

## BOARD MEETING

Minutes of the meeting held on  
Tuesday 17<sup>th</sup> April 2018 at 10am

Room 1, Stafford PGMC, County Hospital, Stafford, ST16 3SA.

### PRESENT:

Alex Philpott, Neonatal Transport Consultant  
Alison Moore, Consultant Neonatologist  
Amanda Costello, WM National Infant Feeding Lead  
Asha Shenvi, Network Medical Education Lead  
Babu Kumararatne, Lead Clinician  
Helen Amison, Chair – Equipment Group  
Jo Cookson, Practice Educator  
Jo Gregory, Chair – Education and Workforce Development Group  
Julie Marks, Unit Manager  
Julie Plant, Matron  
Jyoti Kapur, Network Cardiology Lead  
Kalyan Gurusamy, Consultant Neonatologist  
Kate Palmer, Joint Clinical Effectiveness and Audit Lead  
Lisa Poston, Unit Manager  
Lynn Keilty-Woolcock, Unit Manager  
Lynsey Clarke, Practice Educator  
Paula Clark (Chair), Chief Executive  
Raghu Krishnamurthy, Consultant Paediatrician  
Rasekhuta Velepini, Matron  
Ruth Moore, Network Manager/Lead Nurse (RM)  
Sam Davies, Unit Manager  
Sarah Carnwell, Network Administrator  
Sarah Tranter, Quality Improvement Lead (STr)  
Siva Sivakumar, Consultant Neonatologist  
Vandna Najran, Local Service Specialist

Newborn Transport Service  
Royal Stoke University Hospital  
Royal Wolverhampton Hospital  
Royal Stoke University Hospital  
Newborn Network  
Royal Stoke University Hospital  
SSBC Neonatal ODN  
Royal Stoke University Hospital  
Dudley Group of Hospitals  
Royal Wolverhampton Hospitals  
Royal Stoke University Hospital  
Royal Wolverhampton Hospital  
Royal Stoke University Hospital  
Walsall Manor Hospital  
Royal Stoke University Hospital  
SSBC Neonatal ODN  
Royal Stoke University Hospital  
Walsall Manor Hospital  
Birmingham City Hospital  
SSBC Neonatal ODN  
Princess Royal Hospital, Telford  
SSBC Neonatal ODN  
SWM Neonatal ODN and SSBC Neonatal ODN  
Birmingham City Hospital  
West Midlands Specialised Commissioning

### APOLOGIES:

Dawn Homer, Nurse Manager  
Mel Sutcliffe, Joint Clinical Effectiveness and Audit Lead  
Karen Anderson, Matron  
Lee Abbott, Transport Lead  
Louise Stewart, Head of Maternity and Newborn Clinical Network  
Sanjeev Deshpande, Consultant Neonatologist  
Shiva Shankar, Consultant Neonatologist  
Stacey Taylor, Quality Improvement Officer (ST)  
Subramanian Mahadevan, Consultant Neonatologist  
Vikranth Venugopalan, Joint Chair – Neonatal Guidelines Group

Royal Wolverhampton Hospital  
Royal Wolverhampton Hospital  
Dudley Group of Hospitals  
Royal Stoke University Hospital  
WM Maternity Clinical Network  
Princess Royal Hospital, Telford  
Princess Royal Hospital, Telford  
WM Maternity SCN  
Dudley Group of Hospitals  
Birmingham City Hospital

### ACTIONS

PC welcomed everyone to the meeting and everyone introduced themselves. The neonatal service at City Hospital Birmingham was formally welcomed to the board meeting since they joined SSBCN ODN from 1<sup>st</sup> April 2018.

### 2. MINUTES OF THE MEETING HELD ON THE 9<sup>th</sup> JANUARY 2017

The minutes were agreed.

#### Outstanding Actions:

All NICU's (not LNU's) to provide the name of a representative to attend a meeting that Alex Philpott is arranging to take forward the issue of consultant cover.

As Aqualant are no longer providing training, HA informed the Board that Fabian are producing an upgrade which will be available shortly should anyone need to replace equipment.

