

# YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**TUESDAY 1 SEPTEMBER, 1:30 – 3:30PM  
VIDEO CONFERENCE CALL VIA MS TEAMS**

Present	Apologies
Aiwyne Foo, Consultant Paediatrician, Chesterfield	Alex Albus, PMO, Derbyshire LMS
Alison Conchie, Operations Director for Women's Children's and Specialist Services, Airedale	Alison Boldy, Matron, Doncaster & Bassetlaw
Andrea Bliss, Associate Director of Nursing, Doncaster & Bassetlaw	Alison Cowie, Deputy ADoN, Barnsley
Anne Bean, Sheffield Children's	Becky Case, LMS Programme Lead, HCV
Andrei Morgan, Consultant, Embrace	Becky Musson, Neonatal Consultant, JW STH
Angela Whelton, Lead Nurse, Barnsley	Caroline Davies, Sister SCBU, Doncaster
Anna Clack, Commissioning Manager, Sheffield CCG	Cath Harrison, Neonatal Clinical Lead, Embrace STH/Education & Guideline Lead, ODN
Beth Andrews, Neonatal Nurse Educator, ODN	Chris Edwards, CCG
Cath Smith, Consultant Neonatologist STH/Education & Guideline Lead ODN	David Gibson, Consultant Paediatrician, Mid Yorks
Charlotte Bradford, Senior Information Manager, ODN	Emma Green, Service Specialist, NHSE
Chris Day, Consultant, Bradford & Clinical Lead North ODN (Chair)	James Houston, Neonatal Lead, Scarborough
Chris Wood, Consultant, Hull	Jo Hadley, S Yorks & Bassetlaw LMS
Claire Howard, Matron, JW STH	Jo Preece, Clinical Lead, Neonates, Hull
Dawn Wills, NHS Leeds CCG	Julie Harrison-Mizon, Operations Director F&W, Hull
Denise Evans, Lead Nurse, ODN	Karen Poole, LMS PMO, West Y&H
Diane Tinker, Deputy Head of Midwifery, Calderdale & Huddersfield	Kate Lamming, NICU Manager, Hull
Elizabeth Pilling, Consultant, Sheffield Teaching & Clinical Lead South ODN	Kay Rushforth, Head of Children's Nursing, Bradford
Fiona Metcalfe, Lead Nurse Neonates, Leeds	Keely Turner, NNU Matron, Chesterfield
Hazel Talbot, Education Lead, ODN	Lisa Pearce, Business Manager, Hull
Helen Brown, Network Director, ODN	Louise Smith, Senior Sister, Mid Yorks
Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks	Marie-Anne, Nurse Educator, ODN
James Scott, S Yorks & Bassetlaw LMS	Matthew Babirecki, Consultant, Airedale
Jo Whiston, Lead Nurse, Embrace, SCH	Porus Bustani, Consultant Neonatologist, Sheffield Teaching
Julie Walker, Paediatric Matron, Harrogate	Richard Lindley, NSU Team Lead, SCH
Karin Schwarz, Neonatal Lead Consultant, Calderdale & Huddersfield	Sandeep Kapoor, Consultant, NLAG
Kathy Parke, Ward Manager SCBU, Rotherham	Sandeep Sandhu, Consultant Paediatrician, York
Kelly Young, Matron NICU, Bradford	Sarah Sherliker, Consultant, Harrogate & District
Kirsty Randell, Matron, Airedale	Sharon English, Lead Clinician, Leeds
Kirsty Quibell, Neonatal Nurse Educator, ODN	Stephen Hancock, Consultant, Embrace
Lindsey Keightley, Doncaster	Vicky Lister, Ward Manager, Harrogate
Louise Crabtree, Lead Nurse, ODN	
Nicola Hunt, Neonatal Nurse Educator, ODN	

Present	Apologies
Nigel Brooke, Neonatal Lead, Doncaster Nova Watkinson, HCV LMS Safety Lead Olu Seidu, Consultant Paediatrician, Barnsley Sam Wallace, Lead Clinician, Bradford Sarah Bennett, LMS, WY&H Sarah Simpson, Head of Midwifery, Airedale Tracey Cole, Network Co-ordinator, ODN Vicky Smith, Senior Sister, York Vijaya Hebbar, Consultant Paediatrician, NLAG	

