

## YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**THURSDAY 6 JUNE 2019, 1:30PM TO 4.00PM  
HATFIELD HALL, WAKEFIELD, WF3 4 JP**

Present	Apologies
<p>Aiwyne Foo, Consultant, Chesterfield Alec Musson, Service Manager, Leeds Andrea Bliss, Interim Head of Nursing, Doncaster &amp; Bassetlaw Catherine Harrison, Neonatal Clinical Lead, Embrace Charlotte Bradford, Senior Information Manager, ODN Chris Day, Consultant, Bradford and ODN Chris Edwards, CCG (<i>Chair</i>) Claire Howard, Matron, JW STH Denise Evans, Lead Nurse, ODN Debbie Bray, Deputy Head of Nursing, North Lincs &amp; Goole Elizabeth Pilling, Clinical Lead, ODN Hazel Talbot, Education Lead, ODN Helen Brown, Network Director, ODN Hilary Farrow, Quality Improvement Manager, Maternity Clinical Networks Isabel Bradbury, Deputy Lead Nurse, Doncaster &amp; Bassetlaw Jo Hadley, S Yorks &amp; Bassetlaw LMS Jo Sudbury, NSU Ward Manager, SCH Jonathan Garside, Consultant Paediatrician, Calderdale &amp; Huddersfield Kathy Parke, Rotherham Kavi Aucharaz, Consultant, Barnsley Keely Turner, NNU Matron, Chesterfield Louise Crabtree, Lead Nurse, ODN Louise Smith, Senior Sister, Mid Yorks Nigel Brooke, Neonatal Lead, Doncaster &amp; Bassetlaw Sharon Vickers, Matron for Children, North Lincs &amp; Goole Sobia Bilal, Paediatric Consultant, Harrogate Sunita Seal, Consultant, Bradford Tracey Cole, Network Co-ordinator, ODN Tom Mann, Operations Manager, SCH Vicky Smith, Senior Sister, York</p>	<p>Alison Boldy, Lead Nurse, Doncaster &amp; Bassetlaw Alison Conchie, General Manager W&amp;C Svs, Airedale Anne-Marie Henshaw, Head of Midwifery, Calderdale &amp; Huddersfield Cath Smith, Education Lead, ODN Dawn Fleming, Parent Representative Elizabeth Jones, Consultant Paediatrician, Bradford Fiona Metcalfe, Lead Nurse – Neonates, Leeds Gill Harries, General Manager, Calderdale &amp; Huddersfield Jo Bexon, Information Support Officer, ODN Jo Whiston, Lead Nurse, Embrace, SCH Kate Lamming, NICU Manager, Hull Kelly Young, Matron, Bradford Liz McKechnie, Consultant Neonatologist, Leeds Liz Vincent, Senior Matron, York Maureen Issott, LMS PMO, Humber Coast &amp; Vale ODN Megan McKenzie, Parent Representative, ODN Peter Standing, Consultant Paediatrician, Scarborough Rachel Roberts, Parent Representative, ODN Sandeep Kapoor, Clinical Lead for Paediatrics, Scunthorpe Sara Contardi, General Manager, Chesterfield Sayad Ahmad, Consultant Paediatrician, Doncaster &amp; Bassetlaw Siobhan Conlin, Matron, Leeds Stephen Hancock, Consultant, Embrace Sundeep Sandhu, Consultant Paediatrician, York Susan Langworth, Head of Children's Services, Mid Yorks</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. It was confirmed that no parent representatives were in attendance.</li> </ul>	
2.	<p><b>Minutes of the last meeting held 7 March 2019</b></p> <ul style="list-style-type: none"> <li>• Accuracy &amp; Actions – The minutes of the previous meeting were agreed as a true and accurate record, with the exception of amending Jo Whiston’s title from Interim Lead Nurse to Lead Nurse.</li> <li>• It was noted that following the last meeting, the Group were still awaiting the Activity and Utilisation reports from Embrace. Catherine Harrison will chase Jo Whiston and these reports will then be circulated with the draft minutes of this meeting.</li> </ul>	<p>TC</p> <p>CH TC</p>
3.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• With regard to the ROP Pathway, CD informed the Group that the LGI NICU should have the opportunity to check the document. Following this, the ROP Pathway will be brought to Neonatal Executive Group for approval.</li> </ul>	<p>CD/LGI CD</p>
4.	<p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li>• <b>Letter to Bliss</b> Following HB and CE’s letter to Bliss, HB has spoken on the telephone and undertaken a visit to the Bliss office. Bliss have confirmed that they are unable to commit staff at present. They have sent the Network an update which will be provided every 3 months and there is also a bi-monthly newsletter available. On a positive note, Bliss have been engaging with the Network on a regular basis regarding consultation documents.</li> </ul> <p>HB did emphasise that at such a senior meeting, it was important that a parent representative attend. HB asked the group for any ideas on how attendance could be encouraged. It was suggested we could utilise care co-ordinators and look at the possibility of accessing training for those interested. Hilary Farrow will raise this at the Clinical Expert Group next week.</p> <p>It was agreed that any interest should be fed back to Louise Crabtree.</p>	<p>All</p> <p>HF</p> <p>All</p>
	<ul style="list-style-type: none"> <li>• <b>Feedback and Quarterly Update from the Bliss Healthcare Engagement Team</b> An update was provided for information.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Parent Representative Update</b> LCr informed the group that we have a new Parent Representative, Megan McKenzie.</li> </ul> <p>It was also noted that Parent Representatives had been approached for assistance on projects, such as the Breast Feeding Project in the Jessop Wing. LCr added that Parent Representatives are a good source of information for the development of Transforming Care plans.</p>	

