

BOARD MEETING

Minutes of the meeting held on
Tuesday 3rd September 2013 at 9:30am

Board Room, New Cross Hospital, Wolverhampton, WV10 0QP

PRESENT:

Alex Philpott, Transport Consultant
Alison Moore, Consultant Neonatologist
Alyson Skinner, Consultant Neonatologist
Anjan Bhaduri, Consultant Neonatologist
Babu Kumararatne, Lead Clinician
Charles Pidsley, CCG Chair
Chrisantha Halahakoon, Consultant Neonatologist
Clare Gilg, Senior Nurse Manager
Dawn Homer, Senior Nurse
Ian McLennan, Senior Nurse Manager
Jackie Harrison, Nurse Consultant
Janet Hagan, Matron
Jo Cookson, Practice Educator
Kate Palmer, Consultant Paediatrician
Lynn Davis, NNU Clinical Nurse Manager
Lynsey Clarke, Practice Educator
Maria Francis, Neonatal Unit Manager
Melanie Sutcliffe, SSBC Clinical Effectiveness Lead
Nicola Taylor, Unit Manager
Robin McMahon, ANNP
Ruth Moore, Network Manager/Lead Nurse
Sarah Carnwell (Minutes), Administrator
Simon Jenkinson, Lead Obstetrician
Vandana Najran, Service Specialist

Newborn Transport Service
Shrewsbury and Telford Hospitals
Walsall Manor Hospital
Walsall Manor Hospital
Royal Wolverhampton Hospitals
East Staffordshire CCG
Royal Wolverhampton Hospitals
Mid Staffordshire General Hospital
Royal Wolverhampton Hospitals
Shrewsbury and Telford Hospitals
Newborn Transport Service
University Hospital of North Staffordshire
Newborn Network
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Newborn Network
Walsall Manor Hospital
Royal Wolverhampton Hospitals
Dudley Group of Hospitals
University Hospital of North Staffordshire
Newborn Network
Newborn Network
Newborn Network
NHS England LAT

APOLOGIES:

Anand Mohite, Consultant Neonatologist
Caroline Southall, Parent Representative
David Loughton, (Chair), Chief Executive
Julie Ebrey, Parent Representative
Julie Plant, Senior Matron
Linda Izquierdo, Director of Nursing, Quality and Patient Safety
and Experience
Michelle Kidby, Parent Representative
Sanjeev Deshpande, Consultant Neonatologist

Dudley Group of Hospitals
Newborn Network
Royal Wolverhampton Hospitals
Newborn Network
Royal Wolverhampton Hospitals
Shropshire CCG

Newborn Network
Shrewsbury and Telford Hospitals

ACTIONS

BK chaired the meeting in David Loughton's absence.

2. MINUTES OF THE MEETING HELD ON THE 18th JUNE 2013

The minutes were agreed.

3. MATTERS ARISING

Terms of Reference

RM identified the changes made to the Board. All agreed the change of name to the Staffordshire, Shropshire and Black Country Newborn and Maternity Network Operational Delivery Network. It was agreed to invite representation from a Senior Midwife, to be nominated by the Maternity Network Group. It was agreed that feedback from the Fetal Medicine Group be provided to the Board via the Maternity Network Group. It was agreed that the Strategic Clinical Network should be invited to be represented at the Network Board. RM to amend the terms of reference, SC to circulate with the minutes.

SJ
SJ
RM
RM/SC

4. NETWORK DEVELOPMENTS

Operational Delivery Network (ODN)

The Governance Framework and Toolkit circulated was produced by Sue Shepherd, Director of Mid Trent Critical Care Network and East Midlands Major Trauma Network and has been sent to NHS England for agreement as a national policy document. Gaps in SSBC Newborn and Maternity Network compliance with the requirements of the framework will be identified using the Toolkit and presented at the next Board.

RM

Maternity and Children's Strategic Clinical Network (SCN)

The WM Newborn ODNs met with the SCN twice over the summer. Carol Reily, SCN Quality

Improvement Lead has been identified as a resource for the ODN's to utilise to undertake a review of the newborn networks in the West Midlands. Carol will produce a project plan which will be presented at the next Board meeting.

CR

5. SSBCNN ACTIVITY AND QUALITY MONITORING

Activity and Quality Data Collecting & Reporting 2013-15

The network Activity and Quality Data Collecting & Reporting 2013-15 document has been updated and includes the new national quality dashboard which now contains six items, duplication has been removed in terms of the network neonatal service benchmark report and parent consultation within 24 hours has been added. All agreed. There was some discussion around whether consultations before admission was included in the NNAP lists on Badger.