RM to request nurse staffing data from the 1<sup>st</sup> April 2018.

RM has received two workforce plans, please can the other units in the Network provide RM with their workforce plans.

### 3. MATTERS ARISING

#### Procedure for Escalation of Neonatal Operational Pressures and Implementation Plan (PENOP)

A date for piloting the PENOP has yet to be agreed with SWMN ODN and the NTS. Only Wolverhampton has started using the PENOP in our Network. ST is meeting with the other units in our Network to take it forward. AP kindly asked that all units answer the phone when the NTS are calling for an update every six hours.

#### Independent Scrutiny in each Neonatal Service Mortality Review Process Update

NICU's only

RM  
All units

All

HSIB will undertake independent reviews of cases of intrapartum stillbirth, early neonatal deaths and severe brain injuries from 37 weeks gestation. HSIB are currently recruiting for clinicians to join local teams. BK stated that the Network needs to reduce the number of deaths <32 weeks therefore we will continue to review all deaths. The new Perinatal Mortality Review Tool (PMRT) will need to be used as part of CNST from January 2018. The new tool takes four hours to complete one death review however it does ensure there is obstetric input. PC asked units if they were having any difficulty in getting obstetric input at joint review meetings; all to identify any difficulties they may be having to the Network for resolution.

**All**

Network Cardiology Meeting Update

JK fed back to the board following the recent network cardiology meeting that she had arranged. Governance requirements were discussed and agreed, including reviewing each others scans, audit projects, common education themes and a joint study day. Birmingham promised to provide mentor support and attend joint cardiology clinics for supervision of scans. All clinicians in the Network are meeting the required number of scans however need CPD therefore meetings will take place every four months to peer review scans.

**4. NEONATAL SERVICE BOARD REPORTS**

City Hospital

Peer review meeting in February identified serious concerns with nurse staffing, a meeting with specialist commissioners to review the 2018/19 contract is arranged to take place in May. A number of staff have been recruited with start dates in May, June and July. Peer review highlighted the good communication across the team; everyone got involved in preparing for the visit, and everyone could answer questions.

NTS

There are issues with tier 2 staffing. A zero hours contract has been put in place at mid point band 8 pay for any ANNP's that wish to work for the NTS. All to make ANNP's on units aware of this opportunity. The NTS have received a very generous donation of £1.03 million towards Critical Journeys Appeal (largest single donor ever for BCH) enabling the NTS to start to look at equipment to purchase. Catherine Rutherford is writing a SOP in order that there is medical Consultant support from both AP and the units for Catherine on the medical roster.

**All**

Walsall

Won £25,000 from the Dragons Den for Human Factors in the NHS which will be used for study days for staff. There has been a delay in the expansion work however a start date has now been agreed with 12 months for completion of the work. Recruiting nurses from the Phillipines and recruiting to medical staffing vacancies. Learning from a death review will be shared with the Network.

Dudley

Following a successful nursing Business Plan got 4 out of 8 Associate Nurses in post, however have a number of middle grade vacancies. NSHI visit highlighted infection control issues. CQIN for community services and TC are to be implemented in order to improve patient flow.

Telford

Peer review in January with no immediate concerns. Gaps in Tier 1 rota, however there are two ANNP's in training but it will be another 12/18 months before completion.

New Cross

Peer review identified serious staffing concerns, business case to expand neonatal unit staffing almost signed off. Implemented Family Integrated Care from January. There was a request for Network assistance in resolving radiology issues, experiencing time delays in reporting of x-rays etc. AM stated that Stoke has 3 paediatric radiologists but was unable to comment if they would have resources to support New Cross. PC to forward issue to John Oxtoby at UHNM to get in touch with his counterpart at New Cross.

**PC**

Stoke

Concerns were raised with medical staffing and access AHP's on the unit at Peer Review Visit. Currently recruiting nurse staffing. Highlighted the low term admission rate of 3% due to supernumerary co-ordinator on the unit, in order that mum and baby are not separated unnecessarily. Expanding TC. BK agreed that it is part of the BAPM standard to have a supernumerary co-ordinator.

