

Parent Representative Group Meeting

6 October 2014

Teleconference

Draft Notes

		Actions
1	<p>Present: Sarah Carnwell, Administrator SSBCNMN (Chair) Ruth Moore, Manager/Lead Nurse SSBCNMN Julie Ebrey, Parent Representative Alia Hussain, West Midlands Volunteers Co-ordinator, BLISS Kate Brachett, Patient Voice and Insight Lead, West Midlands Strategic Clinical Network and Senate Rose Ciavucco, Discharge Planning Co-ordinator, NICU UHNS</p> <p>Apologies: Sarah Finnigan, Group Secretary and Befriender, Birmingham Sands</p> <p>Welcome & Introductions were made</p>	
2	<p>Minutes of 7th June 2013 Approved</p>	
3	<p>Draft Terms of Reference and Objectives 2014/15 Membership – It was agreed the NCT would be a useful resource to reach the views from a wider number of women, families and parents. Belinda Phipps is the Chief Executive, Elaine Lamb is the WM regional co-ordinators, Kate agreed to contact Elaine to discuss the group and if the NCT would be interested in being involved</p> <p>The group discussed how to get more parent representatives, Sarah to put something together for Alia to advertise on the WM BLISS facebook page. Kate agreed it is very powerful to recruit via another organisation and suggested thinking about using the SANDs and BLISS national websites for this.</p> <p>Rose agreed to advertise for more network parent representatives through the UHNS Helping hands Group. Sarah to contact Sarah Fulwood, Ruth Cooke and Julie Marks to ask them to also advertise for more network parent representatives through their parent support groups</p> <p>Julie queried whether the Maternity service liaison committees in each Trust should be included, these have changed/been disbanded, Sarah to contact each Trust to enquire what type of maternity focus group exists and whether a representative could get involved with the network group.</p> <p>Objectives- Whilst the group thought the draft objectives were reasonable they were looking for direction from the network in terms of what the network requirements were of the group. Sarah and Ruth to update the group's objectives based on the discussion at the meeting</p>	<p>Kate</p> <p>Sarah</p> <p>Rose Sarah</p> <p>Sarah</p> <p>Sarah and Ruth</p>
4	<p>Parent and Public Involvement Strategy and Communication Flow Chart This was received positively by the group</p>	
5	<p>BLISS Update Alia reported a good uptake of BLISS volunteers in SSBCNMN Black Country Units and discussed the intention to expand this to the other areas of the network in Stoke and Telford with input from the respective neonatal unit managers. Alia briefly outlined the volunteer roles of the BLISS Buddy and BLISS Champion, however the model can now change to meet other service</p>	

	needs since completion of the original project which was funded through the Department of Health. BLISS provides training and support for all roles and parking and travel expenses, Local induction is provided by each hospital	
6	<p>Picker Survey Update All the units in SSBCNMN are participating in this second national parent survey (except Stafford due to the changes to location of service provision that will be occurring later this year). Ruth would like the parent representative group to review the findings from the second survey compared with the findings from the first survey in order to make further recommendations to the network as required. <i>Ruth to chase an update on progress to feedback to the group.</i></p> <p>Update on progress received following the meeting – no problems are reported, wave 1 of fieldwork is coming to a close: over 3,000 completed surveys have been returned across the participating Trusts, and an average response rate of 40%. Wave 2 will commence in October, with fieldwork closing in Feb 2015, and final reporting/analysis in March 2015.</p>	Ruth
7	<p>Any Other Business Julie asked for an update on obtaining a BLISS Nurse in the SSBCNMN, Ruth reported a lack of progress to date due to the difficulties in finding a Trust which would take on the responsibility for employing the post as although 50% of the post will be funded by BLISS for the first 3 years the post holder would then have employment rights which the employing trust would be responsible for, there have been several changes in key staff though so probably worth restarting discussions within the network.</p> <p>Kate suggested wider involvement of different user organisations in this work could be mutually beneficial as it would potentially give each organisation access to a wider group of contacts assuming permission was obtained from each set of contacts to share their details with the other organisations</p>	
8	<p>Dates and Times of future meetings The group agreed to meet frequently initially, every month or so, in order to establish the group and it's remit and then when established look at reducing the frequency of meetings according to the work required. Teleconference was a useful format as it facilitated people from a wide geography to participate without taking up too much of their time.</p>	