

Joint Guidelines Group

Minutes of meeting held on 29th September 2014

Present

Kate Palmer
Ruth Moore

S Sivakumar
Bashir Muhammed

Vikranth Venugopalan
Andrea Read (SCN – NICE Accreditation)

1. Apologies

Alison Bedford-Russell
Marian Kerr
Vel Ramalingham
Helen Underhill

Alyson Skinner
Thiru
Subra

Sanjeev Desphande
ClareThompson
Mel Sutcliffe

Alex Philpott
Rob Negrine

2. Minutes of the previous meeting

Agreed without change

3. Matters Arising and items not on the agenda for this meeting

None

4. Process for other units to participate in the guidelines update

This is yet to be discussed in detail with the BCGP but it was agreed that it would not be practical to have any more units participating in the guideline writing and reviewing process so a different arrangement will need to be devised.

5. Identification of a guideline to audit across both networks

The 'cooling in non-cooling centres' guideline was chosen. This will include all units in both networks but not babies transferred from outside the region for cooling within network cooling centres. The will focus on the identification of babies for cooling and their management prior to the initiation of active cooling in a cooling centre. The audit leads will be Alison Moore for SSBCNMN and Vikram Vengopalan for SWMNN. They will determine the details of the audit. The aim is to star the audit in March 2015 when the new junior doctors start and to finish it in time for presentation at the SSBCNMN audit competition in September 2015 and the quad network day in January 2016.

6. Formal adoption forms update

SSBCNMN: 4 units have returned forms. Three have adopted most of the guidelines and the 4th is slowly putting them through their governance process.

SWMNN: 3 units have returned forms.

7. User survey results

There were 36 responses in total, 33 from SSBCNMN.

SSBCNMN: Responses obtained from all units and including all grades of doctors, ANNPs and nurses.

SWMNN: anticipate results from City, BWH and Hereford by the end of October.

8. Update to guidelines

The draft guidelines schedule 2015-17 was agreed.

The list of guidelines was reviewed. It was agreed that the Group B Strep guideline should be removed as it is covered by the infection in the first 72 hours guideline.

It was agreed to keep the authors of the majority of the guidelines unchanged but the following changed were made:

- Cyanotic heart disease and HLHS - Siva
- Development care, Environment and noise, positioning and kangaroo care – Amber Tost-Evans (chair of SSBCNMN development care group)
- Hyperglycaemia and insulin infusion – someone from SWNMM (Siva to sort)
- Hyponatraemic dehydration - Bashir Muhammed
- Maternal thyroid disease – someone from BWH (Siva to sort)

Breast feeding, Breast milk expression, breast milk handling and storage – Pat Bloor (chair of SSBCNMN infant feeding group)

- Enteral feeding – Gemma Holder BWH
- Gastro-oesophageal reflux – Alison Bedford-Russell. To be circulated as soon as complete in view of the recent changes in advice regarding the use of domperidone.
- Parenteral nutrition – Ruth Andrassy- Newton and Alyson Skinner (RM to contact)
- Chronic lung disease - BWH (Siva to sort)
- Oxygen saturation targets and oxygen on discharge - BWH consultant (Siva to sort)

The following new topics were identified for inclusion in the 2015-15 guidelines:

- Floppy baby - SWMNM author (Siva to sort)
- Hydrops – SWMNN author (Siva to sort)
- Hydrocephalus - SWMNN author (Siva to sort)
- Hypercalcaemia - SWMNN author (Siva to sort)
- Hypokalaemia - SWMNN author (Siva to sort)
- ET suction – Anna Kotas SSBCMNM
- Sacral dimple – Asok Kumar SSBCMNM

The authors will be sent the current version of the guideline to review in early October. They will be reminded to include links to any parent information such as Bliss factsheets in the revised guidelines.

We will keep the same network editors, Alyson Skinner and Rob Negrine.

9. NICE Accreditation update

A draft process manual has been agreed. Andrea has a meeting with NICE in early October and she is aiming to make the submission for accreditation in November 2014. One issue yet to be resolved is that of patient involvement. Some of the obstetric guidelines have been sent to the SCN Patient Voice and Insight Lead to obtain comments from Women/Parents so we will await the outcome of this process.

10. AOB

Marian Kerr will be retiring at the end of this year. Her great contribution to the guidelines was acknowledged. She is to be replaced.

11. Date and time of next meeting

We will meet with Marian before she retires, possibly the second or third week in December. RM/KP and MK will meet in UHNS (NICU Seminar room), others can attend or join in via teleconference.

A meeting will be held in January 2015 to review progress with Marian's replacement.

12. Actions

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| Identify new authors from SWMNN and give their E mail addresses to Marian Kerr | SS |
| Speak to new authors from SSBCNMN and give their E mail addresses to Marian Kerr | KP |
| Speak to proposed authors of the TPN guideline | RM |
| Collate user feedback response from SWMNN | SS |
| Send existing files to authors and request evidence to search | MK |
| Speak to Alison Moore about the proposed audit | KP |
| Confirm date for next meeting | SC |