ITEM		ACTIONS
1.	<b>Welcome, apologies and introductions</b> <ul style="list-style-type: none"> <li>CD welcomed all to the meeting and a roll call was taken.</li> <li>Apologies were received and noted as above.</li> <li>There were no conflicts of interest.</li> <li>It was noted that the meeting was quorate.</li> </ul>	
2.	<b>Minutes of the last meeting held Thursday 11 June 2020</b>  The minutes of the previous meeting were agreed as an accurate record, with the exception of the following amendments: <ul style="list-style-type: none"> <li>Andrea Bliss' title is Associate Director of Nursing.</li> <li>Alison Boldly's title is Matron.</li> <li>Cath Smith was in attendance.</li> </ul>	Admin
3.	<b>Matters Arising:</b> <ul style="list-style-type: none"> <li> <b>Annual Report 2019/20</b>            CD presented the final draft of the Y&amp;H Neonatal ODN Annual Report which had been circulated with the agenda. It was agreed that if no further amendments were received in the next couple of weeks the Annual Report would be accepted as an approved document.         </li> <li> <b>HIE Review Process</b>            This process includes a count based on the number of babies cooled per 1000 births with cooling rates being attributed to the unit where the baby was born. In order to improve the reporting of HIE &amp; cooling all were asked to please ensure that information is accurately recorded, particularly with regard to the HIE grade.             HT asked that should the NICUs meet regarding HIE, Embrace would like to be involved.             OS raised a query regarding a HIE proforma on the Neonatal ODN website, CS answered that there are standard forms attached to the HIE guideline (Appendix 1) that can be used by all who wish to do so.         </li> <li> <b>Parental visiting</b>            LC commented that most units are now allowing both parents to visit at the same time. Units whose visiting is still restricted to one parent were encouraged to present the letter provided by Bliss to encourage their Trust Management to reconsider visiting arrangements.         </li> </ul>	

ITEM		ACTIONS
	<p>EP informed all that there had been a challenge with regard to visiting arrangements for transitional care, which had sometimes resulted in parents refusing the transfer of their baby causing a backlog in NICU beds.</p> <p>LC confirmed that she will send a revised list of units visiting arrangements to members of this group along with Clinical Forum North and South.</p>	LC
4.	<p><b>Neonatal Critical Care Transformation Review:</b></p> <p>HB provided an update and informed the group that although the programme had been paused there was a lot of work being undertaken behind the scenes, such as updating draft plans and the position statement. Notification had been received that transformation work will recommence shortly and the deadline for submission of final plans is Friday 30 October 2020. A number of pieces of work are currently in progress, including the updating of nurse staffing. Two papers were circulated with the agenda for consideration regarding the following:</p> <ul style="list-style-type: none"> <li>• <b>Alignment Group</b> A proposal was presented to convene an Alignment Group, the purpose of which would be to bring all necessary stakeholders, including parents together. HB noted that there are a lot of elements out of our remit, such as transforming workforce and there will be a need to engage with HEE and the Deanery. It was agreed that this Group will be formed.</li> <li>• <b>Virtual Workshop</b> A paper proposing a virtual workshop which will look at implementing the NCCR recommendations across the Y&amp;H Neonatal ODN was circulated with the agenda and HB asked for comments. HB thanked the Maternity Network and the four LMSs for their input. The invitation to this event will be issued widely including members of the Neonatal ODN Executive Management Group, Clinical Forum North and South, Medical Directors, Clinical Directors along with a request to disseminate this further to those appropriate within units. The workshop will take place via MS Teams on Wednesday 4 November. Further details will follow from the ODN.</li> </ul>	HB/ Admin
5.	<p><b>Yorkshire &amp; Humber Maternity Network - Safety Improvement Network Update</b></p> <ul style="list-style-type: none"> <li>• <b>Clinical Network Update</b> HF presented the Network update which had been circulated with the agenda. Data collection was carried out in March and April to review stillbirth, late miscarriage and BBA data across Y&amp;H, the findings had been shared with the LMS PMOs. A further data collection has been undertaken to include information for May, June &amp; July as requested by the HOMs, and is currently being collated.</li> </ul> <p>A Y&amp;H Maternity and Neonatal Safety Champions Framework to support the Maternity Incentive Scheme safety action has being developed with support from the Heads of Midwifery along with the Neonatal ODN and shared widely.</p> <p>The Maternity Clinical Network has worked with the Y&amp;H Neonatal ODN and the LMS Programme Leads to develop a Neonatal Critical Care Review Recommendations action plan. The next step is to plan system wide implementation and ensure alignment with each of the LMS plans.</p> <ul style="list-style-type: none"> <li>• <b>Draft Off Pathway Review and Reporting Processes</b> An enclosure was circulated with the agenda for which HF asked for any</li> </ul>	

