

## YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**THURSDAY 5 DECEMBER 2019, 1:30 – 4:00PM**  
**HADFEILD HALL, NORMANTON GOLF CLUB, WAKEFIELD, WF3 4JP**

Present	Apologies
<p>Alec Musson, Service Manager, Leeds            Alison Boldy, Lead Nurse, Doncaster &amp; Bassetlaw            Bethany Andrew, Nurse Educator, ODN            Becky Musson, Neonatal Consultant, JW STH            Cath Smith, Education Lead, ODN            Charlotte Bradford, Senior Information Manager, ODN            Chris Day, Consultant, Bradford and ODN            Chris Edwards, CCG (<i>Chair</i>)            Chris Wood, Consultant, Hull            Clare Hillit, Y&amp;H Clinical Network Manager            Claire Howard, Matron, JW STH            Elizabeth Pilling, Clinical Lead, ODN            Hannah Shore, Consultant, Leeds            Hazel Talbot, Education Lead, ODN            Helen Brown, Network Director, ODN            Jo Hadley, S Yorks &amp; Bassetlaw LMS            Jo Preece, Clinical Lead, Neonates, HEYT            Jo Sudbury, NSU Ward Manager, SCH            Karen Poole, LMS PMO, West Y&amp;H            Karin Schwarz, Neonatal Lead Consultant, Calderdale &amp; Huddersfield            Kate Lamming, NICU Manager, Hull            Kathy Parke, Ward Manager, SCBU, Rotherham            Louise Crabtree, Lead Nurse, ODN            Louise Smith, Senior Sister, Mid Yorks            Matthew Babirecki, Consultant, Airedale            Nigel Brooke, Neonatal Lead, Doncaster &amp; Bassetlaw            Rasheed Oba, Neonatal Lead Consultant, NLAG            Sunita Seal, Consultant, Bradford            Tracey Cole, Network Co-ordinator, ODN            Vicky Smith, Senior Sister, York</p>	<p>Alex Albus, PMO, Derbyshire LMS            Alison Conchie, General Manager W&amp;C Svs, Airedale            Aiwyne Foo, Consultant, Chesterfield            Catherine Harrison, Neonatal Clinical Lead, Embrace            Chris Emblen, Service Manager, STH            Debbie Bray, Deputy Head of Nursing, NLAG            Denise Evans, Lead Nurse, ODN            Fiona Metcalfe, Lead Nurse – Neonates, Leeds            Jim Butler, Associate Director Surgery &amp; CC, SCH            Jo Bexon, Information Support Officer, ODN            Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks            Kay Rushforth, Head of Children's Nursing, Bradford            Keely Turner, NNU Matron, Chesterfield            Peter Standing, Consultant Paediatrician, Scarborough            Richard Lindley, NSU Team Lead, SCH            Samantha Maher, Deputy Divisional Manager CC &amp; Embrace, SCH            Sarah Halstead, Senior Service Specialist, NHSE            Sharon English, Lead Clinician, Leeds Teaching            Shashidar Vishwanath, Neonatal Consultant, Rotherham            Siobhan Conlin, Matron, Leeds            Stephen Hancock, Consultant, Embrace            Sundeep Sandhu, Consultant Paediatrician, York            Susan Langworth, Head of Children's Services, Mid Yorks            Jo Whiston, Lead Nurse, Embrace, SCH</p>

ITEM	ACTIONS
<p><b>1. Welcome, apologies and introductions</b></p> <ul style="list-style-type: none"> <li>Chris Edwards welcomed the group to the meeting and introductions were made around the table.</li> </ul>	

