

YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

THURSDAY 5 MARCH 2020, 1:30 – 4:00PM
HADFEILD HALL, NORMANTON GOLF CLUB, WAKEFIELD, WF3 4JP

Present	Apologies
Alec Musson, Service Manager, Leeds	Alex Albus, PMO, Derbyshire LMS
Andrea Bliss, Interim Head of Nursing, Doncaster & Bassetlaw	Alison Boldy, Lead Nurse, Doncaster & Bassetlaw
Bethany Andrew, Nurse Educator, ODN	Alison Martindale, LMS PMO, SY&B
Cath Harrison, Neonatal Clinical Lead, Embrace	Aiwyne Foo, Consultant, Chesterfield
Cath Smith, Education Lead, ODN	Becky Case, LMS Programme Lead, HCV
Chris Day, Consultant, Bradford & Clinical Lead North ODN	Becky Musson, Neonatal Consultant, JW STH
Chris Edwards, CCG (<i>Chair</i>)	Bianca Bane, Sister NSU, SCH
Chris Wood, Consultant, Hull	Charlotte Bradford, Senior Information Manager, ODN
Claire Howard, Matron, JW STH	Clare Hillit, Y&H Clinical Network Manager
Elizabeth Pilling, Consultant, Sheffield Teaching & Clinical Lead South ODN	David Gibson, Mid Yorks
Emma Green, Service Specialist, NHSE	Debbie Bray, Deputy Head of Nursing, NLAG
Hannah Shore, Consultant, Leeds	Denise Evans, Lead Nurse, ODN
Helen Brown, Network Director, ODN	Fiona Metcalfe, Lead Nurse – Neonates, Leeds
Jo Preece, Clinical Lead, Neonates, HEYT	Hazel Talbot, Education Lead, ODN
Jo Sudbury, NSU Ward Manager, SCH	Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks
Kathy Parke, Ward Manager, SCBU, Rotherham	Jim Butler, Associate Director Surgery & CC, SCH
Kay Rushforth, Head of Children's Nursing, Bradford	Jo Hadley, S Yorks & Bassetlaw LMS
Keely Turner, NNU Matron, Chesterfield	Jo Whiston, Lead Nurse, Embrace, SCH
Louise Crabtree, Lead Nurse, ODN	Heather Stuart, Harrogate
Louise Smith, Senior Sister, Mid Yorks	Karen Poole, LMS PMO, West Y&H
Matthew Babirecki, Consultant, Airedale	Kate Lamming, NICU Manager, Hull
Porus Bustani, Consultant Neonatologist, Sheffield Teaching	Lisa Tidd, SCH
Rob Guest, Children & Neonatal Service General Manager, Bradford	Peter Standing, Consultant Paediatrician, Scarborough
Rose Kent, ANP, Embrace	Richard Lindley, NSU Team Lead, SCH
Sam Wallace, Lead Clinician, Bradford	Sandeep Kapoor,
Sobia Bilal, Consultant Paediatrician, Harrogate & District	Sarah Halstead, Senior Service Specialist, NHSE
Siobhan Conlin, Matron, Leeds	Simon Clark, Consultant Neonatologist, Sheffield Teaching
Talitha Grandison, Midwife, WY&B LMS	Stephen Hancock, Consultant, Embrace
Tracey Cole, Network Co-ordinator, ODN	Stuart Lindley, Sheffield Children's
Victoria Takel, Service Manager, Rotherham	Sundeeep Sandhu, Consultant Paediatrician, York
	Susan Langworth, Head of Children's Services, Mid Yorks
	Tracey Barker, Matron for Children's Services, Chesterfield
	Vicky Smith, Senior Sister, York

