

BOARD MEETING

Minutes of the meeting held on
Tuesday 11th October 2016 at 10am

Richard Johanson, Maternity Building, Royal Stoke University Hospital, ST4 6QG.

PRESENT:

Adam Gornall, Lead Obstetrician
Alison Moore, Chair – QIPP Group
BabuKumararatne, Lead Clinician
Catherine Rutherford, Nurse Consultant
David Loughton (Chair), Chief Executive
Dawn Homer, Unit Manager
Jo Gregory, Chair – Education and Workforce Group
Kate Palmer, Chair – Neonatal Guidelines Group
Lee Abbott, Network Transport Lead
Lisa Poston, Unit Manager
Lynn Keilty –Woolcock, Unit Manager
Lynsey Clarke, Practice Educator
Melanie Sutcliffe, Network Clinical Effectiveness Lead
Mudassar Dawood, Data Analyst
Raghu Krishnamurthy, Consultant Neonatologist
Rebecca Johnson, Commissioning Manager, Integrated
Care Team
Robin McMahon, Chair – Equipment Group
Ruth Moore, Network Manager/Lead Nurse
Sanjeev Deshpande, Consultant Neonatologist
Sarah Carnwell (Minutes), Chair – PPI Group
Sarah Tranter, Quality Improvement Lead
Subramanian Mahadevan, Consultant Neonatologist
Vandana Najran, Service Lead for Women and Children's

Shrewsbury and Telford Hospitals
Royal Stoke University Hospital
Newborn Network
Newborn Transport Service
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Stoke University Hospital
Royal Stoke University Hospital
Royal Stoke University Hospital
Walsall Manor Hospital
Royal Stoke University Hospital
Newborn Network
Royal Wolverhampton Hospitals
SWMNMN and SSBCNMN
Walsall Manor Hospital
Telford & Wrekin CCG

Royal Wolverhampton Hospitals
Newborn Network
Shrewsbury and Telford Hospitals
Newborn Network
SWMNMN and SSBCNMN
Dudley Group of Hospitals
West Midlands Specialised Commissioning

APOLOGIES:

Alex Philpott, Lead Consultant
Andrea Read,
Jo Cookson, Practice Educator
Julie Plant, Matron
Karen Anderson Matron for Neonates and Paediatrics
Linda Izquierdo, Director of Nursing, Quality and Patient
Experience
Sarah Fullwood, Chair – Developmental Care Group
Simon Jenkinson, Obstetrician
Tilly Pillay, Consultant Neonatologist
Wendy Tyler, Consultant Neonatologist

Newborn Transport Service
West Midlands Maternity Clinical Network
Newborn Network
Royal Wolverhampton Hospitals.
Dudley Group of Hospitals
Shropshire CCG

Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Shrewsbury and Telford Hospitals

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 12th JULY 2016

The minutes were agreed.

3. MATTERS ARISING

Report of the Review of Individual Trust's MBRRACE Perinatal Mortality Surveillance Reports

BK gave an update to the Board. A number of learning points with recommendations had been identified:

- The need to accurately record the cause of death - survey demand for a workshop on CODAC classification system used in the MBRRACE-UK tool in SSBCNMN
- Completeness of data could be improved– survey demand for a workshop on the MBRRACE-UK reporting tool linked to CODAC workshop above.

Plan to improve the offer and uptake of post mortems across the network as the probable cause of death is not always the main cause therefore it is an opportunity to learn and improve.– ask bereavement lead group to review the network findings and consider an action.

BK to ask pathologists what education and training materials are available to explain what happens during a post-mortem in order that staff are better able to inform parents, rather than all needing to attend a post-mortem which can be difficult to arrange. UHNM's 2014 report had only recently been received.

4. NETWORK DEVELOPMENTS

West Midlands Maternity Clinical Network (previously SCN) Update

Andrea Read gave an update via teleconference. Louise Stewart has been appointed as the Lead for the WM MC Network and will commence in post from the 1st November. There will be a Maternity

Bereavement
Group
BK

and Newborn Regional Roadshow on the 12th December, looking at implementation of the Better Births recommendations, a flyer has been circulated. Support will also be given to the early adopter sites Telford and Shrewsbury and Birmingham and Sandwell. The Care Bundle report following approval will be shared with ODN's shortly for them to develop action plans with each of the Trusts. The reduced fetal movements infomercial is being shown in 11 clinics across the West Midlands for the next 12 months. The Clinical Network has funded 105 places on the West Midlands CTG master class being held on 6th July 2017 in order to develop a faculty to role the training out across the West Midlands. A Perinatal Mental Health Team is being recruited including a clinical advisor and midwife. A bid is being submitted for funding to role out perinatal mental health training across the West Midlands. Shropshire and Staffordshire have submitted a bid for community development funds.