ITEM		ACTIONS
	<ul style="list-style-type: none"> <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 Thursday 5 September 2019</b></p> <ul style="list-style-type: none"> <li>• <b>Accuracy &amp; Actions</b> The minutes of the previous meeting were agreed as a true and accurate record, with the exception of the following amendments: <ul style="list-style-type: none"> <li>▪ Item 10, Y&amp;H dashboard the sentence should read “All were asked to check their data if it was highlighted red”.</li> <li>▪ Item 11, “Embrace” on page 4, last sentence, it should read “Embrace have 2 trainee nurse practitioners which other units have agreed to support through honorary contracts”.</li> </ul> </li> </ul>	Admin
3.	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Network Capacity - Neonates</b> <ul style="list-style-type: none"> <li>▪ The service has been under significant pressure over the last couple of weeks across all four Neonatal Units. Some babies have been transferred out to Local Neonatal Units which has helped ease the pressure. CD thanked all for their help and urged that the good work continue.</li> <li>▪ HB urged all to revisit the Surge and Escalation Policy. It was noted that a revised copy will be sent out shortly and the Network are working closely with LMS revising leaflets for parents.</li> <li>▪ It is important for all to have an understanding of OPEL 2 and that internal escalation processes are consistent with the rest of Network.</li> <li>▪ It was suggested that when at OPEL 2, transfer of 34/40 babies out of the NICU should be added to the internal escalation process.</li> <li>▪ All were asked to ensure that their internal escalation process is in place. The Network will review the document and send out shortly.</li> <li>▪ It was agreed that escalation should be placed on the agenda for the next meeting.</li> </ul> </li> <li>• <b>Neonatal Mortality – Actions from the Summit</b> EP informed the group that the 4 NICUs had met recently and agreed to commence work on 4 work streams - Why are our babies dying; Golden hour; Delayed cord clamping; and Early respiratory care. The outputs will be a framework rather than guidelines. EP/CD will provide an update at next meeting.</li> <li>• <b>Perinatal Management of Extreme Pre Term Birth – A Framework for Practice – October 2019</b> Agreement had been given in principle by the Executive Group to support an approach for 22/40 babies.  HB will inform Specialised Commissioning that the Executive Group have given agreement in principle to adopt this framework, however it is recognised that further discussion with Commissioners to discuss resources is required. HT requested that Embrace be included in those discussions.</li> </ul>	<p>All All LC Admin</p> <p>EP/CD</p> <p>HB</p>

ITEM		ACTIONS
4.	<p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li> <p><b>Feedback and Quarterly Update from the Bliss Healthcare Engagement Team</b> LC stated that there was nothing significant to update the group on. It was noted that none of our units have yet gone through the complete Charter, however some units are in the process of seeking clarification from Bliss on this matter.</p> </li> <li> <p><b>Parent Representative Update</b> LC informed the group that there are currently two parent representatives in post. LC will be going along to the 4 NICUs to join them at their coffee mornings, it is also hoped that the two parent representatives can also attend. The Maternity Partnership has been asked to obtain ideas from their parents. LC requested that at the forthcoming Clinical Forums, Units give an update on their position with relation to the Bliss Charter.</p> </li> </ul>	All units
5.	<p><b>Y&amp;H Service Reviews - Update</b></p> <ul style="list-style-type: none"> <li> <p><b>Proposed Pathway Changes</b> HB informed the group that at the recent Network Service Reviews, Leeds have been formally asked to consider a change of pathway so that babies requiring intensive care at Pinderfields go to Bradford instead of Leeds.</p> <p>CD spoke of discussions with Bradford and Airedale regarding gestation cut offs. It was agreed that this would be discussed on a case by case basis pending formally approval by the Board. It was noted that the feedback on the recent Service Reviews was that the process was developmental and overall very positive. An overview summary will be circulated which will highlight where the challenges are and the actions that are required.</p> </li> </ul>	CD
6.	<p><b>National Reviews</b></p> <ul style="list-style-type: none"> <li> <p><b>KPIs</b> EP confirmed the Critical Care Review is yet to be published as we are now in Purdah it is not possible to release the report. A letter has been sent to Regional Directors copied to the ODN and Maternity. Following the ODN's work on KPIs the outcomes will be circulated.</p> </li> <li> <p><b>Care Co-ordinators</b> It was noted that LTP funding has been identified for Care Co-ordinators to support family integrated care from 2020.</p> </li> </ul>	
7.	<p><b>Local Maternity Systems (LMS) – Current plans and priorities</b></p> <p>It was noted that the recent Joint Perinatal Outcomes Forum had been well attended and there had been good engagement from all across the region, including obstetrics. Outputs from the event will be shared. The next Joint Forum is scheduled for 13 May 2020 and consideration is being given as to whether this should be a full day event.</p> <p>There is a provisional date in February 2020 for a Y&amp;H Preterm Working Group. All LMSs will be involved to enable effective working. The template and plan is currently being reviewed in order to extract learning points. The maternity incentive scheme is about to enter its third year, however the year 2 results are yet to be published due to Purdah.</p>	

