



Ref HB/ELPCD/lmg

Sent via Email

22 August 2019

For the Attention of
List contacts

Dear Colleagues

RE: Service Assessment – (Insert Unit Name)

You may recall that the Y&H Neonatal Operational Delivery Network carried out a Peer Review Visit at *(Insert Trust Name)* in *(insert date/month of visit)*. As a result of the visit an action plan was produced in order to address any issues or areas of concern (enclosed).

The ODN Team are now in the process of scheduling Unit Service Review Meetings across the Y&H Neonatal Network. The meetings will afford us the opportunity to revisit the plans made following the Peer Reviews and to discuss any potential impact of the National Neonatal Transformation Recommendations on your unit(s).

In order for a full and valued discussion to take place we would recommend that the following members of staff are in attendance at the Service Review meeting:

Attendees from Unit

Neonatal Medical Lead

Unit Lead Nurse

General Manager

Midwifery/Obstetric Lead

Neonatal and/or Maternity Safety Champion

The following date has been reserved for your unit, if you could please confirm your availability to attend at your earliest opportunity to lisa.gorry@nhs.net and by no later than 2 weeks on receipt of this letter.

INSERT DATE & VENUE

We would kindly ask for you to arrange a suitable room for the meeting to take place (ideally for a maximum of 3 hours). Please note, there is no requirement for the ODN Team to be shown around the actual Neonatal Unit itself unless this is specified prior to the meeting by either parties.

For your information and convenience please find attached a list of items which will be discussed at the meeting.

I look forward to meeting with you soon.



Kind Regards *(delete as appropriate)**

Chris Day
Clinical Lead, Y&H Neonatal ODN – North

Elizabeth Pilling
Clinical Lead, Y&H Neonatal ODN – South

Cc Medical Director
Chief Executive Officer

Encs

