

## YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**TUESDAY 2 MARCH 2021, 1:30 – 4.00PM  
VIDEO CONFERENCE VIA MICROSOFT TEAMS**

Present	Apologies
<ul style="list-style-type: none"> <li>▪ Aiwyne Foo, Consultant Paediatrician, Chesterfield</li> <li>▪ Alison Conchie, Network General Manager, Y&amp;H Chronic Heart Disease Network</li> <li>▪ Andrea Bliss, Associate Director of Nursing, Doncaster</li> <li>▪ Anna Clack, Commissioning Manager, Sheffield CCG</li> <li>▪ Becky Case, LMS Programme Lead, HCV</li> <li>▪ Bryan Gill, Y&amp;H Neonatal ODN Executive Group Chair</li> <li>▪ Cath Smith, Consultant Neonatologist STH/ Education &amp; Guideline Lead ODN</li> <li>▪ Charlotte Bradford, Senior Information Manager, ODN</li> <li>▪ Chris Day, Consultant, Bradford &amp; Clinical Lead North ODN</li> <li>▪ Chris Wood, Consultant, Hull</li> <li>▪ Claire Howard, Sheffield Teaching</li> <li>▪ David Gibson, Consultant, Mid Yorks</li> <li>▪ Debra Smith, Leeds</li> <li>▪ Diane Tinker, Deputy Head of Midwifery, Calderdale &amp; Huddersfield</li> <li>▪ Elizabeth Pilling, Consultant, Sheffield Teaching &amp; Clinical Lead South ODN</li> <li>▪ Eve Malam, Neonatal Matron, Bradford</li> <li>▪ Fiona Metcalfe, Leeds Teaching</li> <li>▪ Hannah Shore, Consultant Neonatologist, Leeds</li> <li>▪ Hazel Talbot, Education Lead, ODN</li> <li>▪ Helen Brown, Network Director, ODN</li> <li>▪ Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks</li> <li>▪ Jo Hadley, Divisional Head of Nursing &amp; Midwifery, Chesterfield</li> <li>▪ Jo Sudbury, Sheffield Children's</li> <li>▪ Jo Preece, Clinical Lead, Neonates, Hull</li> <li>▪ Jo Whiston, Lead Nurse, Embrace, SCH</li> <li>▪ Julie Bloomfield, Service Specialist, NHS England</li> <li>▪ Kathy Parke, Ward Manager SCBU, Rotherham</li> <li>▪ Kavi Aucharaz, Consultant Paediatrician,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Alison Boldy, Matron, Doncaster &amp; Bassetlaw</li> <li>▪ Becky Musson, Consultant Neonatologist, Sheffield Teaching</li> <li>▪ Cath Harrison, Neonatal Lead, Embrace</li> <li>▪ James Houston, Clinical Lead Neonates, York</li> <li>▪ Julia Harrison-Mizon, Operations Director F&amp;W, Hull</li> <li>▪ Karen Poole, LMS PMO, West Y&amp;H</li> <li>▪ Kay Rushforth, Head of Children's Nursing, Bradford</li> <li>▪ Lisa Pearce, Business Manager, Hull</li> <li>▪ Richard Lindley, NSU Team Lead, SCH</li> <li>▪ Sandeep Kapoor, Consultant, NLAG</li> <li>▪ Suzanne Abrahams, General Manager W&amp;C, Leeds</li> <li>▪ Vicky Lister, Ward Manager, Harrogate</li> <li>▪ Vicky Smith, Senior Sister, York</li> </ul>

Present	Apologies
<p>Barnsley</p> <ul style="list-style-type: none"> <li>▪ Keely Turner, NNU Matron, Chesterfield</li> <li>▪ Kirsty Randell, Matron, Airedale</li> <li>▪ Kirsty Quibell, Neonatal Nurse Educator, ODN</li> <li>▪ Louise Crabtree, Lead Nurse, ODN</li> <li>▪ Louise Smith, Senior Sister, NNU, Mid Yorks</li> <li>▪ Matthew Babirecki, Consultant, Airedale</li> <li>▪ Nicola Hunt, Neonatal Nurse Educator, ODN</li> <li>▪ Nigel Brooke, Neonatal Lead, Doncaster</li> <li>▪ Porus Bustani, Clinical Lead, Sheffield Teaching</li> <li>▪ Sam Wallace, Lead Clinician, Bradford</li> <li>▪ Sobia Bilal, Consultant Paediatrician, Harrogate &amp; District</li> <li>▪ Sonya Ainley, Project Officer, WY&amp;H LMS</li> <li>▪ Sunita Seal, Consultant Neonatologist, Bradford</li> <li>▪ Tracey Cole, Network Co-ordinator, ODN</li> <li>▪ Verena Walsh, Paediatric Trainee Hull/Neonatal Quality Improvement Fellow, HEE</li> <li>▪ Vijaya Hebbar, Consultant Paediatrician, NLAG</li> </ul>	

