

BOARD MEETING

Minutes of the meeting held on
Tuesday 9th June 2015 at 10 am

Seminar Room 11, Walsall Manor Learning and Conference Centre, Walsall Manor Hospital, WS2 9PS.

PRESENT:

Adam Gornall, Lead Obstetrician
Alex Philpott, Lead Consultant
Alison Moore, Network Audit Lead
Angela Bubalo, Matron
Angela Bubalo, Matron
Babu Kumararatne (Chair), Lead Clinician
Bashir Muhammed, Consultant Neonatologist
Cathy Smith, Care Group Director/Head of Midwifery
Claire Young, Directorate Manager
David Loughton (Chair), Chief Executive
Dawn Homer, Senior Nurse Manager
Jo Cookson, Practice Educator
Jo Gregory, Practice Educator
Julia Greenaway,
Julie Marks, Nurse Manager
Kate Burley
Kim Woolliscroft
Lee Abbott, Network Transport Lead
Lisa Poston, Unit Manager
Lynn Keilty-Woolcock, Unit Manager
Lynsey Clarke, Practice Educator
Melanie Sutcliffe, Network Clinical Effectiveness Lead
Robin McMahon, ANNP
Ruth Moore, Network Manager
Sarah Carnwell (Minutes), Administrator
Sarah Fullwood
Simone Baller-Ghent, ANNP
Subramanian Mahadevan, Consultant Neonatologist
Tilly Pillay, Consultant Neonatologist
Vadna Najran
Wendy Tyler, Consultant Neonatologist

Shrewsbury and Telford Hospitals
Newborn Transport Service
Royal Stoke University Hospital
Walsall Manor Hospital

Royal Wolverhampton Hospitals
Walsall Manor Hospital
Shrewsbury and Telford Hospitals
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Newborn Network
Newborn Network

Dudley Group of Hospitals
WM Maternity and Children's SCN

Royal Stoke University Hospital
Walsall Manor Hospital
Royal Stoke University Hospital
Newborn Network
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
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Walsall Manor Hospital
Dudley Group of Hospitals
Royal Wolverhampton Hospitals

Shrewsbury and Telford Hospitals

Newborn Transport Service
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Stoke University Hospital

APOLOGIES:

Catherine Rutherford, Nurse Consultant
Chrisantha Halahakoon, Consultant Neonatologist
Julie Plant, Matron
Kate Palmer, Consultant Neonatologist

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 10th MARCH 2015

The minutes were agreed.

3. MATTERS ARISING

Mortality Review Update

BK updated the Board that no data have been received from the other Networks. Awaiting the 2013 and 2014 reports which will be published later this year. MBBRACE 2013 Perinatal Mortality report will be published tomorrow. BK and RM will be attending the second meeting of the WM Perinatal Taskforce, however the Group is in its infancy with further meetings planned.

BK and RM

Network Unit Visits Report

RM gave a brief summary of the report, highlighting the common themes across the network being the need for more babies less than 27 weeks gestation to be born in hospitals with NICUs in the Network, in order to reduce the number of ex-utero transfers as recommended in the NDAU report and the concerns regarding capacity and nurse staffing levels and the impact of the closure of the obstetric service at Stafford on both maternity and neonatal services in the network. Care Pathways to be discussed at the Maternity Network meeting later in June with a proposal to monitor for three months when IUTs from LNU's are not being accepted due to lack of cot capacity on the NICU's and the number of calls being made to arrange IUTS.

AG

4. NETWORK DEVELOPMENTS

Kate Burley introduced herself, having taken over the role of Manager from Mary Passant.

SCN Update

The SCN is under NHS England phase III review. The SCN includes Alison Bedford-Russell, Mary Montgomery and Simon Jenkinson. Some of the projects currently in progress are:

- Stillbirth event development and implementation
- WM wide neonatal services review
- Perinatal mental health (being driven nationally)
- Data analyst support
- National Maternity services review

5. SSBCNMN ACTIVITY AND QUALITY MONITORING

Network Quarterly Report Suite Quarter 4 2014-15

MS gave the Board a summary report. All to look at how to improve thermoregulation in the first hour of life. RM and MS to look at self reported ex-utero exceptions and those recorded in Badger and report back.

All
RM and MS

Updated SSBCNMN Standards Assessment Tool

RM gave a demonstration of the new layout, however the standards themselves remain the same. The tool can be accessed under Standards on the Network website. Please let RM know if any additional staff require access, there are different levels of access in order that only designated staff can amend the data. All units were asked to upload their unit annual report and business plan. RM asked all units to complete the Standards Assessment Tool by the end of July, in order that a report can be presented at the September Board meeting. The Southern West Midlands Newborn and Maternity Network are using the tool for the first time and will enable comparisons to be made between networks.

