

**Table of actions from
Transfer User Group Meeting
Tuesday 26th March 2019**

Present:-
 Maria Francis SWMNN
 Sarah Tranter SWMNN
 Amy Walker UHB
 Richard Heaver New Cross
 Alison Moore UHNM
 Cathryn Rutherford KIDS/NTS
 Alex Philpot KIDS/NTS
 Lee Abbott NTS/Stoke

Item No.	Details	Summary of Actions	Owner	Due Date	Update	Status
2 - Minutes of previous meeting	It was felt that the previous minutes didn't reflect the conversation and Alison Moore was present but not included	Reject minutes and put them into action template	LA	April 2019		
3 Matters Arising	Discussion regarding the cot locator tool the group want a further meeting with Vish re the badger tool and the implications for NTS and units.	Meeting to be arranged by Vish for update after his meeting which was 27/3/2019	ST/VR	ASAP		
3 Matters Arising	ST stated that Badger are looking at developing the App. AM raised concerns regarding data governance and keeping info up-to-date	ST to ask Badger re governance ST to send LA the template for updates	ST/LA	ASAP		
3 Matters Arising	Data – Alex reported that data analysis was much easier and they should be able to report to national group this year	Submit Data as required	AP	As required		
3 Matters Arising	Alex has provided a table of contact details for Out of region cots. Alderhay details are missing	Amend and add Alderhay. ST will then distribute	AP ST	ASAP		

4 Out of Hour Transfer requests	The team are receiving lots of inappropriate requests	AP to work with ST to develop a poster for units on do/don'ts Suggest presentation at Stakeholder day too	AP/ST	ASAP		
5 Photocopier use	Issues with copying transfer notes on units. AP asked if people would prefer a copy or emailed a copy next day	This issue to be raised at both Boards 2/4/2019 Consensus at TUG was copy where possible if not email and raise with trust as an incident. All trusts to supply NHS.Net email account to receive notes	AP Network Board	April 2019		
6 Consultant to Consultant referral for uplift	AP has requested that a minimum of tier 2 to make the referral for uplift or consultant to consultant	Inform all units	AP	ASAP		
7 Data	Alex presented data	To share presentation	AP	ASAP		
8 Equipment	CR stated that most equipment has arrived and appeal will be closing shortly	To update group on progress	CR	June 19		
9 AOB	AP confirmed that if space on the ambulance they will carry both parents	Units to be aware	ALL	ASAP		
9 AOB	AP stated that NTS are considering doing skin to skin on labour ward prior to moving baby if mom isn't able to move with baby	AP to write to units once decision has been made	AP			