

YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**THURSDAY 9 MARCH 2017, 1.30-3.30 PM
HATFEILD HALL, NORMANTON GOLF CLUB, WAKEFIELD, WF3 4JP**

Present	Apologies
<p>Aiwyne Foo, Consultant, Chesterfield Alec Musson, Service Manager, Leeds Alison Boldy, Lead Nurse, Doncaster & Bassetlaw Becky Smith, Cat Wilkinson, Parent Representative, Bliss Charlotte Bradford, Information Manager, Y&H Neonatal ODN Chris Beattie, Head of Paediatric and Neonatal Services, Doncaster & Bassetlaw Chris Day, Clinical Lead/Consultant, Y&H Neonatal ODN Chris Edwards, Chief Officer, CCG (Chair) Chris Wood, Consultant, Hull Claire Howard, Matron, Jessop Wing, STH Denise Evans, Lead Nurse, Y&H Neonatal ODN Elizabeth Pilling, Clinical Lead, Y&H Neonatal ODN Heather Whillance, Neonatal Service Co-Ordinator, Jessop Wing, STH Helen Brown, Network Manager, Y&H Neonatal ODN Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks (North Region – Y&H) Jo Bexon, Information Officer, Y&H Neonatal ODN Jo Sudbury, Ward Manager, SCH Karen Williams, Senior Healthcare Engagement Officer, Bliss Karin Schwarz, Neonatal Lead Consultant, Calderdale & Huddersfield Kathy Parke, Ward Manager, SCBU, Rotherham Keeley Turner, Lead Nurse, Chesterfield Kirsteen Mackay, Consultant, Jessop Wing, STH Lisa Gorry, Network Co-Ordinator, Y&H Neonatal ODN Liz McKechnie, Education/Guideline Lead, Consultant, Leeds/Y&H Neonatal ODN Louise Crabtree, Lead Nurse, Y&H Neonatal ODN Matthew Babirecki, Consultant, Airedale Nigel Brookes, Assistant Clinical Director, Doncaster & Bassetlaw Sarah Halstead, Senior Service Specialist, NHSE Sarah Winfield, Consultant Obstetrician, Leeds/Clinical Lead Y&H CN Maternity Network Simon Clarke, Jessop Wing, STH Suzanne Palmer, Lead Nurse, Embrace Vicky Smith, Unit Manager, SCBU, York</p>	<p>Andrew Mobbs, Local Services Specialist, NHSE Cath Harrison, Neonatal Clinical Lead, Embrace Cath Smith, Education/Guideline Lead, ODN/STH Penny Gray, Programme of Care Lead, Women & Children, NHSE (North) Richard Lindley, NSU Team Lead, SCH Sayed Jamal Ahmed, Clinical Lead for Neonates, Doncaster & Bassetlaw Shameel Mattara, Clinical Lead, Rotherham Siobhan Conlin, Matron, Leeds</p>

ITEM		ACTIONS
1.	<p>Welcome, apologies and introductions</p> <ul style="list-style-type: none"> Apologies were received and noted as above. Chris Edwards welcomed the group to the meeting and introductions were made around the table. <p>Quoracy</p> <ul style="list-style-type: none"> It was noted that the meeting was quorate. <p>Declarations of Interest</p> <ul style="list-style-type: none"> There were none. 	
2.	<p>Minutes of the last meeting held 15 December 2016</p> <ul style="list-style-type: none"> The minutes of the previous meeting were agreed as a true and accurate record. 	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> Family Integrated Care - AMu informed the group that LGI have commenced family integrated care (transferring back to St James). HB suggested that all literature at LGI reflects this. The ODN Clinical Leads and Parent Representatives are happy to assist with any wording. DE stated that she would shortly be forwarding a Patient Survey Monkey on Transferring Care. EP suggested the topic is discussed further at the forthcoming Clinical Forums. PACs – SR informed the group that temporary storage has been agreed with SCH in order for Embrace to view images. EP stated that the issue of STH images being sent to SCH in error remained an issue. It was agreed that this topic should remain on the agenda. Provider Representation – HB stated that quoracy at EGMs had been questioned at the previous meeting. The Y&H Neonatal EGMs have always been quorate, however there are 2 Trusts which have not been represented in 4 meetings in 2016 and this will be followed up on by the ODN Clinical Leads. DE encouraged all units to send clinical representation to Clinical Forums also. National Neonatal Review & Transformation Programme – HB had recently attended a meeting in London to discuss these. The Transformation Programme will focus on pricing, workforce and capacity and demand and will be led by the CRG. The National Neonatal Peer Review is being led by the Quality and Surveillance Team who have contacted each Trust directly. Metrics are yet to be defined and panel members are being sort. Lisa Cunningham and Ann Butler will attend the next EGM to update the group on the process and to address any queries. The Peer Reviews are expected to take place between September and December 2017. There were concerns amongst the group regarding timescales. The focus will be on structure and process, patient experience and clinical outcomes, facilities will also be visited, however neonatal transport will not be included. HB invited units to raise questions via email directly with her before the next EGM. Draft Unit Closure Form – The form had been circulated prior to the meeting. HB stressed that the process would not be a policing exercise and was more about the communication aspect from units with the ODN. CE asked for this to be renamed “Temporary Closure Form”. It was agreed to implement the use of the form as a pilot from 1 April 2017 along with the use of a generic ODN email account. Feedback to be given at the next EGM (June 2017). 	<p>AMu/DE</p> <p>EP/CD</p> <p>EP/LG</p> <p>EP/CD</p> <p>HB/LG</p> <p>All</p>
4.	<p>Updates</p> <ul style="list-style-type: none"> Clinical Reference Group – The ODN have written to CRG representatives regarding updates from CRG meetings, a response has been received advising that updates will be given via a summary paper and these will be circulated with the minutes. CW enquired how the network would feedback to the CRG? DE added that this could be done via the Portal. It was agreed that the ODN would again write to the CRG representatives inviting them to attend a future EGM and to remind them of the network’s expectations. Y&H Peer Review Action Plans – The ODN has requested an action plan from each Trust – so far 8 action plans have been received and the previous deadline has been extended to 31 March 2017. CE asked the group to consult with their respective organisations regarding returns. The ODN plan to pull a final report 	<p>LG</p> <p>Enc</p> <p>HB/EP/CD</p> <p>All</p> <p>HB</p>