ITEM		ACTIONS
	<ul style="list-style-type: none"> <li> <p><b>Derbyshire</b> Alex Albus sent her apologies. An update was provided on capacity nurse staffing across the patch. A review had been undertaken on &lt;27 week births within non NICU centres. There is work currently underway as to how we can best serve families that are moved out of a NICU. A local learning system event took place in September and from Spring 2020 a larger event will be rolled out across the Network area.</p> </li> <li> <p><b>Humber Coast &amp; Vale</b> A brief update was given. It was noted that the primary focus of the last LMS meeting was continuity of care. All were informed that the HEE funds contained a neonatal element around staff recruitment.</p> </li> <li> <p><b>South Yorkshire &amp; Bassetlaw</b> It was noted that the bid for supporting babies' lives initiative had been successful. The LMS will provide funding for training around smoking in pregnancy, ensuring appropriate staff and LNS training. The Exception Report Q1 had been signed off. A deep dive has taken place around smoking in pregnancy, the results are currently being analysed in order that they can focus on the areas which will have the most impact to help improve neonatal outcomes.</p> </li> <li> <p><b>West Yorkshire &amp; Harrogate</b> 3 roadshows had taken place so far and these had been very successful. With regard to preterm, a midwife has joined the team whose job it is to focus on improving perinatal outcomes. It was noted that great improvements have been seen. With regard to cases that could have been handled better, these are currently being reviewed in order to provide a more robust service in future. Recruitment remains a big issue, however it was noted that Denise Evans (Lead Nurse, Neonatal ODN) is a member of their Workforce Group.</p> </li> <li> <p><b>Q2 LMS Highlight Report</b> CB stated that previously the team had provided a smaller report but due to the need for more detailed information and to make this more manageable, the team had changed the structure and frequency of the report. The report will now include information on delayed cord clamping and deaths within the units relative to individual LMSs. It was also noted that this report will be supplemented by a written overview report which will be sent to Board. There was positive feedback from the group.</p> <p>CB to look into the feasibility of providing data on deaths outside of individual LMS.</p> <p>It was also agreed that Maternity would look at ways of sharing term admissions data, percentage of live births at unit level not Trust.</p> </li> </ul>	<b>CB</b>
8.	<p><b>Education, Training and Guidelines</b></p> <ul style="list-style-type: none"> <li> <p><b>Neonatal Nurse Education Strategy Update</b> BA gave an update. A unity day and 2 mapping mornings, one Foundation focussed and one QIS, have recently taken place. There was good representation from the Units in the Network as well as attendance from the current QIS providers from Leeds and Sheffield. The team have been working closely with the NW Neonatal Network who is keen to share their current foundation programme and workbooks. These packages have been circulated</p> </li> </ul>	

