

BOARD MEETING

Minutes of the meeting held on
Tuesday 10th October 2017 at 10am

Dudley Clinical Education Centre, Russells Hall Hospital, Dudley, DY1 2HQ.

PRESENT:

Alex Philpott, Lead Consultant
Alison Moore, Consultant Neonatologist
Asha Shenvi, Consultant Neonatologist
Ashok Karupaiah, Consultant Neonatologist
Babu Kumararatne (Chair), Lead Clinician
Carol Guest (Minutes), Administrative Secretary
Charlotte Yale, Matron
Jo Cookson, Practice Educator
Jo Mullock, Chair – Education and Workforce Development Group
Julie Marks, Nurse Manager
Kate Palmer, Chair – Neonatal Guidelines Group
Keely Evans, Directorate Manager
Lisa Poston, Unit Manager
Melanie Sutcliffe, Network Clinical Effectiveness Lead
Robin McMahon, Chair – Equipment Group (RMc)
Ruth Moore, Network Manager/Lead Nurse (RM)
Sarah Tranter, Quality Improvement Lead (ST)
Subramanian Mahadevan, Consultant Neonatologist
Sanjeev Deshpande

Newborn Transport Service
Royal Stoke University Hospital
Royal Stoke University Hospital
Walsall Manor Hospital
Newborn Network
SSBC Neonatal ODN
Walsall Manor Hospital
SSBC Neonatal ODN
Royal Stoke University Hospital

Dudley Group of Hospitals
Royal Stoke University Hospital
Royal Wolverhampton Hospitals
Walsall Manor Hospital
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
SSBC Neonatal ODN
SWM Neonatal ODN and SSBC Neonatal ODN
Dudley Group of Hospitals
Shrewsbury and Telford Hospital Trust

APOLOGIES:

David Loughton (Chair), Chief Executive
Dawn Homer, Nurse Manager
Julie Plant, Matron
Louise Stewart, Maternity Clinical Network
Lydney Clarke, Practice Educator
Rebecca Johnson, Commissioning Manager
Stacey Taylor, Quality Improvement Officer (STa)
Tilly Pillay, Consultant Neonatologist
Vandna Najran, Local Service Specialist

Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
NHS England
SSBC Neonatal ODN
Telford and Wrekin CCG
Maternity SCN
Royal Wolverhampton Hospitals
West Midlands Specialised Commissioning

ACTIONS

BK welcomed everyone to the meeting and everyone introduced themselves.

2. MINUTES OF THE MEETING HELD ON THE 7th JULY 2017

The minutes were agreed.

3. MATTERS ARISING

Standardising Escalation Levels Update

The Procedure for Escalation of Neonatal Operational Pressures has been amended following feedback from stakeholders at the meeting in August and will be circulated for final comments soon and then brought to the next Board meeting for approval. It is hoped that an on-line real time cot status tool which is currently in development will compliment the procedure; however, AP said that there is no funding for its development. **RM and ST will discuss this further with KIDS/WMNTS and the commissioners.**

RM & ST

Updated Network Board ToR and Voting Procedures

RM presented the updated documents following comments received since the last meeting. All agreed this as the final version. **SC to e-mail the list of lead and deputy representatives to each Trust for verification.** RM is waiting to receive a copy of the East of England Neonatal ODN Board's TOR for comparison.

SC

4. NETWORK SUB GROUPS

Transfer User Group and Newborn Transport Service

All looked at the WMNTS Quarter 1 2017-18 Report circulated with the agenda.

Gaps have been identified on the rosters for both consultants and ANNPs. AP has written to NICUs to ask if any ANNPs could help cover any shifts and the NTS has offered to pay for unit ANNPs who wish to help provide cover to be trained in neonatal transport medicine.

The NTS is the chosen charity for Birmingham Children's Hospital this year and it is hoped that this will raise money for new equipment.

AP said that there is no funding for the cot location service; this will be discussed with commissioners at the neonatal review implementation meetings.

The Transfer User Group has been revamped, 3 meeting dates have been arranged with the first one due to be held in December. RM strongly urged for representation from each NNU on this Group. **RM to circulate the dates, times and venues to each NNU.**

RM

Equipment Group

All Trusts in the Network have signed up to the standardised IV packs and the contents of the pack have been agreed by the Group. Individual Trusts will have to purchase their own packs via the provider, Unisurge. **RMc to confirm acceptance of pack content and cost with the company and circulate the details to each unit to place their individual orders with the company.**

RMc
All NNUs

RMc received an e-mail from a rep saying they are working with the West Midlands Neonatal Transfer Service in standardising to one type of transducer, RMc e-mailed the Trusts in the Network asking if anyone knew this person and no one did, RMc has tried to contact this person and will try again. The Equipment Group will look at transducers.

RMc is stepping down as Chair of the Group as from the next meeting to be held in November, Helen Amison, Sister from Royal Stoke has agreed to take on the role.

The Board thanked RMc for all the hard work he has done as Chair of the Group.

Education & Workforce Development Group

The Group will meet following the Board meeting.

