

<b>Joint Neonatal Guidelines Group Meeting</b>	
<b>8<sup>th</sup> December 2014</b>	
<b>Room 5 Wolverhampton Medical Institute, New Cross Hospital</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b>                      Singh Jaideep – Heart of England                      Helen Underhill – Wye Valley NHS Trust                      Dawn Homer - New Cross                      Vel Ramalingam, Consultant Neonatologist – BWH                      Cathy Seagrave – Hereford County Hospital                      Vikranth Venugopalan - Birmingham City                      Sanjeev Deshpande - SATH                      Alyson Skinner – Walsall                      Claire Thompson – Dudley                      Andrea Read – SCN                      Kate Palmer, Consultant Paediatrician – University Hospital of North Staffordshire (Chair)</p>
	<p><b>Present:</b>                      Ruth Moore, Network Manager - Staffordshire, Shropshire &amp; Black Country Newborn Network                      (Chaired on behalf of Kate Palmer)                      Marian Kerr - BCGP                      S Sivakumar, Consultant Neonatologist – City Hospital                      Bashir Muhammad - Walsall                      Julie Taylor – Dudley                      Matthew Stone – BCGP Librarian</p>
<b>2.</b>	<p><b>Minutes of the Meeting Held on 29<sup>th</sup> September 2014</b>                      Approved</p>
<b>3.</b>	<p><b>Matters Arising;</b>                      None</p>
<b>4.</b>	<p><b>Process for other Units/Networks to Participate in the Guidelines Update</b>  <i><b>RM and KP to meet with BCGP (Naveed and MK's replacement when in post) to discuss and then bring a proposal to the next meeting.</b></i></p>
<b>5.</b>	<p><b>Cooling in Non-Cooling Centres Guidelines for Audit Across Both Networks Update</b>                      KP has contacted Alison Moore, SSBC Audit Lead, she is aware of the plan to audit this guideline across both Networks. <i><b>Vikran and Alison to agree the audit process.</b></i>  <i><b>Julie Taylor has started to look at this with Dr Thompson at Russell's Hall. Similarly Siva has started to look at this at City. Vickran and Alison could use this information to draft a Network Audit Process.</b></i></p>
<b>6.</b>	<p><b>Formal Adoption Forms Update</b>                      SWMNMN have completed their unit visits RE: guideline implementation. All units agree in principle, one unit has yet to submit their form, which is the same as the SSBCNMN.</p>
<b>7.</b>	<p><b>User Survey Results</b>                      55 responses have been received in total, now includes more responses from SWMNMN with a range of all roles. No new topics have been identified to be added.</p>
<b>8.</b>	<p><b>Guidelines Update</b>                      There were 127 guidelines last year, there are 134 this year. Eight new guidelines, with one removed – Group B. Eight guidelines are out for comment, the deadline is the 17 December. 20 more are ready to be sent for comments. Please note any changes to guidelines or comments should be made in the guideline using track changes (or if unable to use TC use blue font so easily identifiable) Marian can then merge all the comments received into one document to send back to the Author to review. <i><b>All group members to ensure authors in their units understand the importance of following the above process when sending comments about individual guidelines.</b></i>                      MK's replacement has not been identified yet. A second recruitment process is in place and hopefully</p>

	<p>a suitable candidate will be found. In the meantime MK has agreed to stay on in a consultancy basis for the neonatal and obstetric guidelines and hopes to handover to the new post holder in February. <b>Dr Muhammad to add hyaluronidase as per local guideline to the extravasation guideline and await comments.</b></p> <p><b>Dr Sivakumar 1. To inform MK if authors found for two new guidelines – congenital dislocation of hips and metabolic bone disease. 2. To ask Vishna Rasiah and Alison Bedford-Russell to draft a Down's Syndrome guideline based on a condensed version of the West Midlands Down's Care Pathway.</b></p> <p><b>MK to send author information to the above authors once identified and agreed.</b></p>
9.	<p><b>NICE Accreditation</b></p> <p>Andrea Reed has submitted the final Process Document to NICE today. The Group acknowledged her hard work in pulling all this together. <b>MK to send the declaration of conflict of interest to all authors of the neonatal guidelines.</b></p>
10.	<p><b>Any Other Business</b></p> <p>The Group thanked MK for her hard work and she will be greatly missed when she does eventually retire. MK thanked the group for her retirement present, and said it had been a pleasure working with us all.</p>
11.	<p><b>Date and Time of Next Meeting</b></p> <p>To be planned when MK's replacement in post preferably face to face in February, to meet new post holder and Matthew the new Librarian who was welcomed to the group. <b>MK to circulate Matthew's e-mail address to the Group as soon as possible.</b></p>

### ACTION LOG – For the Guidelines Group Meeting held on Monday 8<sup>th</sup> December 2014

Decision / Action	Owner
RM and KP to meet with BCGP (Naveed and MK's replacement when in post) to discuss and then bring a proposal to the next meeting.	Ruth Moore Kate Palmer
Vikran and Alison to agree the audit process. Julie Taylor has started to look at this with Dr Thompson at Russell's Hall. Similarly Siva has started to look at this at City. Vickran and Alison could use this information to draft a Network Audit Process.	Vikran Alison
All group members to ensure authors in their units understand the importance of following the above process when sending comments about individual guidelines.	All
Dr Muhammad to add hyaluronidase as per local guideline to the extravasation guideline and await comments.	Dr Muhammad
Dr Sivakumar 1. To inform MK if authors found for two new guidelines – congenital dislocation of hips and metabolic bone disease. 2. To ask Vishna Rasiah and Alison Bedford-Russell to draft a Down's Syndrome guideline based on a condensed version of the West Midlands Down's Care Pathway.	Dr Sivakumar
MK to send author information to the above authors once identified and agreed.	Marian Kerr
MK to send the declaration of conflict of interest to all authors of the neonatal guidelines.	Marian Kerr
MK to circulate Matthew's e-mail address to the Group as soon as possible.	Marian Kerr