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	<p>around the Network for feedback. A teleconference took place recently with Health Education England and a follow up meeting is arranged for the 18th December. It is hoped that a pilot for a Network wide foundation programme will run from March/April 2020 which will be facilitated and taught by various units throughout the network and supported by the Network Education Team. With regard to QIS, the team will be offering Network study and skills days for current Neonatal staff in January and March 2020.</p> <p>Going forward, the aim is to have a clear and structured pathway for entrants to neonatal care, including a neonatal foundation programme within the first 6 months of commencing in post, followed by a QIS course which potentially has less credits and therefore less cost. This would also provide current clinical teaching which will develop our nurses into more confident, knowledgeable and clinically competent carers. HB added that HEE funds have been secured for a further year to continue work. The HEE North is on board with regard to QIS training.</p> <ul style="list-style-type: none"> <li>• <b>Education Update</b> CS informed the group of 3 forthcoming dates: <ul style="list-style-type: none"> <li>▪ 23 January 2020 – Cardiac event in Leeds;</li> <li>▪ 3 June 2020 – Ventilation event in Pinderfields;</li> <li>▪ 8 October 2020 – Preterm/Golden Hour in Sheffield.</li> </ul> </li> </ul> <p>All were reminded that posters for the Neonatal Annual Conference (5 May 2020) had been circulated for display on units. The deadline for abstracts for posters and oral presentations is 9 March.</p> <p>The group were reminded of the Twitter feed for the Network, it was noted this is a good way to share learning and link in with other units. The use of training tools such as videos would be explored further.</p> <ul style="list-style-type: none"> <li>• <b>Guideline Ratification</b> There were no guidelines provided for ratification at this meeting.</li> </ul>	<b>All</b>
9.	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Parenteral Nutrition</b> CD discussed the NICE published guideline on how to deliver PN with the group. CD said that it is unlikely that we will create a pan Network guideline however if wanted, we could amend the document for use within part of the Network. Views were welcomed.</li> <li>• <b>Clinical Reference Group</b> EP had attended a number of meetings where the NCCR had been discussed. It was noted there are a number of challenges with regard to staffing and training within the draft document.</li> </ul> <p>EP informed the group that there are more elements to be added to the Specialised Services Quality Dashboard in order to bring it in line with NNAP.</p> <p>With regard to pricing, it was noted that the first iteration of national neonatal tariffs are due for publication and will be available for contracting purposes from April 2020. These prices will be non-mandated. It is expected that there will be some significant price increases for YH Trusts and that the majority, if not all, are</p>	

ITEM		ACTIONS
	<p>likely to see a positive increase should the new prices be utilised in contracts. This would be dependent on negotiations with NHSE commissioners around adopting these new prices as part of contracts. The prices will be agreed and signed off for the consultation period by tomorrow (6<sup>th</sup> December) morning, at which point they will be put in to the public domain. It was highlighted that HRG5 will have a price allocated to it, but it will be one which does not incentivise this type of care, but which does go towards covering the cost of care provided. Prices have been developed based on unit type as well as care level. Surgical NICUs, NICUs, LNUs &amp; SCUs will each have a price associated with each care level from HRG1-5.</p> <p>These prices will continue to be reviewed and will be aligned with reference costs submitted by Trusts. It is therefore imperative that the figures submitted by each Trust for Neonatal Reference costs are accurate and that there is some form of validation locally that these are correct. Clinical input or review in to this process would be beneficial. Yorkshire &amp; Humber were highlighted last year for having a number of submissions containing data which was of questionable quality.</p> <p>GIRFT will be meeting with the Network in February/March 2020 regarding the recent returns, following which a meeting will take place with the ODN Team then the Network as whole. The Network will then draw up an action plan along with the GIRFT Team following which GIRFT will visit individual Trusts in June 2020. It was noted that Trusts will only have sight of their own document. All were asked to make their Senior Management aware in view of the fact that a high level meeting will take place that will require their attendance.</p> <p>It was noted that agreement had been given for mothers of babies who require neonatal care to receive paid neonatal leave. Should more than 2 weeks of care be required maternity leave will be extended.</p>	<b>All</b>
10.	<p><b>Data Reports</b></p> <ul style="list-style-type: none"> <li>• <b>National Tariffs/Pricing Update</b> This item was covered earlier in the meeting.</li> <li>• <b>Nursing Acuity Q2</b> CB presented the report for Quarter 2.</li> <li>• <b>Early Intervention - Q1 Sample Unit Summary</b> CD talked about the “big 5” from a neonatal perspective. It is very important that babies are born in the right location and receive the right treatment. Previously, we focussed on reporting in isolation however we are now looking at individual babies and asking, did they tick those 5 boxes? Units will be provided information on a monthly basis. The summary overview, which is sent to the Lead Clinician and Lead Nurse, tells us how well each unit is doing on a quarterly basis. This document will be sent to the LMS Lead as they attend Neonatal Executive meetings, it can then be disseminated as appropriate. Each Trust agreed that they are happy for this information to be shared.</li> </ul>	
11.	<p><b>Quality &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Y&amp;H Neonatal Dashboard Q2, Y&amp;H Temperature Dashboard Q2, Y&amp;H Maternity Dashboard</b> CB discussed the dashboard with the group. It was noted that a couple of</li> </ul>	