Network Quarterly Report Suite Quarter 1 2013/14

MS presented examples of reports, SC to circulate presentation with the minutes. Admissions and activity are down this year. CH explained difficulties in extracting follow up data from Badger, Daniel Gray, NDAU/NNAP is in consultation. All agreed that the Network would request the number of babies assessed from each Trust on a quarterly basis. MS to include denominator data on the same page for comparison purposes. MS will undertake a rolling average shortly as we have just got to the point where we have three years of data, this is to be presented at the Mortality Review Group. All units agreed that when they submit the quarterly data to the National Dashboard, to also send the same data to Ruth Moore, Network Manager/Lead Nurse in order for this to be collated as a network and presented at the Board. The data from the two months pilot of the National Dashboard will be available shortly.

SC

RM/SC
MS
MS

All Units

Care Pathway Exceptions

RM presented the data to the Board. There was some discussion around whether no cots meant that there were no cots available or that there was not enough staff for all the cots to be available to use, however the cot locator service collects this information Monday to Friday. Heads of Midwifery were asked to e-mail Judith Forbes with the details of any in-utero transfers, in order for the cot locator to track the outcomes, to know how many deliver and to facilitate early repatriation to the correct unit. The Network is judged on inappropriate transfers however this does not include those that are appropriate transfers for surgery. RM asked that all units report SUI's to the Network, as well as sharing improvements in practice, they will be used for simulation training in order to prevent further incidents. AP asked that NTS incidents were also included and discussed at the QIPP Group meeting.

RM/Cot
locator
service
Heads of
Midwifery
All units

RM/SC

6. COMMISSIONING UPDATE

Vandana Najran, Service Specialist for Women's and Children's Specialised Commissioning provided an update to the Board on the development of specialised commissioning in the new NHS. VN confirmed that there were no major changes to the Neonatal Service Specification and Transport Specification. VN highlighted that providers had been asked through the contracts team to complete a self-assessment of three requirements against each national service specification. CH confirmed that she had been involved some months ago in completing this for Wolverhampton. VN to feedback that none of the other Trusts involved their Lead Clinicians in the process. VN explained that they were business questions and not clinical questions, with yes/no answers, for example do you deliver the following? VN confirmed that only Walsall identified an issue for which the Trust is to draw up an action plan, however there is no additional funding available. KP identified that it was not in providers interests to assess themselves unfavourably as they would be required to identify solutions with no additional funding. VN suggested that clinicians ask their Trusts what was submitted regarding the neonatal service specification. Commissioners nationally are aware of staffing and transport issues and are looking at a region wide solution to transport.

Lead
Clinicians

7. CONSULTATION ON THE FUTURE OF SERVICES AT STAFFORD

RM summarised section 6 recommendations 5 & 6; no babies to be born at Stafford once services can be provided elsewhere, and children no longer admitted as in-patients as soon as surrounding providers can be provide this service. RM to include additional comment from CH in the response around the need for community care to support the transition of newborns/neonates discharged from neonatal services to be provided in the local area.

RM

8. FINANCE

The Network position remains unchanged, expect to fully utilise budget with Neonatal Guidelines being printed later in the year. RM confirmed that the majority of network infrastructure finance goes towards pay of the network team members.

9. MATERNITY NETWORK UPDATE

Unfortunately SJ left prior to this item and was therefore an update will be provided at the next

meeting.

10. NETWORK TRANSPORT LEAD UPDATE

KP confirmed that the individual appointed to the post will hopefully be able to start at the end of September. Currently employing a six month locum and will have another six month locum starting next month therefore will have five consultants on the rota.

11. PDA PATHWAY UPDATE

A meeting has been arranged for the 1 November 2013 please can all units provide RM and/or BK with feedback, incidents, and/or solutions regarding the PDA pathway prior to the meeting.

All units

12. ANNUAL REPORT

All agreed. CH commented at the amount achieved during a year of great uncertainty and change. RM thanked CH for comments. BK to respond to KP feedback.

BK

13. NETWORK SUB GROUPS

Newborn Transfer Service

AP gave a brief update, currently there are two nurse vacancies, as two nurses are going for ANNP training given that the NTS are unable to fill the ANNP vacancies. Trialling rotational posts in order to both retain and attract staff. KIDS and BCH are considering withdrawing the single number coordination service for non-ventilated babies due to funding and AP will feedback at the next meeting.

Equipment

RMc updated the Board with ways in which the Equipment Group are standardising equipment across the Network, ie spinal lock needles and and saving Trusts money ie safety cannulas. Consumables is another area where possible cost savings can be made and the group are looking into this. Each Trust has provided their equipment register and contact details for the technician for the unit. RMc thanked everyone involved for their collaboration and co-operation.

Education and Workforce

JC gave an update; the ITU course is currently running and the Foundation Programme starts in November. A simulation meeting is being held on the 17 September to take forward simulation training in the Network. A meeting to agree a standard Network Escalation Policy is being held before the next meeting. Unfortunately no nurses were identified for a Network Nurse Bank. Forthcoming study days are ventilation, cardiac and cooling, all of which are advertised on the Network website. The Board discussed the difficulties in staff retention, all agreed that there is currently no funding to recruit nurses.