ITEM		ACTIONS
	<p>comments prior to it being taken to the Clinical Expert Group on the 18<sup>th</sup> September. The document will then be presented at the Maternity Strategy Group in October for final sign off. It was agreed that this document could be shared with the Y&amp;H Neonatal ODN Clinical Forums as long as it was noted the document is draft.</p>	
<p>6.</p>	<p><b>Local Maternity Systems (LMS) Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Derbyshire</b> AA had given apologies for this meeting and an update had been circulated with the agenda.</li> <li>• <b>Humber Coast &amp; Vale</b> NW attended on behalf of BC who is currently on annual leave. An update will be circulated on BC's return.</li> <li>• <b>South Yorks &amp; Bassetlaw</b> JS presented an update. It was noted that there has been an improvement in the administration of magnesium sulphate. The service continues to be maintained on all sites except Bassetlaw, the opening for which has been pushed back to 1 November 2020. No detrimental effects have been noted elsewhere through the patch due to Covid. The LMS Board has been reinstated, a meeting took place on 28 July 2020, and all Sub-Committees have been reinstated.</li> </ul> <p>EP asked if assurance could be given that there would be adequate paediatric staffing in Bassetlaw. SB informed all that she recognised the concerns around staff and they are in the action plan but a guaranteed cannot be given at this time. It will however remain an ongoing action.</p> <ul style="list-style-type: none"> <li>• <b>West Yorks &amp; Harrogate</b> SB presented an update and informed all that the PReCePT programme in WY&amp;H was delivering a significant improvement in the uptake of Magnesium Sulphate for eligible mothers.</li> </ul> <p>A Baby SBAR tool for improving perinatal communication has been developed, its purpose is to strengthen communication between members of the Perinatal Team at delivery and improve the accuracy of data collection and entry into Badgernet.</p>	
<p>7.</p>	<p><b>Embrace Update</b></p> <ul style="list-style-type: none"> <li>• <b>Activity Report</b> JW will send Admin the latest activity report for circulation following the meeting. It was noted that activity levels are picking up and rates for neonatal transfers are normal. Inutero transfers remain steady with a few out or region requests. It was noted that the consultant rota is currently fragile.</li> </ul> <p>A request was made to all units to ask if they could provide a physical space within their unit that Embrace could use to deep clean their equipment rather than returning to base in between each call. It was mentioned that space required would need to be large enough for the incubator to be taken apart (the hood of which splits into two pieces). Embrace will call around each unit to confirm if this is possible.</p> <p>HT mentioned a recent incident involving the handover of an inutero case and emphasised that Embrace find the cot/bed and handover should be carried out by the nurses on the unit. However, on this occasion nurse to nurse handover had</p>	<p>JW</p>