**5. NETWORK SUB GROUPS**

Transfer User Group and Newborn Transport Service

The TUG meeting was cancelled due to a lack of attendance. AP wants the units to have more ownership of the meeting therefore AP asked both networks to identify issues/items to go on to the agenda and for the meeting to be Chaired jointly across both networks. PC suggested teleconference, as travel can be an issue, most Trusts have a free number that can be dialled into by all group members. RK agreed that job plans are tight and don't have time to travel. VN asked for data from the NTS in order to monitor capacity and demand, VN to arrange a meeting with AP to agree data items required.

**VN**

Equipment Group

RM introduced HA as the new Chair of the Equipment Group and thanked Robin McMahon for all the

work that he has done as Chair of the Group.

HA brought to the Boards attention that the cannulation packs cost £4 to purchase, however the individual items cost £1.70 if purchased separately. RM highlighted the time saving, consistency and safety in having the packs ready made as presented to the board previously and which the board approved, however HA highlighted that the packs were not complete and were missing cannulae's and other items which nurses or others would still need to collect. The idea was that packs should save money, however a saving does not appear to have been realised. BK highlighted the need for unit representatives on Network groups to feedback decisions being made to staff/managers/clinicians on their units. RM stated that the minutes are circulated to the Board with the papers. This has highlighted a significant issue within the network for sub groups to consider, as the equipment group has worked for two years to come to their decision with representation from all units. Whilst the equipment group can recommend the pack it is for individual units to make the purchase for their unit.

#### Education & Workforce Development Group

The Group are meeting today following the Board meeting, and will be discussing Workforce Plans as this is an issue across the Network. Educators have been appointed at all the units in the Network. The Group is looking at standardising nurse guidelines across the Network including those reviewed by the Foundation Nurses. JC and AS are working on post-mortem consent training and as part of this has met with Birmingham Women's pathology who have been very supportive. The aim is to achieve a high standard of post-mortem consent training which can be used across both neonatal and midwifery with involvement from all units in producing the training. PC asked if other Networks have existing training that could be shared. BK stated that there will be a National Report following the neonatal Peer Reviews where good practice will be shared.

#### Joint Neonatal Guidelines Group

The Group met in March following circulation of the books to Trusts. Formal adoption forms are being completed and a user survey will be circulated in the Summer. The Peer Review Panel highlighted issues around version control caused by having a bound book which will be discussed by the Group.

#### Q and I Group

The Group met in February, AS discussed a suggestion for a network audit on Vancomycin, this is being explored by the group.

#### Feeding & Nutrition Group

The Group met in January and a Study Day was held in March. The Group is looking at the neonatal Baby Friendly Initiative (BFI) standard.

#### Parent and Public Involvement Group

A new parent representative has been appointed, whose baby received care at Walsall.

#### Long Term Follow Up Group

The Group will meet again in May and are currently working on a draft guideline in order to incorporate the changes recommended by NICE.

#### Developmental Care Group

The last two meeting have not been quorate therefore the need for the Group is going to be discussed at the Education and Workforce Group meeting today.

### **6. NETWORK DEVELOPMENTS**

#### West Midlands Maternity & Newborn Clinical Network Update

As neither Louise Stewart or Stacey Taylor were able to attend the meeting, Stacey Taylor provided a written update which was circulated with the papers for the meeting. RM read the update to the Board. There was discussion around the Patient Safety Collaborative both City and Wolverhampton were in wave 1, Dudley, Telford and Stoke are in wave 2 which has just started, and Walsall is in wave 3 which will start next April. The SCORE survey is 12 months behind schedule with an anticipated release this month. RM confirmed with everyone that they had received the information about the Perinatal Mental Health quarterly meetings.

The LMS's are waiting for confirmation of any funding allocated following submission of various bids to support the implementation of their plans.

#### Neonatal Services Quality Oversight Group NHSE - Update

The group met in February with Angela Young and are looking at infection control policies and practices that are impacting on patient flows on neonatal units. RM raised nurse staffing as an issue and will be sending the snap shot and plans provided by units. Angela Young receives a copy of the Peer Review Reports for each unit and Serious Incidents reported by each Trust.