5. SSBCNMN ACTIVITY AND QUALITY MONITORING

Network Quarterly Report Suite Quarter 1 2016-17

MS gave a verbal summary report on activity data. AM asked if it were possible to report term admission per 1000 birth population. MS and MD to work together to produce a retrospective report for the Board. Walsall has plans to expand its NNU, building work is scheduled to commence in February 2017. RM confirmed that the exception data demonstrated the need for more capacity at Walsall. UHNM and PRH SUI data is missing. UHNM and Walsall parent experience data from the parent passport is missing. Walsall was the only unit to receive parent feedback via the network parent app in this quarter.

MS and MD

**UHNM and
PRH
UHNM and
Walsall**

NNAP/Badger Champions Meeting

There was good representation from all units. NNAP data is in the public domain and available to view on their new on-line tool, therefore it is really important that the data is accurate. It was agreed to focus on a few areas to improve, one of which is thermoregulation, as it is a shared issue across both Networks which Sarah Tranter has added to the list of suggested work programmes for her. The group have agreed to meet again in six months time. Helen Bell at Badger has offered to help with any issues with inputting the data into Badger and can be contacted via the helpdesk.

SSBCNMN Activity & Quality Data Collecting and Reporting 2016-18

All agreed the updated document which includes an additional section around breaches in process.

6. COMMISSIONING UPDATE

2016/17 Neonatal Service Contracts and Products

VN gave an update on the current contract round, service review and next years contract. Currently received three submissions from 14 Trusts regarding the neonatal workforce SDIP. The information will be reviewed by Louise Stewart, newly appointed WM Maternity Clinical Network Manager and Kieran Patel, Medical Director. VN asked all units to send their submissions. All units have been asked to complete a benefits template for term admissions just on their individual Trust selected cohort, (each Trust is to separately identify a risk cohort which they feel can be reduced). A summary action plan and learning log should be completed in order to share learning. SD suggested using the same cohort across the Network in order to be able to benchmark between units. VN explained that different factors may affect each unit, therefore the aim is to reduce avoidable term admissions in each Trust.

All Units

WM Neonatal Service Review

VN gave a presentation around co-commissioning with maternity commissioners which will be circulated with the minutes. The recommendations report is currently going through internal processes prior to publication which is anticipated to be by the end of the month. AM asked about staffing levels. VN confirmed that the Neonatal Nurse staffing SDIP will be to establish a baseline and that other staffing groups will be added in future. A Maternity Alliance Board has been set up to effect the changes required across STP areas from the Better Births report recommendations, originally this only covered 4 of the 6 STP areas in the WM however it has now been agreed to cover all 6. There is also an overarching Midlands and East Maternity and Newborn Board.. VN confirmed that the Director of Commissioning and Operations (DCO) is Alison Tongue. DL to raise the concerns identified with the number of different maternity groups and networks and that clarity is required on each of their remits and they need to be working together and not duplicating efforts. Concerns were raised that the BWH mortality review process has no external review. VN confirmed that it was just a start towards standardisation. Sarah Tranter has been asked to look at perinatal mortality reviews in her work programme. A national tool to standardise perinatal mortality review will be launched soon and will need to be adopted by all Trusts. CR raised concern that the current level of support given to co-ordinating in-utero transfers (IUT) through the single number service will not be able to be sustained during the winter months due to the increase in activity for KIDS in the bronchiolitis season. There was discussion that any winter pressures funding should go to clinical teams however the admin team will not be able to support cot location, as it is not part of the funding stream. IUT support has not been funded to the level required, however the NTS will continue to log and monitor requests for IUTs in order to identify the need. VN confirmed that going forward

VN and SC

DL

Commissioners will be looking at outcomes and will want to work with NTS in order to achieve those outcomes.

7. FINANCE

RM gave a verbal update and identified that a number of bids had been received however the network management team had not finalised the outcome from their recent review of all the bids as confirmation about the total amount of funding available in SSBCNMN and the possibility of joint funding with SWMMNN for one of the bids was being sought therefore the board agreed that the network management team could decide which bids will be funded outside of the board meeting in order that the funding can be spent by the end of March 2017. Board members will be sent an update on the outcome for information ahead of the next meeting.

SD queried which companies provide sponsorship money to the Network RM confirmed that the sponsorship provided was for the Network Study Days/Event stands is declared in line with UHNM Trust policies, as host of the Network. No funding has come from feeding companies and a list of sponsors can be found on the Education page of the Network Annual Report.

