next edition of the guidelines, Siva to email the list to Marian and Kate. Staff can start writing the guidelines now so that there is plenty of time to format and edit. Post natal ward folder – SSBCNMN have previously identified a number of neonatal guidelines from the book appropriate to put in a folder for ease of access on the post natal ward. SC to send Kate the current contents list for Kate to review and update with the current edition of the guidelines
11.	Date and Time of Next Meeting TBC Mid – Late September 2014

ACTION LOG – For the Guidelines Group Meeting held on Thursday 22nd May 2014

Decision / Action	Owner	Timescale
SSBCNMN survey users in June, SWMNMN survey users in August. Links to the survey monkey as well as an electronic version will be sent to each representative on the guidelines group who will be responsible for cascading these within their unit and chasing staff to participate	Sarah Carnwell and Guidelines Representatives	End June
RM to arrange a meeting with BCGP leads, Kate and Siva to discuss and agree the practicalities including funding of other units/networks participating in the guidelines.	Ruth Moore	End June
Identifying Guidelines to audit across both Networks was deferred for discussion at the next meeting.	Sarah Carnwell	September
Kate will collate the SSBCNMN responses and request copies of local guidelines if network guidelines not followed to inform the next edition of the network guidelines.	Kate Palmer	September
Siva will collate the SWMNMN responses and request copies of local guidelines if network guidelines not followed to inform the next edition of the network guidelines.	Siva Sivakumar	September
Kate will write a summary of the two errors and the inconsistencies found and send to Marian to circulate to all guideline users and to send to the authors of the inconsistent guidelines when these are being updated for the next edition	Kate Palmer	End June
Siva to email the list to Marian and Kate. Staff can start writing the guidelines now so that there is plenty of time to format and edit.	Siva Sivakumar	End June
SC to send Kate the current contents list for Kate to review and update with the current edition of the guidelines	Sarah Carnwell	End June