	<p>together in order to feedback at the next EGM.</p> <ul style="list-style-type: none"> • Sustainability & Transformation Plans – CE informed the group of the progress made to date. A document will be issued shortly to include a 5 year delivery plan. Approximately 10 STPs will be implemented initially, with the others to follow. The areas for South Yorkshire and Bassetlaw include Standardisation and Centralisation of Child Services and the Pathway of the Acutely Ill Child. CE is the Joint Chair of the workstream and HB will be invited to sit on the Group. • Specialised Commissioning – SHal gave an update on the 2 reviews planned which are relevant to today's group - Reviewing Commissioning Perspective of Neonatal Intensive Care - which will draw the work together and decide what is commissioned in the future. National Review of Intensive Care Services – A scoping exercise looking at what is included and timescales. A review of Paediatric Services is also planned and is currently being scoped out. An initial briefing document has been produced. SHal agreed to forward a “highlight report” to the group. HB advised that the ODN Team will present at the Specialised Commissioning Group next week in order to increase awareness of the ODNs role. • Maternity Network/Transformation Project – HF gave an update on the development of the Local Maternity Systems based on the STP footprint. The LMSs are expected to be established and have held a Board Meeting by the end of March. Areas to be focused on will be defining geography, leadership, membership and governance compared to STPs. Draft commissioning guidance has been circulated. Representation on behalf of the network was agreed with invites being sent via the ODN:- <ul style="list-style-type: none"> - South Yorkshire – EP - West Yorkshire & Harrogate – CD - Humber Coast & Vale – CW - Derbyshire - HB/AF • National Maternity & Neonatal Health Collaborative – HB advised that she attended the launch event held 28 February 2017. Neonatal Services were under-represented and this had been disappointing. Quality Improvement Training had been discussed at the event and it is anticipated that Trusts will be offered resources to carry this out although this was not particularly clear. 	<p>EP CD CW HB/AF</p>
<p>5.</p>	<p>Data Reports – Charlotte Bradford</p> <ul style="list-style-type: none"> • Nursing Acuity (<i>previously circulated with the agenda</i>) – There were data quality issues with Leeds data for 2016. • Y&H Neonatal Dashboard (<i>copy to be circulated with the minutes of the meeting</i>). CB presented the report which showed a full calendar year of data. Key areas were discussed and CB informed the group that there was little variation in practice:- <ul style="list-style-type: none"> - Antenatal Steroids are still relatively low. - 2 Year Follow-ups remain the same, with the same units struggling - ROP screening remains high - GY data capture issue? - Magnesium Sulphate has not changed a great deal apart from Leeds. • The National Dashboard – This report collects less information and CB is hoping use this for collaborative work. All units have 9 months to correct any data (including BadgerNet data). The Maternity Network requested the sharing of dashboards and the group agreed to this. A copy of the Maternity Dashboard will be circulated with the minutes. 	<p>Enc</p> <p>HF/LG Enc</p>
<p>6.</p>	<p>Bliss/Parent Representative Update – Karen Williams</p> <ul style="list-style-type: none"> • Baby Charter – KW confirmed receipt of audits from units and reported an increase in engagement. Please note that there may be a 12 week wait for feedback. KW is happy to visit units and will attend meetings where needed. The Steering Group meetings will focus on the Charter also. • Volunteers – A 2 day Bliss training course was held in February, a further course will be held 13 and 14 June 2017. Units were asked to forward details of any 	

