

YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

THURSDAY 11 JUNE 2020, 1:30 – 3:30PM
VIDEO CONFERENCE CALL VIA MS TEAMS

Present	Apologies
Alex Albus, PMO, Derbyshire LMS	Alison Boldy, Lead Nurse, Doncaster & Bassetlaw
Andrea Bliss, Interim Head of Nursing, Doncaster & Bassetlaw	Alison Conchie, Operations Director for Women's Children's and Specialist Services, Airedale
Angela Whelton, Lead Nurse, Barnsley	Caroline Davies, Sister SCBU, Doncaster
Anne-Marie Kelly, Nurse Educator, ODN	Chris Emblen, Service Manager, STH
Becky Case, LMS Programme Lead, HCV	Deborah Bray, Head of Nursing, Scunthorpe
Becky Musson, Neonatal Consultant, JW STH	Laura Ealham, Sister, Leeds
Cath Harrison, Neonatal Clinical Lead, Embrace	Lisa Pearce, Hull
STH/Education & Guideline Lead, ODN	Louise Smith, Senior Sister, Mid Yorks
Charlotte Bradford, Senior Information Manager, ODN	Rasheed Oba, Neonatal Lead Consultant, NLAG
Chris Day, Consultant, Bradford & Clinical Lead North ODN	Richard Lindley, NSU Team Lead, SCH
Chris Edwards, CCG (<i>Chair</i>)	Sandeep Kapoor, Consultant, NLAG
Chris Wood, Consultant, Hull	Sharon English, Lead Clinician, Leeds
Claire Howard, Matron, JW STH	Siobhan Conlin, Matron, Leeds
Denise Evans, Lead Nurse, ODN	Stephen Hancock, Consultant, Embrace
Elizabeth Pilling, Consultant, Sheffield Teaching & Clinical Lead South ODN	Sundeep Sandhu, Consultant Paediatrician, York
Ellie Peirce, Neonatal Grid Trainee, STH	Vicky Lister, Ward Manager, Harrogate
Emma Green, Service Specialist, NHSE	
Emma Spicer, Ward Sister, Grimsby	
Hannah Shore, Consultant, Leeds	
Hazel Talbot, Education Lead, ODN	
Helen Brown, Network Director, ODN	
Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks	
Isabel Bradbury, Deputy Matron, Doncaster & Bassetlaw	
Jo Hadley, S Yorks & Bassetlaw LMS	
Jo Preece, Clinical Lead, Neonates, HEYT	
Jo Whiston, Lead Nurse, Embrace, SCH	
Julie Walker, Paediatric Matron, Harrogate	
Karen Poole, LMS PMO, West Y&H	
Kate Lamming, NICU Manager, Hull	
Keely Turner, NNU Matron, Chesterfield	
Kelly Young, Matron NICU, Bradford	
Kirsty Randell, Matron, Airedale	
Louise Crabtree, Lead Nurse, ODN	
Matthew Babirecki, Consultant, Airedale	
Nigel Brooke, Neonatal Lead, Doncaster	
Porus Bustani, Consultant Neonatologist, Sheffield	

Teaching Richard Kerry, Service Manager for Surgery & Critical Care, SCH Sam Wallace, Lead Clinician, Bradford Sarah Judd, Ward Manager, NLAG Sharon Vickers, Matron Paediatrics, NLAG Soma Sengupta, Consultant Paediatrician, Rotherham Tracey Cole, Network Co-ordinator, ODN Vicky Smith, Senior Sister, York	
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ITEM		ACTIONS
1.	Welcome, apologies and introductions <ul style="list-style-type: none"> Chris Edwards welcomed all to the meeting and a roll call was taken. Apologies were received and noted as above. There were no conflicts of interest. It was noted that the meeting was quorate. 	
2.	Minutes of the last meeting held Thursday 5 March 2020 The minutes of the previous meeting were agreed as an accurate record, with the exception of the following: <ul style="list-style-type: none"> Under the heading "Parenteral Nutrition" the sentence should read "The four NICUs" not "NCUs". Jo Preece, Hull, was in attendance. 	Admin
3.	Matters Arising: <ul style="list-style-type: none"> Covid-19 – ODN Restoration and Recovery Plans HB gave a brief update. Most meetings have taken place via MS Teams due to current circumstances, including Clinical Forums, Executive Group and education events. We are about to reconvene workstreams that were in progress pre-Covid. It was noted that the differing visiting policies across the patch have had an impact on patient flow. Parental visiting Each unit gave a brief update on their current arrangements and it was agreed that LC would pull these details together in one document: <ul style="list-style-type: none"> Airedale - both parents allowed on the unit with social distancing, all wear masks and strict handwashing. Hull - One parent has 24/7 access, the other can visit 4-7pm. One parent per cot unless critical care in ICU. From 15 June, partners can also come into TC, 1 hour a day at the moment but negotiations are underway. Doncaster - both parents but separately. Leeds - mums anytime, dads book in for few hours long slot, but only one parent per cot, everyone in face masks. Barnsley – both parents, arrangements have remained the same throughout. Grimsby - both parents wearing masks, only one visit per day however no restriction on length of visit. There is more flexibility for parents that are travelling a distance to the unit. Scunthorpe - both parents can visit within a 24 hour period, however only 1 	LC