Gina Powell has been recruited as clinical educator for Telford. The Group is awaiting an update from Wolverhampton regarding where they are at in the process of recruiting their clinical educator. RMc informed the Board that a Band 7 and a Band 6 education team is being put in place to work across paediatrics and neonatal services at Wolverhampton, posts will be advertised shortly.

Joint Neonatal Guidelines Group

The next edition will be ready by December.

KP will step down from the role as joint Chair of the Group once City Hospital comes into our Network as the current joint Chair with KP is from City Hospital, therefore, both joint Chairs would be from our Network.

All agreed that they would like to continue to have the guidelines in a book. The Network is unable to fund all the cost of the printing, therefore, RM proposes that the Network will pay for the typesetting which will cost £3500 and the units will have to purchase the number of copies they require themselves. The cost of each book will be approximately £10. **RM will write to the units regarding this and request the number of books each unit wishes to purchase.**

RM

Q and I Group

The Group looked at the draft Activity and Quality Report Quarter 1 2017-18. The report from the unplanned extubation audit was reviewed and the Group were seeking clarity from the audit lead on the methods used and how the nursing numbers had been derived.

Feeding & Nutrition Group

The Group is looking into improving the number of babies receiving breast milk on discharge as our Network is an outlier for this in the national neonatal audit programme.

Improved representation on this Group is required; **JC will raise this at the Education & Workforce Development Group Meeting.**

JC

PN Group

The formula is nearly agreed for all units; JK is awaiting the final prescription from the Pharmacist at Stoke and will circulate to the Group once received. The aim is for all units to make the change over to the standardised prescriptions before the next change over in doctors. The costs are known, however, no decision has been made on where to procure this from. KH said this had been discussed at Wolverhampton and they have indicated they will not be manufacturing this in house.

Parent and Public Involvement Group

There was a teleconference meeting held in September, no-one present was able to provide an update from this meeting. **SC to provide an update at the next Board meeting.**

SC

Long Term Follow Up Group

The new NICE guidelines have been published and the Group will reconvene in November to consider these in light of the current network practice and make recommendations for any changes required.

Developmental Care Group

Nicky Taylor has taken on the role as Chair of the Group. The Group is reviewing developmental care aids; ST has met with Nicky Taylor regarding carrying out an audit of current developmental care practice against the Network guidelines. The Group are also revamping the Developmental Care Study Day programme.

5. NETWORK DEVELOPMENTS

West Midlands Maternity Clinical Network (MCN) Update

The Network has removed 'Newborn' from their title and are now the 'West Midlands Maternity Clinical Network'.

A verbal update from Stacey Taylor was given by RM:

The Network continues to work closely with the 6 LMS' to support the submission of their operational plans at the end of October. Initial review of the plans has taken place which has sighted neonatal engagement, a key theme across the region, identifying that further involvement is required with neonatal services and ODNs.

See below re: West Midlands Maternal and Neonatal Health Safety Collaborative

The West Midlands Perinatal Mental Health (PMH) Network held its fifth quarterly meeting on Thursday 28th September 2017 in Birmingham. Over 100 delegates attended representing a wide range of professionals from across the region. The meeting focused on the topic of vulnerable women with a range of both local and nationally recognised speakers. The diverse agenda shined a light on particular groups of women experiences and their individual needs. The Network looks to hold its next meeting in mid-January 2018 themed around service user involvement.

Wave 2 - National Perinatal Mental Health Community Services Development Fund

We are waiting confirmation from the national team on expected submission dates for the funding bids for Wave 2 of this fund. During this time we continue to support STPs in their bid development as well as initiating discussions with CCGs around how money devolved to them in 2019/20 will be used for PMH.

The MCN Quality Improvement Manager is now on maternity leave; their work was focused around PMH which will now be covered by the MCN's Quality Improvement Officers.

Local Maternity System Plans

RM fed back that the ODN has had variable input into all three LMS' in the SSBC N ODN area.

National Maternal and Neonatal Health Safety Collaborative

Joint working is taking place between the CN, ODNs, NHSI and AHSN in the West Midlands to ensure that organisations are fully supported in the collaborative. The Networks agreed that their role will be:

- Predominantly in a supportive capacity and will act as vehicles to share and provide information as appropriate.
- Remain informed about the communities of practice and participate as felt relevant.
- Support the four quarterly meetings that aim to provide reflection and peer support opportunity (funded through AHSN).

Neonatal Services Quality Oversight Group NHSE Update

The last meeting was postponed and has been rescheduled to the end of October. The Group will monitor the current quality status in the commissioned neonatal services and identify and manage those issues where gaps in assurance exist. Infection control practices vary and this is an initial area of interest for the Group who are looking to see if these can be standardised, there is infection control representation on the Group. RM asked if NNUs in SSBC routinely admit babies transferred into their units into isolation cubicles as this is one area of variation being looked at as it impacts on timely repatriation etc. Dudley indicated they do because they were heavily criticised by NHSE and PH following an outbreak 4 years ago, Walsall indicated they try to use a cubicle and Telford indicated they would use a cubicle if the baby was being transferred in from out of area.

