

<b>QIPP Group Meeting</b>	
<b>Wednesday 14<sup>th</sup> May 2014 at 2pm</b>	
<b>Basement Meeting Room, New Cross Hospital, Wolverhampton</b>	
<b>Minutes</b>	
<b>1.</b>	<p><b>Apologies:</b> Jo Cookson, Practice Educator, SSBCNN</p> <p><b>Present:</b> Alison Moore, Audit Lead, SSBCNN (Chair) Ruth Moore, Network Manager/Lead Nurse, SSBCNN Sanjeev Deshpande, Consultant Neonatologist, SaTH Maggie Doodson, SSBC NeoNEWS data collection lead, RWH Babu Kumararatne, Lead Clinician, SSBCNN Melanie Sutcliffe, Clinical Effectiveness Lead, SSBCNN Cathy Seagrove, Locum Consultant, Walsall Lynsey Clarke, Practice Educator, SSBCNN Julia Uffindell, Consultant Neonatologist, UHNS</p> <p><b>Observing the meeting</b> Usman Zafar, Keele University</p>
<b>2.</b>	<p><b>Minutes of the 26 February 2014 Meeting</b> Agreed</p>
<b>3.</b>	<p><b>Matters Arising;</b> Quorate – Group discussed the issue of being quorate and to <b>amend the ToR to 3 trusts being present rather than 4.</b></p> <ul style="list-style-type: none"> <li>• AM to contact the audit lead in each unit to encourage attendance at QIPP meetings. <b>ACTION SC to draft a letter to be sent to the units.</b></li> </ul> <p>NEC Event – SD organising the joint event with SWMNM in June TBC. NeoNews – Units in various stages of the evaluation project process. <b>ACTION SD to move discussion along with SaTH.</b> Network Escalation Policy – work commenced but not yet completed.</p>
<b>4.</b>	<p><b>Early Preterm Births Proposal to NDAU</b> <b>TP has drafted the proposal for a service development project</b> to define healthcare needs and resources utilised for babies of gestation 26-32 weeks. Using data from SSBCNMN and comparing to the national picture, to improve quality of care within the network. NDAU and Elaine Boyle have agreed to participate in the project <b>which now needs to be submitted for funding approval</b></p>
<b>5.</b>	<p><b>Network Clinical Effectiveness Lead Update</b> Antenatal steroids</p> <p><b>Activity and workload data</b> The group identified the following messages to feed back to the network board</p> <ul style="list-style-type: none"> <li>• A decrease in the number of babies less than 27 weeks admitted in the network in 2013/14 and associated decrease in the number of IC and HD cot days</li> <li>• The % of 2 year follow up assessments completed is very poor and the follow up group needs to prioritise strategies to increase this</li> <li>• Recording of CLD – change from number of babies discharges home on oxygen to number of babies in oxygen at 36 weeks – <b>MS to add this to the report in 2014/15 for 12 months to</b></li> </ul>

	<p><i>compare with home oxygen rates</i></p> <ul style="list-style-type: none"> <li>• <i>MS to put the national dashboard data items reported by network in a separate table from those reported by the neonatal units</i></li> <li>• <i>SC to request quarter 4 dashboard reports from each neonatal unit</i></li> <li>• <i>MS to remove some of the NNAP temperature data leaving just the admission temperature and number of babies with temperatures less than 36 degrees in the neonatal performance benchmark report</i></li> </ul> <p><i>RM to email MS the board template summary report to complete with the above information</i></p> <p><b>Catheter related infection</b> MS had circulated briefing document on Optimisation of data capture of catheter associated bloodstream infections (CABSIs) prior to the meeting. The group suggested an audit, <i>MS and AM to complete asap</i></p> <p><b>NNAP Data completeness</b> Report circulated prior to the meeting to raise awareness amongst staff of the importance of entering complete and accurate data in badger. <i>QIPP members to feedback to all unit staff</i></p>
6.	<p><b>Objectives 2014/15</b> Insufficient time at the meeting to review and discuss the draft prepared. Hard copies given to AM. <i>RM to circulate the draft with the minutes of the meeting for the group to comment on</i></p>
7.	<p><b>Audit Lead &amp; Perinatal Projects Update</b></p> <p>Audit of term admissions – <i>RM to circulate the abstract submission of the term admission audit completed at BWH</i></p> <p>Annual Audit Competition – Flyer and submission form drafted and to be circulated shortly. Event is on 9 September afternoon. <i>RM to amend flyer and submission form to ensure entries are neonatal or obstetric focus and to feedback to maternity network group need for senior colleagues to be present to support juniors presenting at the event</i></p>
8.	<p><b>Current Research Update</b> <b>Keele Research studies –</b> Comparison of Mandated and voluntary networks – UZ introduced himself and explained why he was observing the meeting. He has contacted a number of staff in the network to invite to undertake a short interview as part of the study. Interviews need to be completed by the end of July. <i>All - If you have been contacted please arrange with Usman asap</i></p> <p>Aluminium burden in formula vs breastmilk fed babies – SM not present to update the group with progress on this study</p>
9.	<p><b>Mortality Review Sub Group</b> <i>RM to circulate summary report tabled at the meeting to QIPP group with the minutes.</i> The group discussed the issue of re-intubations at delivery and suggested two causes – accidental dislodgement and tube thought to be in wrong place due to lack of chest movement. The latter could be improved with the use of end CO2 monitoring +/- the use of video laryngoscope with intubation. Suggested units could be surveyed to find out if either/both of these are currently in use.</p> <p><i>RM to ask Maternity Network to produce perinatal mortality rate to present at mortality review sub group when neonatal mortality being reviewed.</i></p>
10.	<p><b>SUI's including NTS Incidents</b> Definition – <i>AM to chase Barbara Kuypers for a response and feedback to RM</i></p>