ITEM		ACTIONS
	<p>parent at a time on the unit to reduce footfall. If the parents are out of area both parents can be resident in the flat but only 1 parent in the nurseries at the time.</p> <ul style="list-style-type: none"> ▪ Chesterfield – both parents, no time restrictions. ▪ Rotherham - both parents however generally they would visit separately. They are both present for discharge preparation and discussions about their baby's progress. ▪ Harrogate – both parents at the same time. ▪ NSU - 1 parent per day (different from the Trust as only 1 named parent allowed). For specialist situations both parents can visit for 30 minutes at the same time. Both parents can visit during palliative care. ▪ Sheffield Teaching - one parent at a time except for their first visit following admission (to get medical update) or during Palliative Care. On TC we have trialled dads being with mum from day 5 to learn tube feeding. Dads come through a different door so as not to cause regular postnatal mums distress but it's still a hot issue to agree this with midwives. ▪ Bradford - on NNU both parents can be with baby 24/7 in masks, daily checks regarding social distancing and the option to facilitate access to prompt testing if any concerns. On TC dads are not currently visiting in line with the current maternity policy. The Neonatal Outreach Team is going out early to train and support dads as appropriate. <p>EP stated that parental access is imposed by the Trust's policy and this is causing issues with NICU capacity across the Network as parents do not want their baby transferred from a unit where they can both visit to one that allows only one parent. All were encouraged to revisit their visiting policy to help ensure good flow is maintained across the Network. LC to circulate document containing parental visiting arrangements across the Network.</p> <p>Letter from NHSE regarding cot spacing CB is pulling together a joint Network response to return to Specialised Commissioning. It was noted that with newer builds such as Barnsley, they already have a 2 metre gaps between cots, however in older/small units introducing this spacing could reduce the overall Network capacity by 60 cots. CD emphasised that parents aren't visitors they are partners in care.</p>	LC
4.	<p>Neonatal Critical Care Transformation Review: The NCCR is officially paused, however there is a lot of work going on behind the scenes. Although nothing official has yet been received, it was noted that funding expected this year may be deferred due to the impact of spend related to Covid.</p> <ul style="list-style-type: none"> • Y&H Position Statement This is currently being updated. 2019/20 data and staffing analysis work is being revisited and units will be contacted for up to date information. JH was thanked for her engagement. The aim is to get this document signed off early next month and then circulate. • GiRFT The meetings with units across Y&H have been postponed, however virtual meetings are being offered as an alternative. Eleri Adams will be in contact with units to arrange. 	
5.	<p>Yorkshire & Humber Maternity Network - Safety Improvement Network Update</p> <p>HF gave a brief update and informed all that a MATNEO Safety Improvement Programme meeting is scheduled to take place on 24 July. The North East Patient</p>	