Guidelines

Currently on track for publication this calendar year. Further editing will be required in the next edition due to this being the first edition published jointly with our Network and the SWMNN. Each Trusts Medical Director will be asked to complete a form as to whether their unit is using/modifying or not using each of the guidelines. KP will get feedback from writers/editors of the guidelines. BAPM is to be invited to speak at the Guidelines launch, a date has yet to be agreed, possibly after the Board in December. SC to send a copy of the Neonatal and Obstetric Guidelines to VN.

SC

QIPP

Alison Moore has taken on the role of Chair. The terms of reference and objectives are to be reviewed at the next meeting, as well as setting dates for the year in order to hold meetings prior to the Board. Audit Leads have been identified in all units across the Network. AM will be asking permission from all units to access their Badger data in order to undertake Network wide audits. AM is looking at arranging a Study Day with the RCPCH Quality Improvement and Facilitator of Education in Child Health. AM to contact VN regarding the six high impact innovation areas. Following SD comments, catheter related infection and recording in Badger to be discussed at the next QIPP meeting.

AM
SC

Follow Up Group

Newsletter data to be extracted from Badger.net once all Trusts have moved over, in order that the data is correct. The group have ratified the proposals on DNA's and the parent questionnaire. CH to present the follow up data at the next Board meeting.

CH

Feeding and Nutrition

Liz Jones retires at the end of September. A card was available at the board for members to sign

All

Parent Rep Group

Two new parent reps which RM has met and will being seeing again next month. The parent passport is to be launched shortly.

14. ANY OTHER BUSINESS

7th Annual Perinatal Conference

Conference will involve all Midlands and East Newborn and Perinatal Networks, our Network is the host this year. 31 Jan 2014 in the Clarendon Suites Birmingham. Look out for further details and call for abstracts.

15. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 10 December at 10 am in Walsall Manor Learning and Conference Centre.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Tuesday 3rd September 2013**

ACTION:	PERSON(S) RESPONSIBLE
It was agreed to invite representation from a Senior Midwife, to be nominated by the Maternity Planning Group.	Simon Jenkinson
It was agreed that feedback from the Foetal Medicine Group be provided to the Board.	Simon Jenkinson
It was agreed that Dr Alison Bedford-Russell and/or Dr Andy Spencer be invited to attend as Clinical Leads of the Strategic Clinical Network	Ruth Moore
RM to amend the terms of reference, SC to circulate with the minutes.	Ruth Moore/Sarah Carnwell
Gaps in SSBC Newborn and Maternity Network compliance with the requirements of the framework will be identified using the Toolkit and presented at the next Board.	Ruth Moore
Carol will produce a project plan which will be presented at the next Board meeting.	Carol Reily
MS presented examples of reports, SC to circulate presentation with the minutes	Sarah Carnwell
All agreed that the Network would request the number of babies assessed from each Trust on a quarterly basis.	Ruth Moore/Sarah Carnwell
MS to include denominator data on the same page for comparison purposes.	Mel Sutcliffe
MS will undertake a rolling average shortly as we have just got to the point where we have three years of data, this is to be presented at the Mortality Review Group.	Mel Sutcliffe
All units agreed that when they submit the quarterly data to the National Dashboard, to also send the same data to Ruth Moore, Network Manager/Lead Nurse in order for this to be collated as a network and presented at the Board.	All Units
RM to obtain data from the cot locator service as to whether no cots meant that there were no cots available or that there was not enough staff for all the cots to be available to use	Ruth Moore
Heads of Midwifery were asked to e-mail Judith Forbes with the details of any in-utero transfers, in order for the cot locator to track the outcomes, to know how many deliver and to facilitate early repatriation to the correct unit.	Heads of Midwifery
RM asked that all units report SUI's to the Network, as well as sharing improvements in practice, they will be used for simulation training in order to prevent further incidents.	Ruth Moore
AP asked that NTS incidents were also included and discussed at the QIPP Group meeting	Ruth Moore/Sarah Carnwell
VN suggested that clinicians ask their Trusts what was submitted regarding the neonatal service specification	Lead Clinicians
RM to include additional comment from CH in the response around the need for community care to support the transition of newborns/neonates discharged from neonatal services to be provided in the local area.	Ruth Moore
A meeting has been arranged for the 1 November 2013 please can all units provide RM and/or BK with feedback, incidents, and/or solutions regarding the PDA pathway prior to the meeting.	All Units
BK to respond to KP feedback.	Babu Kumararatne
SC to send a copy of the Neonatal and Obstetric Guidelines to VN.	Sarah Carnwell
AM is looking at arranging a Study Day with the RCPCH Quality Improvement and Facilitator of Education in Child Health. .	Alison Moore
AM to contact VN regarding the six high impact innovation areas.	Alison Moore
Following SD comments, catheter related infection and recording in Badger to be discussed at the next QIPP meeting	Sarah Carnwell
CH to present the follow up data at the next Board meeting.	Chrisantha Halahakoon
A card was available at the board for members to sign	All