ITEM		ACTIONS
	not taken place and the parents had contacted Embrace with their complaint. HT to confirm the gestation to HB. HF confirmed this is on the KEG agenda for further discussion and may also be discussed at the Pre Term Working Group agenda.	HT
8.	<p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li> <b>Parent Representative update</b>            LC had invited the two parent reps along to the meeting, however they had child care issues. There was concern that the Network were losing engagement with parent reps. All were asked to think how we can engage with parent reps on a wider scale. EP mentioned that the North West have a Parent Advisory Group that works very well. HF suggested linking with the Maternity Voice Partnership as they have links to many other contacts and groups.         </li> </ul>	
9.	<p><b>Education, Training and Guidelines:</b></p> <ul style="list-style-type: none"> <li> <b>2020 Conference</b>            It was confirmed that the Y&amp;H Neonatal ODN Annual Conference will take place virtually via MS Teams on Thursday 1 October and there has been a good uptake. It may be necessary to cap registration at 75/80. The conference will take place as two sessions, one in the morning and one in the afternoon. The majority of speakers have now been confirmed. If at all possible, units were asked to sign on as one group rather than individually, that is of course if social distancing allows the space.         </li> <li> <b>Pan Network Guidelines/Leaflet:</b> <ul style="list-style-type: none"> <li> <b>Persistent Pulmonary Hypertension of the Newborn (PPHN)</b>            HT wanted to get the second draft out in time but due to annual leave and many comments the changes have only just been made. Therefore, it was asked that any final amendments be sent to HT by 25 September, after which would all be happy to accept this guideline as ratified? This was agreed.         </li> <li> <b>Neonatal CLD and Home Oxygen</b>            CS informed the group that this final version of the guideline had only been out for 1 week and asked could this document be ratified pending no additional comments? This was agreed.         </li> <li> <b>Hyperkalaemia (high potassium)</b>            This guideline was ratified. HT was grateful to Dr Anjana Adonchiyalage for his original review which resulted in a very clear document.         </li> <li> <b>22/40 Leaflet</b>            It was noted that there was no need for this to be ratified at Exec Group as this is more for information than policy. The leaflet will be sent to LMSs for further comments. This will be discussed at the forthcoming Clinical Forums.         </li> </ul> </li> </ul>	<p>All</p> <p>All/HT</p> <p>CS/HT Admin</p>
	<ul style="list-style-type: none"> <li> <b>South Network Guidelines:</b> <ul style="list-style-type: none"> <li>Exchange transfusion – this guideline was ratified. It was noted that there was some formatting to complete before the document would be placed on the website.</li> <li>Umbilical Venous Lines - ratified.</li> <li>Long Line – ratified.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• It was noted there are a number of ongoing guidelines:               <ul style="list-style-type: none"> <li>○ Renal (North).</li> <li>○ Probiotics (Pan).</li> <li>○ Feeding Preterm Infant (Pan), first draft should be ready end of October 2020.</li> <li>○ Premedications for Non-emergency Intubation (Pan)</li> <li>○ Surgery Feeding guideline (Pan) – work is ongoing due to differences in the North and South, once these are married up this document can be presented as a pan guideline.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>NICE guideline – Neonatal Parenteral Nutrition</b> It was agreed that the link to the NICE guideline would be included in these minutes, please see below:   <a href="https://www.nice.org.uk/guidance/NG154">https://www.nice.org.uk/guidance/NG154</a>                 It was noted that some may find it helpful to have the link to the Y&amp;H Paediatric Palliative Care Network, the link is below:   <a href="https://yhpcpn.org.uk/">https://yhpcpn.org.uk/</a>                 This should also be placed on the Clinical Forum North and South agendas for information.</li> <li>• <b>Education</b> CS informed the group that the education day scheduled to take place at the Royal Hallamshire Hospital will now take place virtually rather than face to face and cover pre term topics.                 Since the BAPM framework came into effect trainees from NICUs have been gathering 22/40 week data all stated they were happy to share this information. CS will circulate the information.</li> </ul>	<p style="text-align: center;"><b>Admin</b></p> <p style="text-align: center;"><b>CS</b></p>
	<ul style="list-style-type: none"> <li>• <b>Y&amp;H Foundation Course / QIS Update</b> BA gave an update on QIS and the Foundation Course which were both running very well. The final day of the current Foundation Course is due to take place in Bradford on the 30<sup>th</sup> October and could potentially take place face to face if social distancing allows. There has been good interest for the new Foundation Programme which commences in October. Due to this taking place virtually the ODN are able to open up numbers and can facilitate as many places as units require.                 MAK has now commenced her maternity leave, and 2 new Neonatal Nurse Educators have commenced in post. Nicola Hunt and Kirsty Quibell were welcomed by all to the Y&amp;H Neonatal ODN.                 The ODN have been working closely with HEE colleagues to pursue links with the NE&amp;Y and to look at ways that we can continue to support the Foundation Programme and long term funding. This has been a positive step forward and a further meeting will take place mid-November to discuss this further.</li> </ul>	
10.	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Clinical Reference Group (CRG)</b> A CRG meeting took place at the end of July. The Neonatal Critical Care Review was discussed as well as ongoing work with the neonatal tariff. HB and CB have</li> </ul>	