ITEM		ACTIONS
1.	<p><b>Welcome, apologies and introductions</b></p> <ul style="list-style-type: none"> <li>▪ BG 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.	<p><b>Minutes of the last meeting held 3 December 2020:</b></p> <p>The minutes of the previous meeting were agreed as an accurate record.</p>	
3.	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Review Terms of Reference</b> It was agreed that this item would be postponed until the next meeting.</li> <li>▪ <b>Proposed admission criteria at Scarborough</b> Sharon Addey gave a presentation and discussion then followed. It was agreed that this new arrangement will commence from 1 April 2021. Arrangements will be reviewed 3 months from the commencement date with JB, Specialised Commissioning. An update will be provided at the next meeting.</li> <li>▪ <b>Neonatal Brain Injuries</b> From a CRG, neonatal and LMS perspective it was felt the definition is inappropriate. CB informed all that Data Managers are currently in the process of obtaining a more workable definition that matches the matneo definition that is reportable. Following the Data Group meeting, information will be circulated to all ODNs across the country to ensure consistency.</li> </ul>	<p>Admin</p> <p>SA</p>

ITEM		ACTIONS
4.	<p><b>Y&amp;H Neonatal Mortality:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Ockenden Recommendations - Death Reviews &amp; role of the ODN</b> ELP commented that we need to find a way to learn from such reports while ensuring that we avoid too much duplication. Education and training can make a huge difference. It was suggested that once the new ODN structure is in place the ICS/Locality Leads could take the lead on this work.</li> <li>▪ <b>MBRRACE-UK Perinatal Mortality Surveillance Report UK Perinatal Deaths for Births from January to December 2018</b> It was noted that Y&amp;H remain an outlier, although there has been some improvement with still births there has not been the same progress with neonatal mortality. It was also suggested that when we look at areas for improvement we consider carefully which data will be most helpful.</li> </ul> <p>PB suggested sending a team to Manchester to see if they are doing something different that Y&amp;H could learn from, the group agreed this would be helpful. HB will raise at the next Core Team meeting.</p> <ul style="list-style-type: none"> <li>▪ <b>Mortality Work Stream Updates:</b> <ul style="list-style-type: none"> <li>• <b>Mortality Learning</b> SS part of group looking at thematic analysis and shared learning. Look to reduce mortality by improving the overall process, standardise and develop shared learning. A list of questions is available that you can use when reviewing a case and will help the review process run smoothly. All should contribute to improving the process.</li> <li>• <b>DCC and Thermal Care</b> A presentation was circulated prior to the meeting.</li> <li>• <b>Initial Respiratory Care</b> A presentation was circulated prior to the meeting.</li> <li>• <b>The Golden Hour</b> VW presented on this workstream which had members from all 4 NICUs. The introduction of huddles to improve early management was discussed. ELP commented that a toolkit approach was thought best which included evidence based practices to avoid. There is also a selection of guidelines for people to adopt if they so wish.</li> </ul> </li> </ul>	HB
5.	<p><b>Neonatal Critical Care Review</b></p> <ul style="list-style-type: none"> <li>▪ <b>Y&amp;H ODN Highlight Report</b> HB had produced a report which details all actions we are required to undertake as part of the review and the progress achieved so far.</li> <li>▪ <b>LTP Allocation of Funds to support Neonatal Nurse Staffing</b> Following the initial email that had been forwarded by the ODN, a further email had been received from Specialised Commissioning asking for additional details on capital requirements. HB apologised to those who had already responded before receiving the second email.</li> </ul> <p>All were reminded of the deadline for responses, Wednesday 10 March 2021. It is important that all respond promptly as this will help the National team to prioritise monies for capital bids.</p>	All

