

Neonatal Education and Workforce Development Group Meeting

Wednesday 17 December 2014 at 10 am

Lecture Theatre, Telford Education Centre

Notes and Actions

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| 1. | <p>Apologies: Alyson Skinner, Neonatologist and Co-Chair – RWH Dawn Homer, NNU Manager – RWH Lisa Poston, Team Leader – Walsall Manor Hospital Lynn Atkin, Lead Nurse – SaTH Robin McMahon, ANNP – RWH Tilly Pillay, Neonatologist – RWH & DGH</p> |
| 1A. | <p>Present: Fiona Partington, Sister – RWH Gina Powell, Senior Sister – SaTH Jo Cookson, Practice Educator – SSBCNMN Jo Gregory, Acting Practice Educator – SSBCNMN Lynn Davies, Unit Manager – Royal Stoke University Hospital Lynsey Clarke, Practice Educator – SSBCNMN Maria Francis, Unit Manager – Walsall Manor Hospital Ruth Moore, Network Manager/Lead Nurse – SSBCNMN Sam Davies, Unit Manager – SaTH</p> |
| 2. | <p>Leadership Training Programme – Lynda Austin did not attend, <i>JC to contact and arrange for Lynda to attend the next meeting if possible.</i></p> |
| 3. | <p>Minutes of the Meeting Held on the 10 September 2014 Agreed.</p> |
| 4. | <p>Matters Arising Actions from the previous meeting were reviewed and all completed or in hand. No matters arising were identified.</p> |
| 5. | <p>Training and Education</p> <p>List of Network and National Study Days in 2015 – These have been circulated in two separate lists.</p> <p>Proposed Mechanisms for Funding Future Network Study Days from April 2015 – <i>SSBC educators to work with SWM to agree standard pricing structure for 2015/16 study days in both networks.</i></p> <p>Neonatal Intensive Care Course Provision Keele & Wolverhampton – Discussed and no actions identified.</p> <p>Foundation Programme Update – Next Programme commences April 2015, no actions identified.</p> <p>Network Simulation Training Programme Update – <i>LC to confirm with each unit this afternoon how many places they have and for which roles on the train the trainers course being held in Leicester on 10 & 11 Feb 2015.</i> NB. Delegates will need to confirm they are attending asap as there are more people than we have places for that wish to attend.</p> <p>Advanced Communication SD – All agreed this as a training need. Cost £50 per place (£1,000 per course of 20 places). Trusts have charitable funds that could be used to fund places if necessary. <i>JC to identify a date to hold this in SSBCNMN possibly in June.</i></p> <p>Supporting the Sick Neonate: Practice Points for LNU Teams – Discussed and no actions identified.</p> <p>Health Visitors Training – <i>LC to meet with Sarah Fullwood to replicate the training commenced in Stoke to the</i></p> |