ITEM		ACTIONS
1.	<p>Welcome, apologies and introductions</p> <ul style="list-style-type: none"> Chris Edwards welcomed the group to the meeting and introductions were made around the table. Apologies were received and noted as above. There were no conflicts of interest. It was noted that the meeting was quorate. 	
2.	<p>Minutes of the last meeting held Thursday 5 December 2019</p> <p>The minutes of the previous meeting were agreed as an accurate record, with the exception of an amendment to the attendee list, Chris Wood, Consultant, Hull was in attendance.</p>	Admin
3.	<p>Matters Arising:</p> <ul style="list-style-type: none"> Covid-19 Local plans are being developed, however there is not as yet a national plan. A conference call is scheduled to take place tomorrow at which further guidance will be given. EP will disseminate to the group any key messages/guidance received. <p>All were asked to ensure they are sighted on the relevant policies. The Network will be supportive as possible with regard to communication however it was noted that units will be looking to their Trusts for guidance.</p> <ul style="list-style-type: none"> Neonatal Critical Care Transformation Review: <ul style="list-style-type: none"> Y&H DRAFT Draft Position Statement Developing an Action Plan Next steps, Actions & Governance <p>HB informed all that they have the opportunity to respond to the draft position statement, however Emma Green (NHSE) advised the group that she had just received a change to the deadline given by NHSE for submission of comments, therefore feedback should be sent to Helen Brown by Wednesday 11 March at the latest. HB informed the group that she will be meeting with LMS PMOs on Thursday 2 April. The LMS will then be given the position statement in order to gather plans together. It was noted that governance of this transformation is via the Regional Maternity Transformation Board to the National Implementation Group. A workshop will be arranged in the near future to discuss plans further.</p> <p><i>Post meeting note: Due to the current situation with Covid-19, the transformation programme is postponed at this time.</i></p>	<p>EP</p> <p>All</p> <p>All</p>
4.	<p>Local Maternity Systems (LMS) – Current plans and priorities</p> <p>HB informed the group that the Network is developing a good relationship with LMSs. It was noted that the Network have provided a lot of data and this was presented at the last Neonatal EMG. It was noted that the Network highlight report was circulated in December.</p> <p>EP noted with regard to exception reporting, SY&B have taken positive steps to enable babies being born in the right place.</p> <p>Due to a maternity event taking place today, a number of apologies were received from maternity colleagues. Updates will be provided at the next meeting however WY&H will circulate a highlight report with the minutes of this meeting. The Q3 LMS</p>	Admin

ITEM		ACTIONS
	Highlight Report which had been circulated with the agenda was briefly discussed.	
5.	<p>Parent Engagement</p> <ul style="list-style-type: none"> • Parent Representative Update LC informed the group that a Care Coordinator post will be created within the next year and this job may take on parent partnership roles. • Bliss Update LC gave an overview of the update which had been circulated. LC had been in contact with Bliss regarding difficulties colleagues within the Network are experiencing with recording data, particularly percentages. It was noted once Bliss is on a digital platform they will be able to share this information. Chelsea from Bliss has not heard back from a number of units, those who have yet to make contact were encouraged to do so as soon as possible. 	All
6.	<p>Y&H Service Reviews - Update</p> <ul style="list-style-type: none"> • Network Overview EP and CD referred to the recent Service Review visits they had undertaken in the Network. It was noted that overall there is a lack of psychology services within the Network area, as well as issues with nurse and medical staffing. Attention was drawn to Enclosure E which provided RAG ratings. As discussions that took place during the recent Service Reviews will have similar themes to those planned for the forthcoming GIRFT visits it was hoped this would help staff with their preparations. All were asked about the activity they are recording with regard to postnatal ward activity. It was noted that HRG4 related activity IV antibiotics need to be recorded in order to enable payment. EP will share with the group Sheffield Teaching Trust's proforma which it was noted is completed by a data administrator, this in turn generates a discharge letter. • Proposed pathway changes: <ul style="list-style-type: none"> ▪ Referrals to LGI It was noted that patient flows from Pinderfields have generally followed a pathway to Bradford rather than LGI due to LGI lacking capacity and it was suggested there is a possibility this pathway could become a more permanent arrangement. However, Dr Shore was reluctant to make this a permanent feature as this would reduce the amount of general preterm babies the staff would care for. HS will look at data regarding LGI's refusal of IUTs from Pinderfields. ▪ SJH designation It was noted that the definitions for SCBU were quite restrictive and there will still be exceptions. It would be more appropriate for the unit to run as a SCBU+ as it could provide the necessary medical cover for this. This was acknowledged and it was agreed that this could now be circulated and signed off. It was noted that off pathway activity will be accepted. ▪ Calderdale Cooling of babies has now ended and cots were reduced with effect from 1 March. • 2 year Follow up Leaflet/Poster HB asked that posters be placed in prominent places, it was noted there are two 	EP/ Admin

