

Service Review - Meeting Proforma

Name of Unit		Date & Time	
Attendees (ODN)			
Attendees (Unit)			

Items to be discussed	Notes (to include decisions & next steps)
<u>Unit Designation</u> - Patient Pathways	
<u>Activity & Capacity</u> - Labour Ward - Neonatal Unit	
<u>Cot Numbers</u> - IC - HD - SC - TC	
<u>Data & Reporting</u> - Unit Specific	
<u>Governance</u> - <27 Week Deliveries - Off Pathway Care - 2 Year Follow Up - Mortality - Perinatal Mortality Review Tool - Internal Escalation Process - Neonatal Safety Champions - Atain	What do you do on receipt of reports – how do you investigate, is there a process in place?
<u>Family Integrated Care</u> - Is there a designated lead for FiC/Baby Bliss charter - What teaching programmes/packages ensuring competencies are in place to take forward parental involvement i.e. NGT feeding/Basic care package - What psychological support is available for parents - How are you going to audit the process - How can parents feedback - What training is provided for staff?	
<u>Parent Facilities</u> - What facilities are available for parents - Provision of parent accommodation?	

<u>Mortality</u> - Mortality - Perinatal Mortality Review Tool	
<u>Recruitment</u> -	
<u>Staffing</u> Nursing - Levels - Gaps - Recruitment - Induction - QIS Medical - Levels - Gaps - Recruitment <u>AHPs</u> - Pharmacists - Dieticians - Occupational Therapists - Physiotherapists - Speech & Language Therapists	
<u>Other</u>	