

**Table of actions from
Transfer User Group Meeting
Monday 3rd December 2018**

Present:-

Lee Abbott (Chair) – University Hospital of North Midlands
Richard Heaver – Royal Wolverhampton Hospital
Ruth Moore – SSBC Neonatal ODN
Sarah Tranter – SWM Neonatal ODN
Lynsey Clarke – SSBC Neonatal ODN
Babu Kumararatne – SSBC Neonatal ODN
Mathew Nash – Birmingham Women’s Hospital
Yvonne Hughward – Birmingham Women’s Hospital
Vishna Rasiah – SWM Neonatal ODN
Claire Hall – Russell’s Hall
Louise Stewart – Maternity CN
Denise Jeffs – SWM Neonatal ODN
Maria Francis – SWM Neonatal ODN
Alex Philpott – KIDS-NTS
Sami Bayer – UHB
Sarah Mocksham – Heartlands
Imogen Storey - Heartlands

Item No	Update	Details	Summary of Actions	Owner	Due Date	Status
4	Matters Arising	AP continues to try to arrange NICU unit leads meeting to consider long term NTS Consultant out of hours cover options	All NICU clinical leads or a representative to attend the next TUG and hold a special meeting following TUG.	AP, NICU leads	March 19	Meeting held, still awaiting outputs of option appraisal
4	Transfer without parental consent	LA leading on project to develop policy and parental leaflet	Now split into 2 mini projects – information will overlap and be integrated into the Parent App which will have an overhaul and a policy for UHNM which will then be shared with TUG	LA, ST	To obtain feedback on dates esp App	Ongoing
5	NTS activity	Request for annual data	Snr admin at NTS will provide annual report data,	AP, All	Nov 19	Ongoing

		with uplift breakdown	all units to ensure contact and details given			
6	NTS Staffing	Survey monkey to look at attitudes to working for transport	Survey monkey to obtain views and helpful information	LA	Mar 19	ONLY ONE COMPLETED SURVEY (ST)!!!!
7	OPEL update	Final version in development	ST to circulate final version	ST	ASAP	?
7	nORS	Commissioners requesting information on what reports need to be available from database Data capture of lack of capacity	Unit level, Network level and WM level reports, RM and ST to draft for circulation/comment before sending Precise data required to be emailed to TUG	RM, ST, LS RM, LS	ASAP 1 week	Now abandoned for Badger system
8	NTS Incidents - Stabilisation of surgical Babies	Babies inadequately sedated for transfer	All units clinical teams need to ensure adequate sedation/paralysis/analgesia of babies prior to transfer.	All	ASAP	ongoing
9	Feedback to NTS from Units	Request for guidelines for sedation	Need education/guidelines as to sedation babies require in order to standardise the care given. AP will ask Sanjay to e-mail/phone to discuss this.	AP/SR	March 19	?
9	Feedback to NTS from Units	Issue of time taken to locate cot for referral unit to out of region	AP to do piece of work as to find where babies accepted on NIC or PIC for surgery and who consultants need to ring. AP to circulate e-mail regarding clarification as to NTS or KIDS that will do transfer	AP	March 19	Email circulated to all
9	Feedback to NTS from Units	Importance of annual unit feedback meetings	AP will get NTS senior admin to email all units to generate appointments	AP/AH	July 19	?
	Feedback to NTS from Units	Stoke requesting latest time in day shift team will dispatch for a non-time critical referral	After 4 pm would be the cut off, and will put this in writing	AP	March 19	?