	<p>volunteers to KW. http://www.bliss.org.uk/be-a-bliss-champion</p> <ul style="list-style-type: none"> • Parent Representatives – It was agreed that utilisation could be improved and re-engagement is required. LCr, CW and KW plan to meet shortly to move this forward and commence scoping work, with plans to look at a virtual platform. It was agreed that going forward “Parent Representatives” should be a separate item from “Bliss” on the EGM agenda as Parent Representatives are Network volunteers. • FINE Training <ul style="list-style-type: none"> - 4 and 5 May 2017 (Sheffield) – Places are still available. - 11 and 12 September 2017 (Birmingham) <p>KW is currently pushing for further dates in the North West around Spring. <i>Post meeting note: This has been confirmed as going ahead, specific details/date tbc</i></p> <ul style="list-style-type: none"> • CD informed the group that Parent Representatives are expected to play a part in the forthcoming National Peer Review although specifics had not yet been confirmed. 	LG/HB
7.	<p>Embrace - Suzanne Palmer</p> <ul style="list-style-type: none"> • Transfers - November and December were busy months, February was quiet with 141 transfers (<i>Report to be circulated with the minutes</i>). • Non Embrace Transfers – These have increased and will be discussed at the next ERG meeting. • IUT – Numbers consistent for this time of year. • YAS Ambulances – SP notified the group on behalf of Cath Harrison, regarding the plan for YAS to change 100% of their fleet to Fiat van conversions, 20% of the fleet have already been replaced. This will result in transport incubators being unable to fit in the vehicles and there are concerns that this will have an effect on time critical transfers. SP is to forward the contact details of YAS Head of Service Delivery to HB in order for this to be addressed in writing by the ODN with the assistance of SHal. • Guidelines – Embrace feel that the ODN should be responsible for the neonatal stabilisation guidelines. It was suggested that this is discussed in detail at the next Core Team Meeting along with Embrace. 	<p>SP/LG Enc</p> <p>SP/HB/ SHal</p> <p>HB</p>
8.	<p>Education, Training & Guidelines 2017 – Liz McKechnie</p> <ul style="list-style-type: none"> • Network Education Days – The Ventilation Day held in Sheffield in January had proved very successful. Perinatal Care scheduled for 5 July 2017, Hull • Improving Care Conference – Wednesday 26 April 2017, Wetherby – A draft agenda is to be circulated shortly. • Pneumothorax PAN Guideline – Available on the Y&H Neonatal website shortly. • Y&H Neonatal and Maternity Joint Forum - Improving Perinatal Outcomes – Thursday 4 May 2017. A draft agenda has been circulated – please encourage Obstetric colleagues to attend. • Nursing Training Update/National Neonatal Nurse Staffing Survey - DE has spoken to Sue Hutton who is in charge of training at HEE. The student loan company have been asked to fund neonatal nurse training. It has been agreed that the network will share National Nurse Staffing information. <p><i>Please email ODN_Education@sch.nhs.uk for further details on any of the above.</i></p>	LG
9.	<p>Agreed Actions/Next Steps following MBRRACE – UK Perinatal Mortality Report 2014 – NHSE (<i>Apologies were received from Penny Gray, Programme of Care Lead, Women & Children, NHSE (North)</i>)</p> <ul style="list-style-type: none"> • EP showed a presentation giving the actions previously agreed:- <ul style="list-style-type: none"> - Clinical Skills form - Unit questionnaire - Mortality Review Panel Meetings – shared Learning Points with North - Dashboard including antenatal steroids - Exception Reporting - Working with Maternity Forums – a Joint Clinical Forum has been scheduled. • CE asked the group what other actions could be taken as a minimum? The following actions were agreed:- 	All

	<ul style="list-style-type: none"> - Focus on data quality and RAG ratings – CE suggested that all units revisit local data in the Mortality Report - Antenatal Steroids – review how these are approached - Obstetrics link up - Place of birth in Tertiary Centres - Recording of congenital anomalies • Chesterfield reported a duplication of a death in the Mortality Report. AF to email details to DE. 	AF/DE
10.	<p>Date and time of next meetings</p> <ul style="list-style-type: none"> • Thursday 22 June 2017, 1.30-3.30pm, Hatfeild Hall • Thursday 12 September 2017, 10-12 noon, Hatfeild Hall • Thursday 14 December 2017, 1.30-3.30pm, Hatfeild Hall 	All