

Neonatal Education and Workforce Development Group Meeting	
Tuesday 10 th September 2014 at 10.00 am	
Large Basement Meeting Room, New Cross Hospital	
Minutes	
1.	<p>Apologies: Alyson Skinner, Neonatologist – Royal Wolverhampton Hospital/Walsall Manor Hospital Maria Francis, Unit Manager – Walsall Manor Hospital Robin McMahon, ANNP – Royal Wolverhampton Hospital Tilly Pillay, Neonatologist – Royal Wolverhampton Hospital/Russell’s Hall Hospital Wendy Tyler, Consultant Neonatologist – Royal Shrewsbury Hospital</p>
1A.	<p>Present: Dawn Homer, NNU Manager – Royal Wolverhampton Hospital Jo Cookson, Practice Educator – SSBCNMN Jo Gregory, Practice Educator (Secondment) – SSBCNMN Lisa Poston, Team Leader – Walsall Manor Hospital Lynsey Clarke, Practice Educator – SSBCNMN (Chair) Ruth Moore, Network Manager/Lead Nurse – SSBCNMN</p>
2.	<p>Minutes of the Meeting Held on the 17th June 2014 Agreed.</p>
3.	<p>Matters Arising The Action Log from the previous meeting was reviewed, most actions had been completed with the following exceptions:</p> <p>Letter to the chief nurses – RM to check if this has been sent and if not ask CG to circulate asap.</p> <p>Lynsey and Jo had not received any feedback from managers about - volunteers for teaching on the Foundation Programme, names of staff requiring return to practice study days or ideas for network study days. Carol Guest (CG) to email unit managers quarterly to ask if there are any staff requiring a return to practice study day.</p>
4.	<p>Training and Education</p> <p>Secondment Update – Jo Gregory has commenced on Secondment as Network Practice Educator for the Staffs and Shrops units until end of March 2015, 15 hours per week whilst Jo Cookson is on secondment with Keele University. Jo was welcomed to the meeting.</p> <p>Neonatal Intensive Care Course Provision Keele & Wolverhampton - The Keele Neonatal IC Course commences 5th November. 11 staff enrolled, it will run on a Wednesday with the exception of the Cooling study day which is on a Tuesday. The programme ends on 20 May 2015. JC to email the programme to the unit managers. Wolverhampton – no update on neonatal course provision has been received from Wolverhampton University.</p> <p>Foundation Programme Update The current programme is going very well with good feedback. It ends on 4 November, all to keep this date as it will be the presentation event and inform other staff members who may wish to attend, further details to follow nearer the time. Forward planning - CG to email the unit managers to enquire on the number of staff requiring the FP and the ability to send on the next course with a proposed start date 13 April 2015 (this would have around 5 week overlap with the NIC course).</p> <p>Neonatal Senior Neonatal Nurse Study Day – Confirmed date 10th October 14. Unit managers have been informed, final names of all attending from each unit to be sent to RM by the end of September please.</p>

	<p>Network Simulation Training Programme Update – LC has contacted Leicester regarding the potential for them to run a train the trainers' course for SSBCNMN staff in Spring 2015. Dates will be circulated when known. Unit Managers to email the names of any staff that require Simulation Training to CG. LP feedback that the Walsall team have submitted an abstract to the National Simulation Meeting and have been asked to present.</p> <p>Education/Training Unit Visits –LC and Alyson Skinner, joint Chairs of the Network Education and Workforce Group, are arranging to visit each unit to meet with the MDT to discuss the education and training needs for the unit in order to identify priorities for the network education and training programme.</p> <p>Advanced Communication Study day – JC to draft a proposal to run advanced communication study days for MDT's in the network.</p> <p>Health Visitors training – The educators have been considering the provision of training for HVs regarding babies discharged from NNU's. RM fed back that Rose Ciavucco at UHNS is running a series of short study days for Health Visitors across Stoke commencing later this month. RM to ask Rose for a copy of the programme and share with the educators. DH said that Sarah Fullwood, Community Senior Nurse at RWH is back and has done a lot of work with HVs in Wolverhampton and would be interested in the possibility of doing something similar with them, LP said that Ruth Cooke, acting neonatal community nurse at Walsall would also be interested in this.</p>
5.	<p>Practice Educators and Education Provision in the SSBC Newborn and Maternity Network - Update LC presented the draft report to the group. Need to include Sue Turrills Education career Pathway in the appendix and insert a section summarising the findings between sections 5 & 6 of the version of the report presented at the meeting. Draft report to be circulated to the group for comments by 24 October. LC will present final report with recommendations to the Board meeting in December.</p>
6.	<p>HCA Competency Document - Health Care Assistant Competencies SaTH document was circulated to the group. RWH and UHNS documents have been circulated in the past. LC and AS to discuss HCA education and training needs when visiting each unit. Please email any topics for inclusion on the Network HCA study days to JC/JG.</p>
7.	<p>Neonatal Unit Staffing Marketing Neonatal Nursing at career fairs etc. – the need for this was discussed, Walsall has no vacancies, New Cross has vacancies but is undertaking a joint recruitment drive with paediatrics. It was agreed to remove this from the agenda for the time being.</p> <p>Network Neonatal Unit Staffing and Activity The report summarising findings from the 2/52 network snapshot survey as well as the CRG survey was reviewed. RM to write to each Trust to ask for their response and action plans to address the nurse staffing issues identified in the report.</p>
8.	<p>Improving Family Centred Care Update Parent Passports Room for improvement in terms of routine use by nurses with parents was fed back by the units present, however RM fed back that the quarterly collation of parent experiences from the passport has increased each quarter so it appears to be increasing in use as time goes on.</p> <p>Bliss Volunteers Project Unit Requirements RM is attending the BLISS Regional Volunteers Steering group meeting on 18 September. Feedback from Shrewsbury is positive and will explore this further with Alia following their move to the new unit in Telford at the end of September.</p>
9.	<p>Objectives 2014/15 Approved.</p>
10.	<p>Network Standard Neonatal Nursing Care Plan and Observation Charts Update RM reported no progress yet as waiting for LD to return to request permission for Fiona Horsnall to lead on drafting a care plan for the network to comment on. DH fed back that they have introduced new care plans at RWH. RM to ask Sarah Crowshaw for a copy.</p>