ITEM		ACTIONS
	documents, a poster and a leaflet. This has been considered at the Parent Group and HB suggested this be passed to the Maternity LMS via the Maternity Voices Partnership for feedback. The deadline for feedback is Friday 27 March 2020 and should be directed to Louise Crabtree.	All
7.	<p>Yorkshire & Humber Maternity Network update</p> <ul style="list-style-type: none"> <p>Pre Term Birth Workshop CD noted there had been a lot of engagement however it was noted that we can improve on a collaborative approach. The outcome of the workshop is that a Y&H Pre Term Working Group has been created to address some of the challenges and this will be led by Maternity Services.</p> 	
8.	<p>Education, Training and Guidelines:</p> <ul style="list-style-type: none"> <p>Thrombocytopenia Guideline The South guideline which had been out for comment was approved by Executive Management Group.</p> <p>Pharmacy Monographs CD informed the group that 30 of the most commonly used monographs are nearing their expiry dates. CD asked how useful people found these and all confirmed that they use them on a regular basis and find them a valuable resource.</p> <p>CD informed the group that as we do not have a Network Pharmacist to revise these documents and Laura Daulton is no longer in post (Laura originally created these monographs). CD would therefore contact Christopher McLernon, a former colleague of Laura's in order to request the revival of the Digital Pharmacy Group. It was suggested that monographs then have a 5 year expiry date. All were asked to encourage their pharmacists with a neonatal interest to contact Christopher McLernon to collectively contribute to the revision of these monographs.</p> <p>The pan guidelines for Pneumothorax and Term Resus are currently out for comment with a deadline for comments of 10th April. The north Renal guideline is also out for comments, with the same deadline of 10th April.</p> <p>CS asked for volunteers to join a group to update the Feeding guideline. For those interested please contact CS direct catherine.smith65@nhs.net</p> <p>Neonatal Nurse Education Strategy Update BA gave an update. The Foundation Programme which commenced on 17 April was progressing well. BA thanked all who had hosted the programme and given feedback. It was noted that attendance was good and the majority of units were well represented. HEE are keen to progress discussions around making QIS more suited. Nurse education skill days have also been taking place.</p> <p>Education Update/ Annual Conference (5 May 20) CS informed the group of forthcoming dates:</p> <ul style="list-style-type: none"> 5 May 2020 – Annual Conference – submit abstracts please, share good practice wider. 13 march deadline for abstracts. 3 June 2020 – Ventilation event in Pinderfields; 8 October 2020 – Preterm/Golden Hour in Sheffield. 	<p>All</p> <p>All</p> <p>All</p>

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	<p>Considering how education days are run, maybe more focussed sessions on critical skills in individual units would be more useful. The Twitter account handle will be emailed out in near future.</p> <p>Post meeting note: <i>The Neonatal Annual Conference has been postponed due to work pressures due to the Covid-19 outbreak. Until further notice, all education days have also been postponed.</i></p>	All
9.	<p>Updates</p> <ul style="list-style-type: none"> • Clinical Reference Group (CRG) EP gave an overview. It was noted that Neil Marlow will be standing down as Chair, however he will continue to chair the Neonatal Implementation Board which runs alongside the CRG. CRG are currently reviewing the Dinning tool. Service specification is still being worked on. Non mandated pricing start from April 2020 there will be a national tariff within 2 years. HRG5 neonatal supported care. GIRFT coming to units from June onwards, if you would like Network to attend and support please contact. <p>FIC money yet to be confirmed how it will be divided up. The JD is currently being developed.</p> <ul style="list-style-type: none"> • Parenteral Nutrition (PN) The four NICUs agreed a possible way forward, tweaks are required to make it more compatible. STH and Bradford are using the current combination and a meeting is scheduled for 18 March to see how current mixture of drugs can be tweaked to make it more compatible. Leeds are using a commercial provider which is working well. Now that NICE have published guideline able to tweak ensure ratios correct and can then offer to Network. 	
10.	<p>Data Reports</p> <ul style="list-style-type: none"> • Nursing Acuity CD discussed the report which had been circulated with the agenda. It was requested that all take this back to their units and discuss action that will be required to resolve issues. <p>PB noted that the biggest problem collectively across the Network is nurse recruitment. It was noted that the cost of oversea recruitment is approximately £10,000 per nurse including their training, visa, etc. All were asked to reflect on this possibility. LCr will send an email to enquire whether Trusts would be interested in meeting together to discuss this further.</p> <ul style="list-style-type: none"> • Early Intervention: <ul style="list-style-type: none"> ▪ Q2 Summary Overview ▪ Q3 Summary Overview ▪ Q3 Sample Unit Summary <p>CD summarised the three summary reports which were circulated with the agenda. It was noted that all felt these were good quality improvement tools.</p>	LCr
11.	<p>Quality & Governance</p> <ul style="list-style-type: none"> • Exception Reporting / Escalation Status • Y&H Q3 Neonatal Dashboard EP good improvements I1 overall. • Y&H Q3 Temperature Dashboard units sent data, babies still getting cold. 	