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	<p>Safety Collaborative is carrying out a piece of work and HF queried whether a request has been received for a Y&H neonatal representative. HB confirmed the ODN have not been asked for a representative, however this can be provided.</p> <p>Work on the maternity programme has been paused, although it is hoped this may restart in the autumn. The programme will support the LMS and Regional Maternity Team to look at cases of stillbirths and babies born before the arrival of a clinical practitioner in the Y&H area. The information will include Y&H neonatal data collected during the Covid outbreak. There has been a national increase in jaundice cases which is being action by Trusts. There had been a delay with Q4 data collection however this will now be collated.</p>	
6.	<p>Local Maternity Systems (LMS) Updates</p> <ul style="list-style-type: none"> <p>• Derbyshire AA gave a brief update explaining that PMO activity has been extremely minimal since March due to the Covid outbreak, with meetings stood down and many in the PMO Team redeployed to other areas. A Board meeting is scheduled for July. Recovery and reprioritisation of work is the next step, in particular the safety agenda and continuity of care.</p> <p>• Humber Coast & Vale BC gave a brief update. Early conversations had taken place with HOMs regarding the support they required which was then split into two groups. The first being operational work around pathway redesign, postnatal services and handover between midwives and health visitors. Antenatal classes and birth education had been taking place virtually. The second involved strategic work such as continuity of care, communications, Facebook and other social media interactions. Dashboard information is being used to inform discussions around LMS projects for the next year. Work is being done around the number of still births and cases of jaundice. Support for BAME families in the HC&V area is being provided along with prevention work for alcohol misuse, domestic violence and smoking cessation. HB commented on the recent redefining of the HC&V ICS (1 April 2020) and the changes to the geographical boundaries which now include other CCGs such as Scarborough, Harrogate, Hamilton, Richmond and Rydale.</p> <p>• South Yorks & Bassetlaw JH informed all that the PMO team are still in post however there had been one major change, Alison Martindale's contract had ended and due to changes in the structure of the hosted Network they were unable to renew Alison's contract. There have been delays with recruiting to vacant posts. Maternity services are coping well with the minor changes in line with national guidance. Due to a 20% staffing shortfall, Bassetlaw had been closed and neonatal services had been centralised at Doncaster. The Trust is currently reviewing whether arrangements can revert back by the end of July bearing in mind that the track and trace and possible second wave of Covid could potentially effect staffing. A huge amount of work is ongoing with regard to LMS maternity workstreams, safety strategies and the response to Covid. The Q4 data is being collated, exception reports will be analysed in late summer. Additional midwifery support is being provided. A workshop focussing on Transformation Priorities and Recovery Planning is scheduled to take place on 23 June. The LMS are supporting the ODN with the NCCR response and have co-produced an action plan to meet national recommendations. Work is also underway to support the BAME population.</p> 	

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	<ul style="list-style-type: none"> West Yorks & Harrogate KP gave an update and informed all that the work programme is currently on pause due to Covid, and other areas taking priority during this time. Providers are struggling with staff. Prevention work is being undertaken, the digital programme is continuing to be developed. A comprehensive spend plan has been refreshed and presented to a recent Board meeting and a piece of work has been commissioned regarding BAME. 	
7.	<p>Parent Representative Update</p> <p>LC congratulated Barnsley for their achievement of accreditation from Bliss.</p> <p>Bliss is currently providing virtual support for parents which is working very well, all were asked to ensure their units are aware. Bliss volunteers can also be accessed virtually. LC informed all that clarification had been received from Bliss regarding the evidencing section on psychology and this has been sent on to Lead Nurses. The Care Co-ordinator posts are currently on hold.</p>	All
8.	<p>Education, Training and Guidelines:</p> <ul style="list-style-type: none"> 2020 Conference Due to the Covid outbreak the 2020 Conference has been officially cancelled. HT and CS are however looking to arrange a virtual mini conference on 1 October 2020. The day will be broken into sections as it is recognised full day events on MS Teams can be difficult. HT emphasised they are keen to share quality improvement and audit work at this event. All were asked to inform HT or CS if they hear of anyone who can offer advice on setting up a virtual conference with breakout rooms and a market place. Y&H Foundation Course / QIS Update The Foundation Programme will now be delivered on-line. All were asked to ensure their Trust Education Leads are aware that QIS must be treated as a priority. All were asked to confirm with MAK and BA which of their staff they would like to put forward for this course for 2020/21 and which University they would like to attend. Network Guidelines <ul style="list-style-type: none"> - The Pneumothorax Guideline and the Resuscitation of the Term Newborn guidelines were ratified by the Executive Management Group. It was noted that an additional photo has been added to the Pneumothorax guideline of a three way tap in the drainage system. - The Persistent Pulmonary Hypertension of the Newborn (PPHN) and the Long term oxygen therapy for chronic neonatal lung disease guidelines have been circulated for comments. Please disseminate as appropriate and return comments by Sunday 19 July. It is hoped these guidelines will be presented for ratification at the September Executive Management Group. - Two further review groups will be set up to review a pan Network guideline on pre-medications for non-emergency intubation and feeding a preterm infant guideline. CS/HT will email to ask for volunteers. - A surgical infant feeding guideline will be circulated in the near future, please can comments be provided. Fiona Metcalfe had informed HT that there has been a great deal of input from dieticians. 	<p>All</p> <p>All</p> <p>CS/HT All</p>