ITEM		ACTIONS
	<p>recently facilitated workshops with staff across the ODN area looking at reference costs. HB and CB were thanked for facilitating the workshops and it was noted that CB has been following up with each unit.</p> <p>The GIRFT review process has recommenced, unit reviews are taking place virtually. The final Report should be finalised soon.</p> <p>It was noted that the CNST maternity work year will run through to March 2021 (18 months instead of 12).</p> <ul style="list-style-type: none"> <li>• <b>Network PN</b> CD stated that this is currently ongoing.</li> <li>• <b>Mortality Workstreams</b> A report will be given at the forthcoming Neonatal Virtual Annual Conference on 1 October 2020.</li> </ul>	
11.	<p><b>Data Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Nursing Acuity Report 2020/21 Q1</b> The Q1 Nursing Acuity Report as presented. It was noted that it had been a good quarter with regard to nurse staffing.</li> </ul>	
12.	<p><b>Quality &amp; Governance:</b></p> <p>A discussion by exception took place for the following dashboards:</p> <ul style="list-style-type: none"> <li>• <b>Y&amp;H Neonatal Dashboards: 2020-21 Q1</b></li> <li>• <b>Y&amp;H Temperature Dashboards: 2020-21 Q1</b> In recent months there has been some variance with cold babies, perhaps linked to a change of practice and delivery locations changing as result of Covid. There had been a good improvement in Bradford. CB will confirm the number of cooled babies in May and inform HT.</li> <li>• <b>Y&amp;H Feeding Dashboards: 2020-21 Q1</b></li> <li>• <b>Y&amp;H Early Interventions 2020/21 Q1</b> This report presents the impact of early interventions on babies, and the number who receive 100% of these metrics by month. Units will be sent a report each quarter which will identify elements and improvements that need to be made. Outcomes will be updated through the year and an annual summary will be provided. It was noted that NNAP use this final outcome. Should there be any feedback, please contact Charlotte Bradford or Ashley Jennings. HF commented that this was a really good piece of work. CD urged all to record accurately on Badgernet.</li> <li>• <b>Y&amp;H LMS Footprint Dashboards: 2020-21 Q1</b> This report has been produced as there is a need to monitor in line with NCCR guidance which units are close to thresholds with regard to remaining as a NICU or LNU. Clear markers are provided as to what a unit should be caring for in order to keep their status.</li> </ul> <p>The Network had been approached by Andrei Morgan, a new Consultant with Embrace regarding a piece of perinatal work he is undertaking concerning the impact that Covid has had in the Network area. The Maternity Network has also been</p>	<p style="text-align: center;"><b>CB</b></p> <p style="text-align: center;"><b>All</b></p>

ITEM		ACTIONS
	<p>approached. AM would like to gather data across the Network regarding still births, early antenatal transfers, place of birth, cases where ITU was required, in order to build up a geographical picture of what has taken place during Covid. The weekly data would be compared to the same week in previous years. AM would require individual unit data, which the ODN Information Team could provide, however it would be anonymised. All were content for this information to be shared.</p> <p>HB informed all that Specialised Commissioning had been in contact regarding lessons we can all learn from this period. It was agreed that collaborative working is the way forward.</p>	
13.	<p><b>AOB</b> There was no other business.</p>	
14.	<p><b>Dates of Future Meetings</b></p> <p><b>Executive Group Meetings</b></p> <ul style="list-style-type: none"> <li>• Thursday 3 December 2020, 1.30 – 3.30pm, MS Teams</li> </ul> <p><b>Clinical Forum – South</b></p> <ul style="list-style-type: none"> <li>• Wednesday 7 October 2020, 10am – 12noon, via MS Teams</li> <li>• Thursday 14 January 2021, 10am – 12noon, via MS Teams</li> </ul> <p><b>Mortality Review Panel - South</b></p> <ul style="list-style-type: none"> <li>• Wednesday 7 October 2020, 1 - 3pm, via MS Teams</li> <li>• Thursday 14 January 2021, 1 – 4pm, via MS Teams</li> </ul> <p><b>Clinical Forum – North</b></p> <ul style="list-style-type: none"> <li>• Tuesday 6 October 2020, 10am – 12noon, via MS Teams</li> <li>• Tuesday 9 February 2021, 10am – 12noon, via MS Teams (<i>may change to Hatfeild</i>)</li> </ul> <p><b>Mortality Review Panel - North</b></p> <ul style="list-style-type: none"> <li>• Tuesday 6 October 2020, 1 – 3pm, via MS Teams</li> <li>• Tuesday 9 February 2021, 1 – 3pm, via MS Teams (<i>may change to Hatfeild</i>)</li> </ul> <p><b>NCCR Implementation – Virtual Workshop 1 – Aligning Capacity</b></p> <ul style="list-style-type: none"> <li>• Wednesday 4 November 2020, 10.00am – 1.00pm, via MS Teams</li> </ul>	
	<p><b>Close</b></p>	