

YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

THURSDAY 5 SEPTEMBER 2019, 1:30 – 4:00PM
HATFEILD HALL, NORMANTON GOLF CLUB, WAKEFIELD, WF3 4JP

Present	Apologies
<p>Aiwyne Foo, Consultant, Chesterfield Alec Musson, Service Manager, Leeds Alison Boldy, Matron, Doncaster & Bassetlaw Amanda Edmonds, Deputy Head of Nursing, Rotherham FT Andrea Bliss, Interim Head of Nursing, Doncaster & Bassetlaw Becky Case, Programme Lead, HCV Bethany Andrew, Network Neonatal Educator, ODN Cath Smith, Education Lead, ODN Charlotte Bradford, Senior Information Manager, ODN Chris Day, Consultant, Bradford and ODN Chris Edwards, CCG (<i>Chair</i>) Claire Howard, Matron, JW STH Elizabeth Pilling, Clinical Lead, ODN Emma Green, Service Specialist, NHSE Hannah Shore, Lead Clinician, Leeds Hazel Talbot, Education Lead, ODN Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks Karen Poole, LMS PMO, West Y&H Karin Schwarz, Lead Neonatologist, Calderdale & Huddersfield Kate Lamming, NICU Manager, Hull Kathy Parke, Ward Manager, SCBU, Rotherham Kay Rushforth, Head of Children's Nursing, Bradford Keely Turner, NNU Matron, Chesterfield Lesley Harrison, Matron for Children, NLAG Louise Crabtree, Lead Nurse, ODN Louise Smith, Senior Sister, Mid Yorks Marie-Ann Kelly, Network Neonatal Educator, ODN Matthew Babirecki, Consultant, Airedale Nigel Brooke, Neonatal Lead, Doncaster & Bassetlaw Porus Bostani, Neonatal Consultant, JW STH Sobia Bilal, Paediatric Consultant, Harrogate Siobhan Conlin, Matron, Leeds Sunita Seal, Consultant, Bradford Tracey Cole, Network Co-ordinator, ODN Tom Mann, Operations Manager, SCH Vicky Smith, Senior Sister, York</p>	<p>Anne-Marie Henshaw, Head of Midwifery, Calderdale & Huddersfield Caroline Davies, Sister, SCBU, Doncaster Chris Emblen, Service Manager, Sheffield Teaching David Gibson, Lead Neonatologist, Mid Yorks Denise Evans, Lead Nurse, ODN Emma Spicer, Ward Sister, Grimsby NLAG Fiona Metcalfe, Lead Nurse – Neonates, Leeds Heather Whilliance, Neonatal, Sheffield Teaching Helen Brown, Network Director, ODN Jo Bexon, Information Support Officer, ODN Jo Preece, Clinical Lead, Neonates, HEYT Jo Whiston, Lead Nurse, Embrace, SCH Kelly Young, Matron, Bradford Laura Ealham, Paediatrics, Leeds Peter Standring, Consultant Paediatrician, Scarborough Richard Lindley, NSU Team Lead, Sheffield Children's Sayad Ahmad, Consultant Paediatrician, Doncaster & Bassetlaw Sharon Addey, Deputy Directorate Manager Child Health, York Sharon English, Lead Clinician, Leeds Stephen Hancock, Consultant, Embrace Sundeep Sandhu, Consultant Paediatrician, York Susan Langworth, Head of Children's Services, Mid Yorks Vineeth Cheruvalli, Clinical Lead, Scunthorpe</p>

Item		Action
1.	<p>Welcome, apologies and introductions:</p> <ul style="list-style-type: none"> • CE welcomed all to the meeting and introductions were made. • 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 6 June 2019:</p> <ul style="list-style-type: none"> - Accuracy & Actions The minutes of the previous meeting were agreed as a true and accurate record. - Annual Report 2018/19 Use link to access CE asked that all circulate the Annual Report as appropriate throughout their departments. 	All
3.	<p>Matters Arising:</p> <ul style="list-style-type: none"> - Mortality Summit CD informed the group that a BAPM event is scheduled this month at which NNAP data will be presented on the mortality of preterm babies by network. The Network has had sight of Y&H ODN data which continues to show a relatively high mortality rate. To address the mortality challenge the four NICUs are invited to contribute to a Mortality Summit on 23 October 2019. - Y&H ODN Service Reviews EP informed the group that letters are being sent out with potential dates for service reviews which include details around the purpose of these meetings. The outcome of these service reviews will aid the Network with the NCC review return. - Off Pathway Activity & Exception Reporting CD reminded the group that a summary is included in the Annual Report. All were reminded that the purpose of such reporting is to be a critical friend in order to aid identification of issues which will in turn reduce pressures in units. 	NICUs
4.	<p>Parent Engagement:</p> <ul style="list-style-type: none"> - Feedback and Quarterly Update from the Bliss Healthcare Engagement Team LCr reminded all that a bi-monthly newsletter is available on the Bliss website. The Bliss Conference is scheduled for 26 September 2019 the focus will be family centred care. The recruitment of Bliss champions is in process, applications are welcomed via LCr. The Bliss survey took place recently, 730 took part and the first lots of results will be available in October. - Parent Representative Update LCr informed the group that Donna Flemming has now left her post. Michelle Bannon has been recruited for the South and will be attending the Clinical Forum South meeting on 2 October 2019. 	
5.	<p>National Neonatal Critical Care Review Update</p> <p>EP and CD gave an update and informed the group that the review report is due</p>	