All

All
All

6. COMMISSIONING UPDATE

VN gave a presentation on the WM Neonatal Services Review to be circulated with the minutes. VN highlighted the principles of the revised service model. The aims are the Networks responsibility/remit. A stakeholder event to design changes to maximise occupancy and patient flows will be held in October. Public consultation will take place during November to January. Implementation will take place in 2016/17. Mark Kilby has been involved in discussions from a Fetal Medicine perspective. RM to let VN know dates of Network events that cannot be changed in October, and reminded VN that Clinicians need a minimum of 10 weeks notice to cancel clinics, etc. It was also mentioned that it would be helpful if half term could be avoided in October. VN stated that Commissioners cannot influence the Trusts governing bodies to implement recommendations however implementation will impact on workforce. Occupancy will be calculated against activity. The CRG are reviewing pricing through Ben Parker to ensure the income will pay for what needs to be delivered. On the 17 June Rachel O'Connor will be giving a briefing around the implementation of the single number. RM and BK will be attending on behalf of the Network and will feedback at the next Board meeting.

SC

RM

RM and BK

7. FINANCE

RM gave a verbal update. £1846 of income generated last year can be carried forward to this years budget.

8. MATERNITY NETWORK UPDATE

Maternity Network Group

AG stated that Fetal Medicine can be provided in the Network in order that babies receive care as close to home as possible. All duct dependent lesions to be delivered centrally, however as a Network we need to agree what and when a referral is made to Birmingham. The MLUs are being asked to retain as many low risk women as possible in order to release capacity for Labour Wards. The Bereavement Group will have its first meeting on the 24 June. The 2015 edition of the Obstetric Guidelines has been published and disseminated. A WM wide meeting is being held next month to discuss the Mortality Review process and how deaths are reviewed. As a Network we are looking into the exchange of expertise in order to independently review each others deaths.

9. NETWORK ROLES

Review of Network Consultant PAs Update

Changes in the way services are commissioned since these roles were introduced in the network mean that now these roles are funded through the neonatal activity at the service they are employed by, there have been discussions between Wolverhampton, Walsall and Dudley regarding the joint posts and changes have been agreed to the direct clinical care component of these roles. The Network to arrange a meeting with SaTH and RSUH to discuss joint posts.

Network

10. CAPACITY

Information Leaflet for Pregnant Women

1,000 copies have been printed which will be given to the Maternity Network for distribution on the 24 June 2015. AG and RM to agree with the maternity services how the leaflets will be evaluated.

RM/AG

NICU/LNU Daily Communication Proposal

The communication trial has not occurred in all units yet, all agreed it was worth pursuing. All units to agree mechanism with neighbouring units and feedback to RM. New Cross had issues around timing. All agreed daily communication was needed for delayed repatriations.

All

Updated Network Care Pathways

Care pathways were discussed at the Network visits. Awaiting Dudley and Telford responses, comments are requested before the end of June 2015. Discussion took place around when an LNU should contact an NICU regarding a baby admitted outside of their care pathway.. All agreed stabilisation of baby first, if require advice to stabilise contact NICU. Discuss with NICU within initial 6 hours to agree further management plan including whether baby needs to be transferred depending upon circumstances, if cot available or if need to identify an available cot within the Network. LNU's to be provided with on-call numbers/pagers in order to discuss babies with NICUs. All agreed discussion should be consultant to consultant. All agreed to then contact the NTS to warn that a transfer will be required. AP agreed that the NTS would welcome warning of possible transfer in order to have resources available, however the NTS is not a stabilisation service, baby needs to be stable and fit for transfer.

Dudley and Telford

Stoke and Wolverhampton

11. NETWORK OBJECTIVES

Review of 2014/15 Objectives

No comments received on review of objectives.

Draft 2015/16 Work Programme

RM briefed the Board on the Network priorities. All agreed.

Network Jamboree/AGM

To be held on the 8 September on the same day as the Board meeting at Staffordshire University, Beaconside Campus, Stafford. Further details will be circulated shortly.

12. NETWORK SUB GROUPS

Equipment Group

RMc gave a presentation on joint procurement across the Network for standardised IV cannulation pack, SC to circulate with the minutes. Individual units in SWMNMN have done something similar, however there would be significant cost savings if we procure as a Network in bulk. All agreed. DL offered his assistance with procurement within each Trust in order to take this forward, as he has been involved in similar bulk procurement both nationally and internationally.

SC

Newborn Transfer Service

The Parental Assent Policy dovetails with the Repatriation Policy. It would be the Consultant responsible who would need to sign the form if parental disagreement to transfer. Security would need to be involved if physical resistance. It has been approved by the solicitors as a legal document, giving the NTS the authority to move the baby.

Education and Workforce

Working towards getting Educators in posts in all the units. The Network has had to introduce charges for study days this year to cover running costs. The charges are £20 for nurses/midwives and £40 for doctors. Courses coming up are: Bereavement Photography and Supporting the Sick Neonate, details of which will be circulated shortly.

Neonatal Guidelines

Currently in the process of updating for publication of the next edition. RM asked if those involved could respond to requests. KB informed that NICE had rejected the application for NICE accreditation of the Paediatric, Obstetric and Neonatal guidelines. Andrea Read will provide further feedback from NICE.