6. SSBCNMN ACTIVITY AND QUALITY MONITORING

Network Quarterly Report Suite Quarter 1 2017-18

MS presented the paper to the Board. MS identified a couple of areas in the report that require review and clarification as the numbers reported vary depending on which Badger report the data is sourced from – this includes the figures for admissions by gestation and also the figures for 2 year assessments required and completed. **MS to review and feedback at the next Board meeting.** It was mentioned that for accuracy, units need to enter the correct location of care into Badger.

RM has only received Wolverhampton's Q1 National Dashboard, **all units (except Wolverhampton) to e-mail their Q1 Dashboard Report to RM/SC asap.**

MS

All NNUs (except
Wolverhampton)

7. COMMISSIONING UPDATE

2017/19 Neonatal Service Contracts Performance and Activity Levels, CQUIN and SDIP Update & WM Neonatal Service Review Update (Including Ophthalmology Update)

RM to request an update from VN as she gave her apologies this morning. This update will be circulated with the minutes.

RM
CG

LMS Engagement and Update

See item 5 above.

National Neonatal Service Review Update


The SSBC NNUs' peer review visits are all being held in January. **Each unit to confirm with RM if they would like her to be present at their visit.**

All NNUs

The ODNs attended a national meeting in September; a draft report will be ready by the end of this year followed by four regional stakeholder events early next year, one of which will be a Midlands and East region stakeholder event where neonatal representatives will be invited to attend.

8. FINANCE

RM gave a verbal update on the Network budget briefing paper circulated with the agenda. RM asked the Board for approval for the Network to pay for the typesetting for the next edition of the Neonatal Guidelines Book, all agreed.

As there is an underspend in pay, RM asked the Board for approval to use this to fund joint data analyst support in conjunction with SWM N ODN, all agreed 

9. NETWORK ROLES

Lead Clinician Update

Two expressions of interest were received, DL, the Network Chair, implemented the voting process he discussed at the last Board meeting and wrote to the Medical Director with a copy to the Clinical Director at each Trust to ask for their organisations voting preference. Not all votes have been received, DL's office is chasing these. **RM will e-mail the Board when there is an update on this.**

RM

Data Analyst Update

RM and ST to look at funding for this for both SSBC and SWM N ODNs.

RM & ST

Combined Network Clinical Effectiveness and Audit Lead Role Update

No expressions of interest have been received, RM is pursuing leads. RM asked the Board if they know of anyone who may be interested in this role, to ask those individuals to contact her. Any questions regarding this role are to be directed to MS or AM.

Quality Improvement Lead/SWMN ODN Manager/Lead Nurse Update

ST will hopefully return to her role as Quality Improvement Lead by November as the SWM N ODN Director/Lead Nurse is due to return by the end of October.

10. SSBCN ODN SPECIFIC ISSUES

Expansion of Neonatal Unit at Walsall

There is no fixed date for the physical expansion of the NNU; however, the work is imminent.

Neonatal Data Analysis Unit (NDAU) Neonatal Mortality Report on 2015 Data Update on Planned Work

MS has managed to de-anonymise all but 6 cases now and has written to NDAU requesting more information on babies who were transferred out of the Network but didn't return, once received, **MS will send each unit details of appropriate cases for them to re-look at what happened using their previous mortality reviews as a starting point.**

MS
All NNUs

11. ANY OTHER BUSINESS

There was no other business.

12. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 09 January 2018 at 10am in the Boardroom, Springfield Building, Royal Stoke University Hospital, Stoke on Trent, ST4 6QG.

**NETWORK BOARD MEETING
ACTION POINTS**

ACTION:	PERSON(S) RESPONSIBLE
RM and ST to discuss the development of the on-line cot status tool and use with the Managing Operational Pressures in Neonatal Services Policy further with KIDS/WMNTS and the commissioners.	RM & ST
SC to e-mail the list of lead and deputy representatives to each Trust for verification.	SC
RM to circulate the dates, times and venues of the Transfer User Group meetings to each NNU.	RM
RMc to confirm acceptance of the content and cost of the IV packs with the company and circulate the details to each unit.	RMc
Each unit to place their individual orders for IV packs with the company.	All Units
RM to write to the units regarding printing the next edition of the neonatal guidelines and request the number of books each unit wishes to purchase.	RM
JC to raise the need for better unit representation on the Feeding & Nutrition Group at the Education & Workforce Development Group Meeting.	JC
SC to provide an update on the work of the PPI Group at the next Board meeting.	SC
MS to review discrepancies identified in the Badger reports and feedback at the next Board meeting.	MS
All units (except Wolverhampton) to e-mail their Q1 National Dashboard Report to RM/SC asap.	All Units (except RWH)
RM to request an update from VN. CG to circulate with the minutes.	RM CG
Each unit to confirm with RM if they would like her to be present at their peer review visit.	All Units
RM to e-mail the Board when there is an update on the lead clinician role.	RM
RM and ST to look at funding and supply options for data analyst support for both SSBC and SWM N ODNs.	RM & ST
MS to send each unit details of appropriate cases for them to re-look at what happened using their previous mortality reviews as a starting point.	MS All Units