ITEM		ACTIONS
	<p>With regard to reporting long term staffing, data should be submitted using the new workforce tool. LC and HB have pulled together work liaising with all units to ensure that figures are correct and the funding required. Please contact HB or LC if you require further information.</p>	All
	<ul style="list-style-type: none"> <li>▪ <b>Oversight/Governance Group</b> A proposed structure was circulated with the agenda and it was noted this had been discussed previously at an Executive Group. There are still some aspects of the structure being worked through. HB has approached Jeff Perring (MD, SCH) to ask if he would be the interim Chair of this group in order to take it forward. JP has agreed.</li> </ul>	
6.	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>▪ <b>ODN Clinical Leads</b> It was agreed at the last meeting that the proposed structure for the ODN be supported. There will be 5 posts pan Network, a Pan Clinical Network Lead, a Deputy Clinical Lead and 3 clinical LMS representatives. Expressions of interest will be sent out shortly.</li> <li>▪ <b>Clinical Reference Group (CRG)</b> Due to the volume of items on the agenda today, it was agreed that ELP will circulate the CRG update.</li> <li>▪ <b>Dinoprostone Changeover</b> AC confirmed that the planned changeover will be 1 April, 8am. There had been positive feedback from most with no issues reported from Trusts obtaining agreement from their Drugs &amp; Therapeutic Committees. Feedback on any issues will be provided at the next meeting.</li> <li>▪ <b>Implementing a revised perinatal quality surveillance model</b> HB informed the group that following the recommendations of the Ockenden report, there is a requirement for a Regional Team to action the recommendation concerning the development of a regional QSF as quickly as possible. A model has been pulled together and a group convened to develop an overview and look at improving the quality of perinatal services. It was noted that Y&amp;H will be represented on this group. Terms of reference have been circulated for comment. ODN and clinical representation will be invited. Once appointed, the Chair will be invited to an Executive Management Group. HB will speak with the Regional Maternity Transformation Board regarding representation.</li> </ul>	<p>All</p> <p>ELP</p> <p>AC</p> <p>HB</p>
7.	<p><b>Yorkshire &amp; Humber Maternity Network update</b></p> <ul style="list-style-type: none"> <li>▪ <b>Clinical Network Update</b> HF highlighted the report which had been circulated with the agenda. Talitha Grandison had commenced in post as a Quality Improvement Lead in January and will be leading on the stillbirth project and in April will also be linking with the neonatal aspects of the Clinical Network priorities.</li> </ul> <p>HF informed all that she will be reducing her hours to days per week, with effect from 1 April 2021.</p> <p>A paper regarding the Pre Term Birth Working Group will be circulated with the minutes of this meeting.</p>	<p>HF/TC</p>

ITEM		ACTIONS
8.	<p><b>Local Maternity Systems (LMS) Updates</b> Discussions have taken place at a regional level regarding LMSs adopting the title “LMNS”. Derbyshire and SY&amp;B have adopted this title however HC&amp;V and WY&amp;H are still in discussions.</p> <ul style="list-style-type: none"> <li>▪ <b>Derbyshire</b> AA sent through a report which was circulated with the agenda.</li> <li>▪ <b>Humber Coast &amp; Vale</b> BC had discussed the adoption of neonates in their work at a recent Maternity Board. It was noted that Margaret Kitching is keen to have a discussion at a regional level.</li> </ul> <p>A report had been circulated with the agenda. It was noted that the major work underway currently is NCCR and capital bids. BC referred to the new local Clinical Lead for HC&amp;V post, the LMS would be happy for this to be a split role across obstetrics and neonates.</p> <ul style="list-style-type: none"> <li>▪ <b>South Yorkshire &amp; Bassetlaw</b> No update was received.</li> <li>▪ <b>West Yorkshire &amp; Harrogate</b> SA informed all that WY&amp;H are in discussion about “LMNS” status and as agreed with Margaret Kitching further work is required.</li> </ul> <p>There has been a great deal of work around the Ockenden report recommendations. Clinical Directors are meeting bi-weekly and neonatal representation will be invited shortly.</p>	
9.	<p><b>Embrace Update</b></p> <ul style="list-style-type: none"> <li>▪ <b>Activity Report (to follow)</b> JW reported that the last 3 months have had the lowest neonatal transfers in the past year. Days tend to be completely full or no transfers at all. There are currently three teams carrying out adult transfers, this arrangement will be stood down at the end of March, with the understanding that if Covid escalates the service may need to be uplifted. Due to the staffing issues, there will continue to be three teams on duty.</li> </ul>	
10.	<p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li>▪ <b>Parent Representative Update</b> LC provided an update. The parent reps have been in isolation however they have recently been involved in the review of an IUT leaflet prior to its submission to a Guideline Group.</li> </ul> <p>A JD for a Parent and Family Engagement Lead role is currently being created, the postholder will work across the network in collaboration with the Care Co-ordinators and provider units to ensure the parent/family voice is central to implementation of NCCR.</p>	
11.	<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>▪ <b>29 April 2021 Annual Conference</b> All were encouraged to submit abstracts for the Conference.</li> </ul>	