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| | <p>HVs in Wolverhampton area prior to rolling out to other areas.</p> <p>Bereavement Photography Course – All agreed of interest and would support if available in the network. LC to liaise with the trainer to identify a suitable date for a network SD.</p> <p>SWMMNN Surgical Module – Next module commences April 2015, it is being accredited at Level 7 (Masters), no actions identified.</p> <p>Unit Education Meetings – 1 completed to date.</p> |
| 6. | <p>Practice Educators and Education Provision in the SSBCNMN – Next Steps</p> <ol style="list-style-type: none"> 1. Maria to forward Neonatal Educator Job Description at Walsall. 2. Unit Managers to review this and identify if any changes are required to agree this as a standard JD across the network. 3. Neonatal unit managers to discuss recommendation for NNU educator in own Trust and identify how to take the development of a NNU educator post forward in their Trust and feedback to the network. |
| 7. | <p>HCA Competency Document – Maria to send a copy of Walsall's Competency document to CG. CG to send copies of all HCA competency documents to Nicky Taylor for information.</p> |
| 8. | <p>Neonatal Unit Staffing – RM to arrange to meet each NNU nurse manager and Matron in January to ensure all information gathered and presented at next network board and education/workforce meeting.</p> |
| 9. | <p>Improving Family Centred Care Update SSBCNMN Parent Passport Update – Problems with implementation at UHNM being addressed, others reported variable uptake linked to which staff on duty etc. RM plan to develop evaluation strategy to evaluate their use in Nov 2015 linked with World Prematurity Day.</p> <p>Parent Information App – Funding obtained to replicate SWMMNN App in SSBC, further details to follow about the information required from each unit.</p> <p>BLISS Volunteers Project – Discussed, no actions identified.</p> <p>Picker Survey – Discussed, no actions identified.</p> |
| 10. | <p>Network Standard Neonatal Nursing Care Plan and Observation Charts RM to discuss plan to take this forward at meeting with Lynn and others at UHNM in January.</p> |
| 11. | <p>Network Standard Nursing Guidelines/SOPs – Only received SOP from Stafford. Fiona gave Ruth copy of Wolverhampton Guidelines at the meeting. All other units please send Ruth a copy of your nursing guidelines/SOPs asap.</p> |
| 12. | <p>Network NNU Escalation Policy Update – RM to circulate requesting comments from NNU managers on using in practice to develop this further.</p> |
| 13. | <p>Any Other Business – Meeting over ran, RM to ask CG to book room for 2 1/2 – 3 hours in future. Didn't have chance to say goodbye and thank you to Maria for her participation and good luck when back in transport service!</p> |
| 14. | <p>Date and Time of Next Meeting The next meeting will be held on Tuesday 10 March 2015 at 12.30 pm in the Richard Johanson Room 2, Maternity Centre, Royal Stoke University Hospital, Stoke on Trent.</p> |

ACTION LOG – For the Education & Workforce Development Group Meeting held on Wednesday 17 Dec 2014

| Decision / Action | Owner | Timescale |
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| JC to contact Lynda Austin regarding attending the next meeting if possible. | Jo Cookson | Dec 2014/Jan 2015 |
| SSBC educators to work with SWM to agree standard pricing structure for 2015/16 study days in both networks. | Lynsey, Jo and Jo | Before March 2015 |
| LC to confirm with each unit this afternoon how many places they have and for which roles on the train the trainers course being held in Leicester on 10 & 11 Feb 2015. | Lynsey | Before Xmas |
| JC to identify a date to hold Advanced communication SD in SSBCNMN possibly in June. | Jo Cookson | Before March 2015 |
| LC to meet with Sarah Fullwood to replicate the training commenced in Stoke to the HVs in Wolverhampton area prior to rolling out to other areas. | Lynsey | ASAP |
| LC/JG to liaise with the bereavement photography trainer to identify a suitable date for a network SD. | Lynsey/Jo Gregory | Before March 2015 |
| Maria to forward Neonatal Educator Job Description at Walsall. | Maria | ASAP |
| Unit Managers to review this and identify if any changes are required to agree this as a standard JD across the network. | Lynn, Sam, Dawn, Julie | Before end of Jan 2015 |
| Neonatal unit managers to discuss recommendation for NNU educator in own Trust and identify how to take the development of a NNU educator post forward in their Trust and feedback to the network. | Lynn, Sam, Dawn, Julie | Before end of Jan 2015 |
| Maria to send a copy of Walsall's Competency document to CG. | Maria | Before 15 Jan 2015 |
| CG to send copies of all HCA competency documents to Nicky Taylor for information. | Carol Guest | Before end of Jan 2015 |
| RM to arrange to meet each NNU nurse manager and Matron in January to ensure all information gathered and presented at next network board and education/workforce meeting. | Ruth | Before end of Jan 2015 |
| RM plan to develop evaluation strategy to evaluate the Parent Passport use in Nov 2015 linked with World Prematurity Day. | Ruth | By June meeting |
| RM to discuss plan to take developing network care plans forward at meeting with Lynn and others at UHNM in January. | Ruth and Lynn | Before end of Jan 2015 |
| UHNM, DGH and Walsall please send Ruth a copy of your nursing guidelines/SOPs asap. | Lynn, Julie and Maria | Before end of Jan 2015 |
| RM to circulate requesting comments from NNU managers on using in practice to develop the Network NNU Escalation Policy further. | Ruth, Lynn, Sam, Dawn, Julie, Maria | Before end of Jan 2015 |
| RM to ask CG to book room for 2 1/2 – 3 hours in future. | Ruth | Before xmas |