#### Changes to Neonatal ODNs in West Midlands

Following SWMN ODN's Director/Lead Nurse retirement earlier this year and RM retiring this year, discussions have taken place with Commissioners around the future format of the Networks in the West Midlands. Option 1 is the existing arrangements, option 2 is an over arching WM ODN with continued network clinical leadership in the two current geographical areas SSBC and SWM and option 3 is a WM wide single Network. It is expected that Kieran Caudwell will write formally to both Boards, LMSs, etc to

RM

get views in order to inform his decision. PC recommended to VN that Kieran Caudwell write to Chief Executives and Neonatal Leads at each Trust, as well as the NTS.

**VN**

**7. SSBCNMN ACTIVITY AND QUALITY MONITORING**

Network Quarterly Report Suite Quarter 3 2017-18

From quarter 1 2018/19 Birmingham City will be included in the data being presented to the Board. MS was unfortunately unable to attend. RM read through the executive summary report which was circulated with the papers for the meeting. RM asked all units to send quarter 3 national dashboard data as soon as they receive it, Stoke to provide quarter 2 data as well. RM highlighted that Walsall's expansion will resolve IUT exception issues, however this will continue during the 12 month building work. Stoke to provide clinical incident data. RM informed the Board the iPhone App Store subscription for the network app requires renewing annually (unlike the Android app store which is a one off payment) and asked if the app was worth renewing due to the lack of feedback obtained through this route. LP and KP felt that parents were using the app but not completing the feedback, as they were using it for the information that it provides. RM confirmed that staffing is being reviewed by the Education and Workforce Group. AM brought to the attention of the Board that MS is not paid for her contribution as Clinical Effectiveness Lead and asked if there was any way this could be acknowledged. RM agreed that there are ways that her contribution can be acknowledged. PC not able to thank all the individuals in the Network however it is recognised that all the individuals in the Network contribute in their own time, without which the NHS would not function.

**All  
Stoke**

**Stoke**

**RM**

SSBC ODN Data Collection and Reporting Document Updated March 2018

RM asked that any comments be sent to Sarah Carnwell by the end of April. AM queried the Caldicott Guardian, RM confirmed that there was no change to the governance arrangements. All agreed the changes to the document.

**All**

**8. COMMISSIONING UPDATE**

VN confirmed that there are 10 recommendations in the Neonatal Review, including contracting for 85% BAPM recommended staffing and thanked RM for the staffing data provided.

ATAIN Improving Value Scheme 2018/19

This is a national programme from the neonatal Clinical reference group (CRG) n. VN thanked all for data and feels there is scope to make savings through consistently commissioning, TC and community outreach services, across the Network. National maternity safety is being taken forward, VN to liaise with Louise Stewart at the Maternity and Newborn CN. RM reported that nationally there is a New models of care workshop is being held later in April, however there is no new money, any ideas/projects will need to be done within the existing funding envelope.

**9. FINANCE**

RM confirmed that there is a small amount of self-generated income to carry forward to this financial year budget.

**10. SSBCN ODN SPECIFIC ISSUES**

Network Roles Update:

Data Analyst Update

RM explained that we have been unable to appoint to this post, as Heart of England need confirmation of the funding available from commissioners. Once confirmation has been received will be appointing to this substantive post.

Quality Improvement Lead/SWMN ODN Manager/Lead Nurse Update

STr will be continuing to act as SWMNN Manager/Lead Nurse for the time being, however the PENOP and other quality improvement programmes will be taken forward across both networks.

Proposal to Improve Breastfeeding Rates in SSBCN ODN

AC explained that BFI would like to work collaboratively with the Trusts in the Network towards achieving the Neonatal BFI standards by training staff together, and supporting parents being involved in the care of their baby. A meeting is being held on the 10<sup>th</sup> May to take this forward and all units need to be represented. JK stated that there is a cost to BFI however there is a saving to be made on training together and by preparing for stage 2 when applying for stage 1. PC recommended the use of Charitable Funds at each Trust, as this would have a beneficial impact on both babies and families. JK suggested visiting units like Coventry that have achieved BFI. All to support and to look into funding options at their Trust.