ITEM		ACTIONS
	<ul style="list-style-type: none"> <li>▪ <b>2021 Education days</b> There are two events coming up this month: <ul style="list-style-type: none"> <li>• Therapeutic Hypothermia, 1 – 3.30pm, 17 March, via MS Teams</li> <li>• Prematurity Event, 9.15am – 3pm, 30 March, via MS Teams.</li> </ul> </li> </ul> <p>No further dates have been set as there may be changes in personnel following the ODN restructure.</p> <ul style="list-style-type: none"> <li>▪ <b>Intubation training package</b> CS emphasised that this is not only about putting a document in place for trainees but thinking about how we maintain skills across the board.</li> </ul>	
	<p><b>Guidelines</b> (for update only)</p> <ul style="list-style-type: none"> <li>▪ HIE guideline is being updated and the pre medication guideline will be coming soon.</li> <li>▪ Cardiac management, LISA and probiotics will hopefully be ready for the June Exec.</li> <li>▪ There are currently 11 workstreams in progress.</li> </ul> <p><b>Nursing Education</b></p> <ul style="list-style-type: none"> <li>▪ <b>Y&amp;H Foundation Course / QIS Update</b> The deadline for the next FC has now passed, there are 32 applicants and for the time being this will remain virtual. It is hoped that in October we can consider some face to face meetings. The University of Sheffield has mapped the content and the course should be in the April prospectus.</li> </ul>	
12.	<p><b>Data Reports</b></p> <ul style="list-style-type: none"> <li>▪ <b>Changes to Reporting &amp; Timescales</b> Due to a bad network connection, CB was unable to provide an update, however the proposed changes to the neonatal reporting framework and the summary for data and reporting will be circulated following the meeting.</li> </ul> <p>BG requested that the Data Reports be placed higher up the agenda at future meetings.</p> <ul style="list-style-type: none"> <li>▪ <b>Share Point</b> The ODN are looking to use a new web based platform for saving files so that everyone can access them at the same time. It is protected and will not be in the public domain. Once we have moved over to this platform, instructions on how to access will be circulated.</li> </ul>	<p>All</p> <p>HB</p> <p>All</p>
13.	<p><b>Quality &amp; Governance (by exception only):</b></p> <p>The following reports were circulated with the agenda and all were encouraged to look at these:</p> <ul style="list-style-type: none"> <li>▪ Y&amp;H Early Interventions 2020/21 Q3</li> <li>▪ Nursing Acuity Report 2020/21 Q3</li> <li>▪ Y&amp;H Neonatal Dashboard 2020/21 Q3</li> <li>▪ Y&amp;H Temperature Dashboard 2020/21 Q3</li> <li>▪ Y&amp;H LMS Highlight Report 2020/21 Q3</li> </ul>	All

ITEM		ACTIONS
14.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>▪ <b>Parenteral nutrition</b> CD confirmed that there had been a few tweaks however it is now close to agreement. It was commented that it is likely NHS England will utilise the tendering process. BG asked that this item remain on the agenda.</li> </ul>	HB/TC
15.	<p><b>Future Meetings:</b></p> <p><b>Executive Group Meetings</b></p> <ul style="list-style-type: none"> <li>- Thursday 10 June 2021, 1.30 – 4.00pm, via MS Teams</li> <li>- Tuesday 7 September 2021, 1.30 – 4.00pm, via MS Teams</li> <li>- Thursday 9 December 2021, 1.30 – 4.00pm, via MS Teams</li> </ul> <p><b>Clinical Forum – South</b></p> <ul style="list-style-type: none"> <li>- Thursday 25 March 2021, 10am – 12noon, via MS Teams</li> <li>- Wednesday 16 June 2021, 10am – 12noon, via MS Teams</li> </ul> <p><b>Mortality Review Panel - South</b></p> <ul style="list-style-type: none"> <li>- Thursday 25 March 2021, 1 – 4pm, via MS Teams</li> <li>- Wednesday 16 June 2021, 1 – 4pm, via MS Teams</li> </ul> <p><b>Neonatal ODN Annual Virtual Conference 2021</b></p> <ul style="list-style-type: none"> <li>- Thursday 20 April, 9.15am – 4pm, via MS Teams</li> </ul> <p><a href="#">Link to Registration - Y&amp;H Neonatal ODN Annual Virtual Conference 2021</a></p> <p><b>Clinical Forum – North</b></p> <ul style="list-style-type: none"> <li>- Tuesday 4 May 2021, 10am – 12noon, via MS Teams</li> </ul> <p><b>Mortality Review Panel - North</b></p> <ul style="list-style-type: none"> <li>- Tuesday 23 March 2021, 1 – 3pm, via MS Teams</li> <li>- Tuesday 4 May 2021, 1 – 4pm, via MS Teams</li> </ul> <p><b>Joint Forum</b></p> <ul style="list-style-type: none"> <li>- Improving Perinatal Outcomes, Wednesday 19 May 2021, 9am – 12noon, via MS Teams.</li> </ul>	
	Close	