All

QIPP

Looking at exceptions on Badger. The national CRG Transitional Care Criteria has been updated, RM will circulate once received. Sanjeev Deshpande is undertaking a hypoglycaemia audit. The group is looking to identify a research lead/champion for each unit, please forward the name of the relevant person for your unit to Sanjeev Deshpande.

RM

All

Feeding and Nutrition Group

The Study Day was successful and a meeting will be held in September.

Parent Rep Group

The Group are taking forward the results of the Picker Survey and the Parent Passport feedback with each of the units in the Network.

Follow Up Group

Haven't met for a while. Feedback from the chair will be clarified and fed back to the next meeting

CH

Resuscitation Group

National changes are being made, WT will circulate the report once it is available.

WT

Developmental Care Group

A new Chair has been appointed. The Group are looking at guideline standardisation and equipment. The Study Day held was a success.

13. ANY OTHER BUSINESS

Summer Newsletter

Please can any additional items be sent to SC as soon as possible.

All

New Network Awards

The network is introducing three annual awards which will be presented for the first time at the AGM on 8th September

1. The Parents Choice Award (Parents to nominate a member of Neonatal or Maternity staff)
2. The Innovation Award (Neonatal and Maternity Clinical Service Leads/Managers to nominate an individual staff member or team)
3. Significant Contribution to the SSBCNMN (SSBCNMN Management Team to choose a colleague)

Further details about how to nominate will be circulated shortly

All agreed to forward nominations.

All

Joint Perinatal Mortality and Mobidity Event

The event is being hosted by the Network this year and will be held on the 9 October, further details to be circulated shortly.

New Cross NNU

Will be reducing the number of special care cots by four from the 15 June to the 8 September due to refurbishment work that is being undertaken.

Walsall

DL confirmed that he had spoken to the Chief Exec regarding the capacity issues on the neonatal unit. BM to speak to Directorate Manager to explain the urgency of the Business Case.

BM

14. DATE AND TIME OF NEXT MEETING

The next meeting will be held on the Tuesday 8 September at 10 am at Staffordshire University, Beaconside Campus, Stafford, along with the AGM and Jamboree.

NETWORK BOARD MEETING

ACTION POINTS

for the meeting held on 9 June 2015

ACTION:	PERSON(S) RESPONSIBLE
BK and RM will be attending the second meeting of the WM Perinatal Taskforce, however the Group is in its infancy with further meetings planned.	Babu Kumararatne Ruth Moore
Care Pathways to be discussed at the Maternity Network meeting later in June with a proposal to monitor for three months when IUTs from LNU's are not being accepted due to lack of cot capacity on the NICU's and the number of calls being made to arrange IUTS.	Adam Gornall
All to look at how to improve thermoregulation in the first hour of life.	All
RM and MS to look at self reported ex-utero exceptions and those recorded in Badger and report back.	Ruth Moore and Mel Sutcliffe
Please let RM know if any additional staff require access, there are different levels of access in order that only designated staff can amend the data.	All
All units were asked to upload their unit annual report and business plan	All
RM asked all units to complete the Standards Assessment Tool by the end of July, in order that a report can be presented at the September Board meeting.	All
VN gave a presentation on the WM Neonatal Services Review to be circulated with the minutes.	Sarah Carnwell
RM to let VN know dates of Network events that cannot be changed in October.	Ruth Moore
RM and BK will be attending the briefing on the single number on behalf of the Network and will feedback at the next Board meeting.	Ruth Moore and Babu Kumararatne
The Network to arrange a meeting with SaTH and RSUH to discuss joint posts.	Network
AG and RM to agree with the maternity services how the leaflets will be evaluated.	Adam Gornall and Ruth Moore
All units to agree communication mechanism with neighbouring units and feedback to RM.	All
Awaiting Dudley and Telford responses to updated Care Pathways, comments are requested before the end of June 2015.	Dudley and Telford
LNU's to be provided with on-call numbers/pagers in order to discuss babies with NICUs	Stoke and Wolverhampton
RMc gave a presentation on joint procurement across the Network for standardised IV cannulation pack, SC to circulate with the minutes.	Sarah Carnwell
RM asked if those involved in reviewing Neonatal Guidelines could respond to requests.	All
The national CRG Transitional Care Criteria has been updated, RM will circulate once received.	Ruth Moore
The group is looking to identify a research lead/champion for each unit, please forward the name of the relevant person for your unit to Sanjeev Deshpande.	Sanjeev Deshpande
Feedback from the chair will be clarified and fed back to the next meeting.	Chrisantha Halahakoon
National changes are being made to resuscitation, WT will circulate the report once it is available.	Wendy Tyler
Please can any additional items for the Summer Newsletter be sent to SC as soon as possible.	All
All agreed to forward nominations for Network Awards.	All
BM to speak to Directorate Manager to explain the urgency of the Business Case.	Bashir Muhammed