8. MATERNITY NETWORK UPDATE

Maternity Network Group

The Group met at the end of September and identified separate organisations, with different funding streams and remits. Clarity is required to agree going forward who is resourced to undertake maternity work programmes therefore a meeting is to be arranged with SSBCNMN, SWMMNN, and the WM MCN once Louise Stewart is in post. DL confirmed that STP plans have gone in however maternity and neonatal have not been prioritised, the Network needs to continue to work together for the best outcomes for mothers and babies. VN suggested contacting Jaqueline Barns to take forward discussion with the WM Maternity CN on funding for maternity work within ODN's as currently only the WM MCN is funded to do maternity work. BK felt that CN cannot take forward strategic recommendations without an ODN infrastructure to take it forward within individual Trusts. DL will speak to Chief Execs and Alison Tongue to try to make sense of the current confusion. .

Fetal Medicine Sub Group

Is a virtual group working together to improve care pathways.

Midwifery Led Units Sub Group

Working together to keep low risk women out of consultant units which can lead to complications.

Bereavement Midwives Sub Group

Looking at how to improve post mortem rates across the Network.

Obstetric Guidelines Group

The next edition of the guidelines book will be published shortly however the Group needs more people to get involved in the future in order to maintain momentum.

PPROM Project Update

Wolverhampton and Dudley are meeting shortly to take this forward. Telford and Stoke will then be next in order to roll out the project across the Network.

NHS England Review of Consultant-led Obstetrics in Stafford

The review was commissioned to take place between 1 July and 31st October. BK spoke to the external paediatrician on the review team. A consultant led obstetric service at Stafford is not supported by the Network. DL is meeting with Paula Clarke, newly appointed Chief Executive of the University Hospitals of North Midlands and will discuss this with her. A report of the outcome from the review will be circulated once available.

9. NETWORK ROLES

Quality Improvement Lead

ST was welcomed to the meeting. ST explained that she has been attending various meetings and has met with the clinical leads of both networks in order to gather suggestions of QI work programmes required. Reducing perinatal mortality has been identified as a key work area across both networks. A meeting is being held at the end of this month in order to agree an initial QI work programme going forward which will include mortality. ST presented at the recent Perinatal Mortality Study day and has introduced a template to be circulated with the notes of the meeting for completion by different staffing groups within each unit with their suggestions of areas to look at in relation to reducing perinatal mortality and return it to ST.

Joint Data Analyst

MD was welcomed to the meeting. MD has been working on a dashboard for the SWMMNN and is also looking at mortality data collection.

Network Educator Role

The current post holders are changing their hours from 1 November. LC is the main post holder working four days a week and JC will work one day a week for the Network, therefore please can any queries/calls/e-mails be sent to LC in the first instance.

Network Cardiology Lead

Jyoti Kapur has taken on the role of Cardiology Lead, working alongside the units in the Network and

DL

ST and SC
All

BCH. She will also be taking forward cardiology education across the Network, continuing with the work started by Dave Roden and Shiva Shankar.

Network Consultant Roles Update

Asha Shenvi has been appointed to the role of Medical Education Lead.

No applicants as yet have been received for the role of Audit Lead.

A 3 year tenure has been introduced to the network lead roles in order to rotate the opportunity around the Network. This will include MS role as Clinical Effectiveness Lead (CEL) however the impact of having a Data Analyst on the role needs to be reviewed and therefore MS has agreed to continue as CEL for another 12 months, updates on proposed changes required will be discussed at QIPP group meetings over the next 6 – 9 months and will be brought to the board for approval. The possibility of the CEL incorporating the network Audit lead role will be explored.

10. SSBCNMN SPECIFIC ISSUES

SATH/UHNMN Case Review Update

A meeting was held in August with Commissioners, SaTH, UHNM and the network in order to review and finalise action plans. SD confirmed that all the recommendations from the SaTH action plan had now been implemented except joint meetings which he suggested could be undertaken as part of the Network Mortality Review Group.

AM stated that a joint post of two PA's is being appointed by SATH with an honorary contract with UHNM is being taken forward. AM felt that not all exceptions are being identified at the time and that work needs to be done in how this is taken forward with a meeting with RM, AM, SD and Commissioners.

Wolverhampton Neonatal Service Self-Initiated External Review Update

Feedback will be given at the next meeting as the report is not available yet.

Telford Review in Increase in Laser Treatment for ROP

SD gave an update - nutrition is being reviewed, the oxygen guideline is being reviewed and as a Network ROP to be included in the quarterly dashboard. RM has asked all Network Managers if this is an issue they have also identified with half saying that they had seen an increase in ROP. BK and RM have been asked to lead a session on this at the BAPM/Network Leads meeting in November, they hope to include an update from the Royal College of Ophthalmology.. It is possibly just a consequence of an increase in survival rates of extremely premature babies. It was identified that in order to get the best outcomes for babies that more extremely premature babies need to be transferred IUT to level 3 units in order to give them the best care.