	<b><i>RM to circulate collated report to QIPP group</i></b>
<b>11.</b>	<b>Topic Proposals for the MBRRACE-UK Perinatal Confidential Enquiry Programme</b> Response received from MBRRACE-UK on suggested topics submitted by SSBC circulated to group prior to meeting
<b>12.</b>	<b>Care Pathway Exception Reports</b> <b><i>RM to circulate collated report to QIPP group</i></b> Significantly less IUT exceptions to care pathways reported in 2013/14 compared to the 2 previous years
<b>13.</b>	<b>Standards Assessment Peer Review Proposal Update</b> RM briefly described the information obtained at a fact finding meeting with the National Lead for Peer Review in April. <b><i>RM to prepare a briefing paper for June board meeting</i></b>
<b>14.</b>	<b>Any other Business</b> Badger Survey re recording of TC and activity outside the NNU - <b><i>MS to bring report to the next QIPP meeting</i></b> Scaling up Improvement funding available – <b><i>RM to circulate information to the network</i></b> – closing date is 12 noon 16 June, possible project would be the roll out in SSBC of the parent information app that has been developed and is being launched in SWM in June.  A unit in the network has observed around five intestinal perforations due to the use of ibuprofen for PDA's over the past 15 months. They have stopped using ibuprofen currently and have flagged this finding through the appropriate channels. Further investigation is being carried out and when complete will feedback to the QIPP group and complete a BAPM proforma to share lessons learnt nationally
<b>15.</b>	<b>Date and Time of Next Meetings:</b> TBC prior to 9 Sept board meeting

#### **ACTION LOG – For the QIPP Group Meeting held on Wednesday 14<sup>th</sup> May 2014**

<b>Decision / Action</b>	<b>Owner</b>	<b>Timescale</b>
SC to amend the ToR to 3 trusts being present rather than 4.	Sarah Carnwell	Next Meeting
SC to draft a letter to be sent to the units, inviting Audit Leads to attend the QIPP Group meeting.	Sarah Carnwell	Next Meeting
SD to move NeoNEWS discussion along with SaTH.	Sanjeev Deshpande	Before next meeting
TP has drafted the proposal for a service development project which now needs to be submitted for funding approval	Tilly Pillay	Before next meeting
<ul style="list-style-type: none"> <li>MS to add this to the report in 2014/15 for 12 months to compare with home oxygen rates</li> <li>MS to put the national dashboard data items reported by network in a separate table from those reported by the neonatal units</li> <li>MS to remove some of the NNAP temperature data leaving just the admission temperature and number of babies with temperatures less than 36 degrees in the neonatal performance</li> </ul>	Melanie Sutcliffe	Before the Network Board meeting
RM to email MS the board template summary report to complete with the above information	Ruth Moore	Before the Network Board meeting
SC to request quarter 4 dashboard reports from each neonatal unit	Sarah Carnwell	Before the Network Board meeting
The group suggested an audit, MS and AM to complete an audit of catheter associated bloodstream infections (CABSIs).	Melanie Sutcliffe and Alison Moore	As soon as possible.
QIPP members to feedback to all unit staff of the importance of	All	Before the end of

entering complete and accurate data in badger		May
RM to circulate the draft objectives with the minutes of the meeting for the group to comment on	Ruth Moore	Before the end of June
RM to circulate the abstract submission of the term admission audit completed at BWH	Ruth Moore	Before the end of June.
RM to amend flyer and submission form to ensure entries are neonatal or obstetric focus and to feedback to maternity network group need for senior colleagues to be present to support juniors presenting at the event	Ruth Moore	Before the end of May
If you have been contacted for an interview please arrange with Usman asap	All	Before the end of June.
RM to circulate summary mortality report tabled at the meeting to QIPP group with the minutes.	Ruth Moore	Before the end of June.
RM to ask Maternity Network to produce perinatal mortality rate	Ruth Moore	Before the end of June.
AM to chase Barbara Kuypers for a response and feedback to RM	Alison Moore	Before the end of June.
RM to circulate collated SUI report to QIPP group	Ruth Moore	Before the end of June.
RM to circulate collated Care Pathway report to QIPP group	Ruth Moore	Before the end of June.
RM to prepare a Standards Assessment Peer Review briefing paper for June board meeting	Ruth Moore	Before the end of May.
MS to bring Badger Survey report to the next QIPP meeting	Melanie Sutcliffe	Before the end of August
RM to circulate information on Scaling up Improvement funding to the network.	Ruth Moore	Before the end of May