11.	Network Standard Nursing Guidelines/SOPs None were brought to the meeting. CG to email the unit managers to request a list of all their existing nursing guidelines/SOPS to be sent by 10 October.
12.	Network NNU Escalation Policy Update RM and TP have met and have a second meeting planned next week, following which an updated document will be circulated by RM for comments from the network.
13.	<p>Any Other Business</p> <p>TP had provided LC with an update on planning a Network Education Programme aimed at Supporting LNU/SCU medical Teams. This is designed for the:</p> <p>a) general paediatricians/trainees covering neonatology especially on weekends and at night b) Band 5-8 nursing teams and ANNPS who support these babies but could also be useful for the:</p> <p>c) generalists with neonatal interest at LNU/SCU covering the neonatal unit on a regular basis</p> <p>Update so far:</p> <p>a) we have feedback from all the units in the network that this will be strongly supported b) we are considering running this as a course comprising a few half day workshops, with 'accreditation' c) we will have our first facilitators meeting to define content, sites, etc. soon (TP to send out invites this week now that buy in has been obtained from all units including transport team NTS) d) Lynsey and Jo to be included e) Other facilitators are consultant neonatologists from UHNS, NXH, NTS Alex Philpott, and a consultant from up North with Ethics Workshop experience</p> <p>RM reminded all about the Joint Mortality and Morbidity Perinatal Education Event being held at BWH on Friday 17th October. Please circulate the date to colleagues, programme attached with details of who to register your place with.</p> <p>The Next Midlands and East Perinatal Conference will be held on Friday 30th January 2015 in Cambridge, as it is East of England Perinatal Network's turn to host the event. Watch out for a call for posters and further details; circulate details about the date and venue to colleagues please.</p>
15.	Date and Time of Next Meeting The next meeting will be held on Wednesday 17 December 2014 at 10.00 am in the Lecture Theatre, Telford Education Centre, Princess Royal Hospital, Telford.

ACTION LOG – For the Neonatal Education & Workforce Development Group Meeting held on Wednesday 10 September 2014

Decision / Action	Owner	Timescale
RM to check if the letter to the chief nurses has been sent and if not ask CG to circulate asap.	RM/CG	Sept/Oct 2014
CG to email unit managers quarterly to ask if there are any staff requiring a return to practice study day.	CG	Quarterly
JC to email the Keele Neonatal IC Course programme to the unit managers.	JC	Sept/Oct 2014
All to inform other staff members that the Foundation Programme Presentation of Assignments Day will be held on the 4 November, if they wish to attend.	All	Sept/Oct 2014
CG to email the unit managers to enquire on the number of staff requiring the Foundation Programme and the ability to send on the next course with a proposed start date 13 April 2015.	CG	Oct 2014
Unit Managers to send RM the final names attending the Senior Neonatal Nurse Study by the end of September.	Unit Managers	End of Sept 2014
Unit Managers to email the names of any staff that require Simulation Training to CG.	Unit Managers	End of November 2014

JC to draft a proposal to run Advanced Communication Study Days for MDT's in the network.	JC	Oct/Nov 2014
RM to ask Rose Ciavucco for a copy of the Health Visitors Study Days programme that she is running across Stoke and share with the educators.	RM	Sept 2014
Practice Educators and Education Provision in the Network draft report to be circulated to the group for comments by 24 October. LC will present final report with recommendations to the Board meeting in December.	CG LC	Sept 2014 Dec 2014
LC and AS to discuss HCA education and training needs when visiting each unit. All to email any topics for inclusion on the Network HCA study days to JC/JG.	LC & AS All	Each Unit Visit Anytime
RM to write to each Trust to ask for their response and action plans to address the nurse staffing issues identified in the network snapshot survey report.	RM	Oct/Nov 2014
RM to ask Sarah Crowshaw for a copy of the new care plans at RWH.	RM	Sept/Oct 2014
CG to email the unit managers to request a list of all their existing nursing guidelines/SOPS to be sent by 10 October.	CG	Sept 2014
RM to circulate the updated Network NNU Escalation Policy document for comments from the network after she has met with TP.	RM	Sept/Oct 2014
All to circulate the date of the Joint Mortality and Morbidity Perinatal Education Event being held on the 17 October to colleagues.	All	Sept 2014
CG to email the programme with the minutes.	CG	Sept 2014
All to circulate the details of the Midlands and East Perinatal Conference to be held on the 30 January 2015 once advertised, to colleagues.	All	Once Advertised