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	<ul style="list-style-type: none"> - The Preterm/Golden Hour event will go ahead on the 8 October 2020 in Sheffield. It is planned that this take place face to face while ensuring social distancing, however this may need to be adjusted to a virtual event nearer the time. - HT was informed that there may be some junior doctors who would like to take forward the probiotics overarching framework. It was noted that a guideline is wanted in the South rather than a framework. 	
9.	<p>Updates:</p> <ul style="list-style-type: none"> • Clinical Reference Group (CRG) EP reported that there are no major updates as formal meetings have been cancelled. The weekly calls with a wider group that have taken place are predominantly regarding Covid, visiting, etc. • Network PN CD informed all that a MS Teams meeting will take place between dieticians, pharmacists and clinicians to update the draft Network PN formulation to ensure it is consistent with NICE guidance. There has been a delay as pharmacy have to check the formulation is suitable. 	
10.	<p>Data Reports:</p> <p>Nursing Acuity Report 2019-20 Q4 There had been little shift from Q3, however it was noted that it is too early to see whether there have been any changes with regard to staffing levels.</p>	
11.	<p>Quality & Governance:</p> <p>A discussion by exception took place for the following dashboards:</p> <ul style="list-style-type: none"> • Y&H Neonatal Dashboards: Annual 2019-20 and 2019/20 Q4 • Y&H Temperature Dashboards: Annual 2019-20 and 2019/20 Q4 • Y&H LMS Footprint Dashboards: Annual 2019-20 and 2019-20 Q4 • Y&H Feeding Dashboards: Annual 2019-20 and 2019/20 Q4 <p>With regard to the neonatal dashboard, initially data was based upon first admission only, however going forward it will include all admissions.</p> <p>A request was made to LMS PMOs to ensure that Admin ODN are made aware of any staff changes so that they can keep their distribution lists up to date, particularly when sending out exception reports.</p> <p>CB reminded all that the ODN are happy to assist anyone in ensuring the data they submit with regard to reference costs is suitable.</p>	<p>LMS PMOs</p>
12.	<p>Embrace Update:</p> <p>JW provided an activity update and noted there had been a drop in transfers from April, normally 140 requests and there was only 100, with phone calls for advice dropping from 50 to 20 calls. Activation times have been longer due to donning of PPE and cleaning ambulances etc.</p>	

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13.	<p>AOB</p> <ul style="list-style-type: none"> • 2019/20 Annual Report It was agreed that the narrative within the Annual Report would be reduced. The Report will be circulated shortly. • Potential change of date for the Neonatal Exec Group scheduled for 3 September 2020 Due to a clash with the new rota for junior doctors, the Executive Group meeting will be rescheduled. Dates will be circulated outside of this meeting. <p><i>Post meeting note: It was agreed that the next Executive Group meeting will take place on Tuesday 1 September, at 1.30pm via MS Teams.</i></p>	HB
14.	<p>Dates of Future Meetings</p> <p>Executive Group Meetings</p> <ul style="list-style-type: none"> • Tuesday 1 September 2020, 1.30 – 3.30pm, MS Teams • Thursday 3 December 2020, 1.30 – 4pm, Hatfeild Hall <p>Clinical Forum – South</p> <ul style="list-style-type: none"> • Wednesday 7 October 2020, 10am – 12noon, via MS Teams • Thursday 14 January 2021, 10am – 12noon, via MS Teams <p>Mortality Review Panel - South</p> <ul style="list-style-type: none"> • Wednesday 7 October 2020, 1 - 3pm, via MS Teams • Thursday 14 January 2021, 1 – 3pm, via MS Teams <p>Clinical Forum – North</p> <ul style="list-style-type: none"> • Tuesday 16 June 2020, 10am – 12noon, via MS Teams • Tuesday 6 October 2020, 10am – 12noon, via MS Teams <p>Mortality Review Panel - North</p> <ul style="list-style-type: none"> • Tuesday 16 June 2020, 1 – 3pm, via MS Teams • Tuesday 6 October 2020, 1 – 3pm, via MS Teams <p>Joint Forum</p> <ul style="list-style-type: none"> • Date to be arranged. 	
	Close	