ITEM		ACTIONS
	<ul style="list-style-type: none"> • Y&H Maternity Dashboard • SSQD • Q2 Feeding Dashboard • Q3 Feeding Dashboard <p>All were asked to share information with relevant staff within their units.</p>	All
12.	<p>Embrace</p> <ul style="list-style-type: none"> • Activity Report The latest report was presented and it reflected that a lot of capacity transfers had been undertaken out of level 2 and level 3 units. <p>It was suggested that at the beginning of a ward round staff identify the fittest baby on the unit (not necessarily the last baby admitted) in order to be prepared for any potential requests to create capacity.</p> <p>Surge and escalation work is underway with maternity. It was noted that daily huddles were taking place at the start of each shift to pre-empt possible transfers. It was agreed by all this needs to become part of our culture.</p>	All
13.	<p>Any other business</p> <ul style="list-style-type: none"> • Annual Report 2019/20 Last year a supplementary report was produced regarding work going on across the Network. HB asked if this was helpful as she had not received any feedback. Comments received back were that the Activity Annual Report was very useful. HB noted that the expectation is to have a draft by June, which would be a very quick turnaround from year end. • ODN Twitter Account This was covered in the education update. • Network Nursing Building work will be taking place in Leeds related to the power supply, however this should not impact on capacity. 	
14.	<p>Dates of Future Meetings</p> <p><i>Post meeting note: Due to the current situation with Covid-19, until further notice the following meetings will take place as teleconference calls and may also take place on a more regular basis than scheduled below, hence dates may change. The Mortality Review Panel meetings have been cancelled until further notice. Details will be issued by ODN Admin.</i></p> <p>Executive Group Meetings</p> <ul style="list-style-type: none"> • Thursday 11 June 2020, 1.30 – 3.30pm, <u>via Teams video conference</u> • Thursday 3 September 2020, 1.30 – 4.00pm, Hatfeild Hall • Thursday 3 December 2020, 1.30 – 4.00pm, Hatfeild Hall <p>Clinical Forum – South*</p> <ul style="list-style-type: none"> • Thursday 19 March 2020, 10.00am – 12.00pm, via MS Teams • Thursday 4 June 2020, 10.00 – 12.00pm, via MS Teams <p>Mortality Review Panel - South</p>	Admin

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	<ul style="list-style-type: none"> • Thursday 4 June 2020, 1.00 – 3.00pm, via MS Teams <p>Clinical Forum – North*</p> <ul style="list-style-type: none"> • Tuesday 7 April 2020 – brought forward to a teleconference call 20 March 2020 • Tuesday 16 June 2020, 10am – 12noon, via MS Teams • Tuesday 6 October 2020, 9am – 12.30pm, Hatfield Hall, Wakefield, WF3 4JP <p>Mortality Review Panel - North</p> <ul style="list-style-type: none"> • Tuesday 16 June 2020, 1.00 – 3.00pm, via MS Teams <p>Joint Forum</p> <ul style="list-style-type: none"> • Wednesday 13 May 2020 - <i>Cancelled</i> <p><i>*During the current Covid-19 outbreak, Clinical Forum South and Clinical Forum North are meeting via Teams on a fortnightly basis. It is intended that the above meetings will still go ahead, although this will be via Teams for the time being.</i></p>	