Walsall Paediatric and Neonatal Service RCPCH Review

The Trust Board have approved the expansion of the neonatal unit and delivery theatres starting in February 2017 and should take 12 months for completion. DL stated that recruiting staff to care for the additional cots/babies can be difficult. Recruiting two more consultants and putting one nurse through ANNP training. RM stated that staffing was being discussed at the Education and Workforce meeting after the Board today.

Updated SSBCNMN Patient Information Leaflet

An amendment to the spelling of specialised to be made. All agreed.

Ophthalmology Services for Neonatal Units

Due to retirement, cover has had to be put in place for laser surgery at BCH. Any units experiencing any difficulties to report these to RM. NTS raised the issue of an increase in the number of requests for drive throughs.

11. NETWORK SUB GROUPS

Newborn Transport Service

CR reported incidents due to aging equipment, looking at using BCH charitable funds. The NTS is struggling due to reduced staffing, transfers are being backfilled through KIDS however they can only transport term babies.

Equipment Group

RMc gave an update. The Group is looking at ways to improve data collection on thermoregulation. RMc asked that if units were considering changing disposables/equipment to please contact him in order to standardise equipment across the Network and to get the best possible price. E.g. inline suction in order to collectively purchase and get the best price.

Education and Workforce

Asha Shenvi has been appointed as joint chair of the Group. The Group held a senior nurses study day last week where a Network wide visiting policy was agreed.

Joint Neonatal Guidelines Group

The group have identified authors and will commence writing shortly, with a view to printing the guidelines by the end of September 2017. If anyone has any ideas for any new guidelines please contact KP.

QIPP Group

The group will be:

TP

All

All

- undertaking a cross network audit of accidental extubations
- reviewing the 2015 NNAP report
- involved in national work around avoiding term admissions
- Baby OSCAR trial presentation at the next meeting

Feeding and Nutrition Group

There was no representation at the meeting.

Parent and Public Involvement Group

Working on producing a Kangaroo Care Poster with the Feeding and Nutrition Group and updating the information in the parent app.

Long Term Follow Up Group

Chrisantha Halahakoon has tendered her resignation as Chair of the group. RM thanked her on behalf of the Network for all the work she has done in getting the 2 year follow up information and process to where it is now.

Developmental Care Group

There is to be a joint meeting with the SWMNMN in order to work together on implementing family integrated care across both Networks.

12. ANY OTHER BUSINESS

There is to be a national neonatal services review linked to the recommendations in the Better Births report being led by the Neonatal Clinical Reference Group. They are due to report by the end of calendar year. There will be templates for data collection – some of this data will be populated centrally from NDAU. RM is attending another meeting on the 5 December. A national neonatal peer review process will be developed, the criteria for units self assessment will be agreed by the end of the calendar year, each service will then be visited by a peer review team next year following which a report will be produced. Subsequently the self assessment process will be completed annually and peer review visits will be agreed on an ad hoc basis dependent on the unit's self assessment. RM will circulate further details once received.

13. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 10 January 2017 at 10am

Future meeting dates:

Tuesday 4 April 2017

Tuesday 10 October 2017

RM

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on 11 October 2016**

ACTION:	PERSON(S) RESPONSIBLE
Bereavement lead group to review the network findings and consider an action to improve the offer and uptake of post mortems across the network.	Bereavement Lead Group
MS and MD to work together to produce a retrospective report for the Board.	Mel Sutcliffe and Mudassar Dawood
UHNM and PRH SUI data is missing.	UHNM and PRH
UHNM and Walsall parent experience data from the parent passport is missing.	UHNM and Walsall
VN asked all units to send their submissions. All units have been asked to complete a benefits template for term admissions just on their individual Trust selected cohort, (each Trust is to separately identify a risk cohort which they feel can be reduced).	All Units
VN gave a presentation around co-commissioning with maternity commissioners which will be circulated with the minutes.	Vandana Najran and Sarah Carnwell
DL to raise the concerns identified with the number of different maternity groups and networks and that clarity is required on each of their remits and they need to be working together and not duplicating efforts	David Loughton
DL will speak to Chief Execs and Alison Tongue to try to make sense of the current confusion	David Loughton
ST presented at the recent Perinatal Mortality Study day and has introduced a template to be circulated with the notes of the meeting for completion by different staffing groups within each unit with their suggestions of areas to look at in relation to reducing perinatal mortality and return it to ST.	Sarah Tranter, Sarah Carnwell and All
Feedback will be given at the next meeting as the report is not available yet.	Tilly Pillay
Units considering changing disposables/equipment to please contact RMc in order to standardise equipment across the Network and to get the best possible price.	All
If anyone has any ideas for any new guidelines please contact KP.	All
RM will circulate further details once received from the CRG.	Ruth Moore