ITEM		ACTIONS
	changes had been made to the Y&H Neonatal dashboard since the last meeting, including the addition of a criteria sheet.	
	<ul style="list-style-type: none"> <li>• <b>SSQD Quarter 3 2018/19</b> CB highlighted the Q1 national outliers.</li> <li>• <b>Feeding Dashboard</b> Claire Blyth has worked with the Network over the past year on a piece of work regarding feeding. The data collected from this piece of work was then used by Ashley Jennings, Information Team, to create a feeding dashboard. This dashboard gives information on all babies within the first 24 hours on units and again on day 7. It was agreed that this dashboard be circulated with the minutes of this meeting.</li> </ul>	<b>Admin</b>
12.	<p><b>Embrace (CH)</b></p> <ul style="list-style-type: none"> <li>• <b>Activity Report</b> Activity has risen significantly and this has resulted in a shortage of beds. There was uncertainty over who to contact in Maternity when there is a shortage of NICU beds and escalation is required. Karen Poole informed the group that the LMS have produced an escalation policy and this will be circulated. As there is no ODN for Maternity, it was agreed that a discussion should take place between the ODN, LMSs and Embrace to agree a way forward.</li> </ul> <p>HB will arrange a discussion to include Jo Whiston and Ray Trent from Embrace along with the LMSs. It was noted that working with Maternity Forums is having a positive impact. HT will feedback to RT and JW.</p> <p>Embrace had done well with regard to time critical transfers. The staffing position is looking much better, with 2 new starters and a further 2 more staff due to commence in post shortly.</p>	<p><b>KP</b></p> <p><b>HB</b></p>
13.	<p><b>Any other business</b></p> <p><b>Centralisation of Neonates</b> Alec Musson informed the group that agreement had been given for the build of additional capacity at LGI. Demolition will commence in April 2020 through to December 2020. The Outline Business Case is pending approval and the plan is then to commence consultation in the New Year. From December 2020/January 2021 the Trust will then commence the process of marketing to architects and builders.</p> <p>EP highlighted a couple of new BAPM documents, "Calculating Unit Cot numbers and Nurse Staffing Establishment and Determining Cot Capacity (12 November 2019)" and "Enhancing Shared Decision Making in Neonatal Care - A BAPM Framework for Practice (19 November 2019)".</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 5 March 2020, 1.30 – 4.00pm, Hadfeild Hall</li> <li>• Thursday 11 June 2020, 1.30 – 4.00pm, Hadfeild Hall</li> <li>• Thursday 3 September 2020, 1.30 – 4.00pm, Hadfeild Hall</li> <li>• Thursday 3 December 2020, 1.30 – 4.00pm, Hadfeild Hall</li> </ul>	

ITEM		ACTIONS
	<p><b>Clinical Forum – South</b></p> <ul style="list-style-type: none"> <li>• Wednesday 11 December 2019, 9.30am – 12.30pm, Source Skills Academy, Meadowhall, Sheffield.</li> <li>• Thursday 19 March 2020, 9.30am – 12.30pm, Oak House, Rotherham, S66 1WU</li> <li>• Thursday 4 June 2020, 9.30am – 12.30pm, Oak House, Rotherham, S66 1WU</li> </ul> <p><b>Mortality Review Panel - South</b> (all meetings follow on from Clinical Forums)</p> <p><b>Clinical Forum - North</b></p> <ul style="list-style-type: none"> <li>• Tuesday 3 February 2020, 9am – 12.30pm, Hadfeild Hall, Wakefield, WF3 4JP</li> <li>• Tuesday 7 April 2020, 9am – 12.30pm, Hadfeild Hall, Wakefield, WF3 4JP</li> <li>• Tuesday 16 June 2020, 9am – 12.30pm, Hadfeild Hall, Wakefield, WF3 4JP</li> <li>• Tuesday 6 October 2020, 9am – 12.30pm, Hadfeild Hall, Wakefield, WF3 4JP</li> </ul> <p><b>Mortality Review Panel - North</b> (all meetings follow on from Clinical Forums)</p> <p><b>Joint Forum</b></p> <ul style="list-style-type: none"> <li>• Wednesday 13 May 2020, all day, Hadfeild Hall, Wakefield, WF3 4JP</li> </ul>	