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	out mid-September. It was noted that Local Neonatal Units will be affected by some of the revisions that have been made in the report.	
6.	<p>Yorkshire & Humber Maternity Network update:</p> <ul style="list-style-type: none"> - The suggested topics discussed at the last meeting were smoking in pregnancy and appropriate place of birth for gestation. - A Yorkshire and the Humber Local Learning System meeting is scheduled for 16 September 2019. This meeting plans to confirm that appropriate place of birth will be the system-wide project. Representatives from both maternity and neonates are invited to attend. - HF emphasised that it is maternity's responsibility to take the lead in exception reporting <27 week deliveries. Learning points from this should then be shared with the Network. - It was agreed that the presentation would be circulated and HF will report back to the next meeting. 	<p>All</p> <p>Admin/HF</p>
7.	<p>Local Maternity Systems (LMS) – update:</p> <ul style="list-style-type: none"> - Derbyshire AF gave an update and confirmed that recruitment into the Project Management Office is now complete. LMNS have a budget of £613k to be spent next year and there are a series of projects that have been agreed by the Board. - Humber Coast & Vale BC gave an update and informed the group she will be undertaking the Programme role in Hull. BC will be meeting with HB regarding how the LMS and neonates can work together better in the future. A Working Group for pethidine and morphine has been established, BC asked that should anyone else have a similar group running, information sharing would be welcomed. - South Yorks & Bassetlaw AM gave an update and informed the group that the 3 LMSs have been working together with the Clinical Network. A Maternity Collaborative Board has been established, with the first meeting scheduled for 10 September 2019. - West Yorks & Harrogate KP informed the group that her LMS have a budget of £1.7m. A series of roadshows would be taking place in the Trust and neonates have been invited to take part. Lucy Jackson has been appointed to the post of Clinical Lead. A great deal of work has been undertaken on preventing pre term labour. There is a huge risk around workforce and this is currently being addressed. Concern was noted that midwives are not accessing leadership courses. The LMS will be looking at the Escalation Policy with Leeds. 	
8.	<p>Updates:</p> <ul style="list-style-type: none"> - Parenteral Nutrition EG and CD spoke of the potential to go out to contract (region wide) for PN solutions. NICE will be releasing draft guideline this autumn. It was agreed that the Network take a pause for a month of two while awaiting the publication of the draft NICE guideline. - Clinical Reference Group (CRG) 	

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	<p>EP gave an update on the Neonatal Critical Care Review. GIRFT teams will commence with networks first, followed by units and an action plan will follow. Questionnaires will be circulated in the near future. A neonatal service specification review by the CRG will take place in the next year. All were reminded that reference costs need to be completed and it was estimated that the tariff will be available in 2022. With regard to Surfactant, all were informed that an OPCS code X84.2 should be entered in order to claim funding from NHSE. It was agreed that the NICE Respiratory Guidance should be placed on the next Clinical Forum North agenda.</p>	<p>All Admin/CD</p>
9.	<p>Data Reports</p> <p>CB presented the Nursing Acuity report for Quarter 1 (1 April to 30 June 2019) which had been previously circulated. It was noted that St James University Hospital's data was now reported in the SCU group and Leeds General Infirmary in the NICU group.</p>	
10.	<p>Quality & Governance:</p> <ul style="list-style-type: none"> - Y&H Neonatal Dashboard CB explained the new format of the dashboard which has been amended to make it more user friendly and the level of detail on topics has increased. Previously information was reported on annual data, this has changed to quarterly. PN rates have improved from last year. All were asked to check their data if it was highlighted red. The Information Team will continue to send LMS reports to PMOs, these can then be picked up and highlighted in maternity. It was agreed that the dashboard should be brought to each meeting and then taken to Exec for agreement. - Y&H Temperature Dashboard CB presented the overall report "Quarterly summary" and noted that TC is reported separately. A query was raised regarding temperature recording and it was confirmed this should be at the time of admission to the neonatal unit. It was agreed that monthly reports will be sent to Lead Clinicians and Lead Nurses, copied to LMS PMOs on a bi-monthly basis. - Y&H Maternity Dashboard It was noted that the Annual Report on the dashboard was going through the approval process and it is hoped this will be available for the next meeting. It was noted that the maternity dashboard is available on the NHS network for those who have access. - Access to BadgerNet CB sought approval for EP and CD to have access to BadgerNet as their input is often required for guidance on issues received from Lead Clinicians. It was agreed that EP and CD should be granted 'read only' access. 	<p>All Info Team</p> <p>Info Team</p>
11.	<p>Embrace:</p> <ul style="list-style-type: none"> - Activity Report/ Update JW gave an update on the latest activity report. It was noted there have been a lot of staffing changes and there are workforce gaps in all areas, however it is hoped this will improve by the end of this year. The Exec Group will be kept informed of any changes. Embrace have 2 trainee nurse practitioners which other units have agreed to support through honorary contracts. 	