**All**

**All**

Proposal for Changes in Standards Assessment Process in SSBCN ODN

The Board was asked whether they wanted to use a national process or Network standards. All agreed to replace Network standards with national process and the QI Group to look at the BAPM quality standards.

**QI Group**

**11. NETWORK OBJECTIVES**

Draft 2018/19 Work Programme

All to provide feedback to Ruth Moore for agreement at the next meeting. AM confirmed that domain 3 was linked to the WM Neonatal Review and was being undertaken with commissioners.

**All**

**12. ANY OTHER BUSINESS**

Annual Audit and QI Competition

Please can units encourage staff to submit audits for presentation, the winner will be presented with a prize, and ask staff to register to attend via the Linx system.

**All**

Network AGM

All units have 5 minutes on the programme to feedback from QST peer review, based on the feedback given to units on the day if the reports have not been received by then. The Network awards will be presented, Marie Cummins is presenting the national findings from the peer review process and Denise Evans will celebrate 70 years of neonatal care in the NHS.

**All**

**12. DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Thursday 12 July at 10 am Room 1, Stafford PGMC, County Hospital, Weston Road, Stafford, Staffordshire, ST16 3SA with the AGM to follow in the RAB Thomas Lecture Theatre.

Future meetings to be held on Tuesday 9 October at 10 am Room C, Telford Education Centre, Princess Royal Hospital, Telford, TF1 6TF.

**NETWORK BOARD MEETING  
ACTION POINTS**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
All NICU's (not LNU's) to provide the name of a representative to attend a meeting that Alex Philpott is arranging to take forward the issue of consultant cover.	<b>All NICU's (not LNU's)</b>
RM to request nurse staffing data from the 1 <sup>st</sup> April 2018.	<b>RM</b>
RM has received two workforce plans, please can the other units in the Network provide RM with their workforce plans.	<b>All</b>
AP kindly asked that all units answer the phone when the NTS are calling for an update every six hours.	<b>All</b>
PC asked units if they were having any difficulty in getting obstetric input at joint review meetings; all to identify any difficulties they may be having to the Network for resolution.	<b>All</b>
A zero hours contract has been put in place at mid point band 8 pay for any ANNP's that wish to work for the NTS. All to make ANNP's on units aware of this opportunity.	<b>All</b>
There was a request for Network assistance in resolving radiology issues at New Cross, experiencing time delays in reporting of x-rays etc. PC to forward issue to John Oxtoby at UHNM to get in touch with his counterpart at New Cross.	<b>Paula Clark</b>
VN asked for data from the NTS in order to monitor capacity and demand, VN to arrange a meeting with AP to agree data items required.	<b>Vandna Najran</b>
RM raised nurse staffing as an issue and will be sending the snap shot and plans provided by units.	<b>Ruth Moore</b>
VN to ask that Kieran Caudwell write to Chief Executives and Neonatal Leads at each Trust, as well as the NTS	<b>Vandna Najran</b>
RM asked all units to send quarter 3 national dashboard data as soon as they receive it.	<b>All</b>
Stoke to provide quarter 2 national dashboard data.	<b>Stoke</b>
Stoke to provide clinical incident data.	<b>Stoke</b>
RM to acknowledge MS contribution as Clinical Effectiveness Lead.	<b>RM</b>
Comments on the updated Network Data Collection and Reporting Document be sent to Sarah Carnwell by the end of April.	<b>All</b>
A meeting is being held on the 10 <sup>th</sup> May to take forward Neonatal BFI standards across the Network, all units need to be represented.	<b>All</b>
All to support and to look into funding options at their Trust in order to attain Neonatal BFI standards.	<b>All</b>
QI Group to look at the BAPM quality standards.	<b>QI Group</b>
All to provide feedback to Ruth Moore on draft Work Programme for 2018/19 for agreement at the next meeting.	<b>All</b>
Please can units encourage staff to submit audits for presentation at the Annual Audit and QI Competition.	<b>All</b>
All units have 5 minutes on the AGM programme to feedback from QST peer review, based on the feedback given to units on the day.	<b>All</b>