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12.	<p>Education, Training and Guidelines:</p> <ul style="list-style-type: none"> - Draft Y&H Nurse Education Strategy MAK gave an update on the development of a foundation programme for the Network. With regard to QIS provision consideration is being given to the improvement and reduction of costs. Requirements will be discussed at the next Exec Group. - Education Update CS and HT provided an update. An event is scheduled for the 10 October 2019 in Sheffield, the focus of which is communication. It was noted that attendance by medics will be low and units were asked if they could release a member of staff. Dates for 2020 have been set as follows: <ul style="list-style-type: none"> o 23 January 2020, Leeds o 21 May 2020, Pinderfields – venue tbc o 8 October 2020, Sheffield. <p>All were asked to pencil in the 5 and 7 May as a tentative date for the Annual Conference.</p> - Guidelines HT and CH requested volunteers to review the following areas as pan-Network guidance: <ul style="list-style-type: none"> • LISA (new guideline) • Hyperkalaemia (review/update of South guideline) • SSRIs (review/update of LGI guideline) <p>Nominations are to be returned by Friday 20th September.</p> 	<p>All</p> <p>All</p> <p>HT</p> <p>All</p>
	<p>Monographs for ratification by Exec Group:</p> <ul style="list-style-type: none"> - Propofol (1st Edition) - Paracetamol (1st Edition) - Nystatin (1st Edition) - Noradrenaline (1st Edition) <p>It was noted that historically a number of monographs have been utilised for use by the Network, however the consensus was that these should first be ratified by the Exec before being placed on the website. The above monographs were approved for placement on the website.</p> <p>It was also noted that requests had been made for the provision of non-PDF versions for local use. It was agreed that this matter will be discussed further at the Clinical Forum North and South meetings.</p>	<p>Admin</p> <p>Admin/CD/EP</p>
13.	<p>Any other business</p> <ul style="list-style-type: none"> - NDAU Brain Injury Incidence Report The group were informed, for information, that the Neonatal Data Analysis Unit is currently using anonymised data from BadgerNet to look at brain injury in babies. The public document is available on the RCPCH website. All were reminded to ensure appropriate recording of data i.e. both elements signs and symptoms and diagnosis. 	

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	<ul style="list-style-type: none"> - A request was made by Cath Smith for their Neonatal Group trainees who are shadowing their staff to attend future Exec meetings. This was agreed, as long as the permission of the Chair had been sought prior to the meeting. 	
14.	<p>Dates of Future Meetings:</p> <p>Neonatal Exec Group:</p> <ul style="list-style-type: none"> - Thursday 5 December 2019, 1.30 – 4.00pm, Hatfeild Hall - Thursday 5 March 2020, 1.30 – 4.00pm, Hatfeild Hall - Thursday 11 June 2020, 1.30 – 4.00pm, Hatfeild Hall - Thursday 3 September 2020, 1.30 – 4.00pm, Hatfeild Hall - Thursday 3 December 2020, 1.30 – 4.00pm, Hatfeild Hall <p>Clinical Forum and Mortality Review Panel (North):</p> <ul style="list-style-type: none"> - Tuesday 1 October 2019, 9.00am – 3.30pm, Hatfeild Hall <p>Clinical Forum and Mortality Review Panel (South):</p> <ul style="list-style-type: none"> - Wednesday 2 October 2019 – 9.30am – 3.30pm, Source Skills Academy - Wednesday 11 December 2019 – 9.30am – 3.30pm, Source Skills Academy - Thursday 19 March 2020, 9.30am – 12.30pm, Oak House, Rotherham - Thursday 4 June 2020, 9.30am – 12.30pm, venue tbc <p>Joint Forum on Improving Clinical Outcomes</p> <ul style="list-style-type: none"> - Wednesday 13 November 2019, 9.00am – 4.00pm, Hatfeild Hall 	

CE Chris Edwards
AA Alex Albus
AM Alison Martindale
BC Becky Case
CB Charlotte Bradford
CD Chris Day
CH Cath Harrison
CS Cath Smith
EG Emma Green
EP Elizabeth Pilling
HB Helen Brown
HF Hilary Farrow
HT Hazel Talbot
LCr Louise Crabtree
MAK Marie-Anne Kelly