ITEM		ACTIONS
5.	<p><b>National Reviews (CD/ELP)</b></p> <ul style="list-style-type: none"> <li> <p><b>Neonatal Transformation – Draft National Review Recommendations</b> The group were informed that with regard to the Better Newborn Care document, the Guidance is still in draft and the Implementation plan is yet to be published. It is hoped the document will be available by the end of September 2019.</p> <p>HB stated that membership of the Neonatal Executive Group needs to be revised, including extending the invitation to Business Managers. HB suggested that the Network need to be more explicit about what we are asking units to do e.g. parent accommodation.</p> <p>It was agreed that this item, ‘National Reviews’ be added to future agendas as a ‘standing item’.</p> <p><b>National Transformation</b> HB informed the Group that a suite of documents had been produced around National Transformation. It is intended that Concept Units will have Care Co-ordinators and Champions for babies and families. The Network needs to work with providers in order to decide how best they can provide support.</p> </li> </ul>	<p><b>HB</b></p> <p><b>TC</b></p>
	<ul style="list-style-type: none"> <li> <p><b>ODN Review</b> The Group were informed that the role of Operational Delivery Networks is being reviewed nationally.</p> </li> </ul>	
6.	<p><b>Yorkshire &amp; Humber Maternity Network</b></p> <ul style="list-style-type: none"> <li>Hilary Farrow provided an update. The Network were pleased with the recent Joint Forum, however it was noted there were more presentations and less discussions/table top exercises. HB added that the feedback forms had proved very useful. The preferred choice was to focus on one topic rather than multiple items. A suggested topic was a review of antenatal steroid use in terms of number of courses and timeliness of administration. It was agreed that HF will feedback to Claire Hillitt.</li> <li>Draft deliverables 2019/20 – it was confirmed that the link with the ODN would continue.</li> <li>BFI status – It was noted that national funding is to be provided in the near future, as Trusts are having to possess accreditation.</li> <li>Savings babies lives, with regard to v1 the Network were compliant by March 2019. Version 2 is now being addressed.</li> </ul>	<p><b>HF</b></p>
	<ul style="list-style-type: none"> <li> <p><b>NHSR CNST – Action 3 + 9 (HB)</b> Action 3 - ATAIN deadlines were met in 99.9% cases. The ODN fed back to all units that they are not expecting to sign any more plans off. Progress against those plans is required by May 2019, following which they will be submitted to NHS Resolution by 12 noon, 15 August 2019.</p> <p>Action 9 – With regard to data champions all units have been asked this year to nominate a neonatal champion. HB informed the group that she has not received any nominations.</p> <p>It was agreed that all units would inform the ODN of their safety champions and share progress against CNST.</p> </li> </ul>	<p><b>All</b></p>

ITEM		ACTIONS
7.	<p><b>Local Maternity Systems (LMS) – Current plans and priorities</b></p> <ul style="list-style-type: none"> <li>• <b>Derbyshire (AA)</b> The group were informed that a decision had been made to rename the LMS to LMNS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Humber Coast &amp; Vale (MI)</b> HB informed the group that a restructure had taken place of the PMO office. A new SRO and PMO lead have been appointed. Membership of the Regional Maternity Board has been condensed to specific attendees, and it was noted that the ODN have struggled to secure a place for a neonatal representative.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>South Yorks &amp; Bassetlaw (AM)</b> <ul style="list-style-type: none"> <li>○ The group were informed that Jo Hadley is now the Midwifery Lead in the Project Management Office. There are also 4 obstetric leads to aid clinical input.</li> <li>○ There is continual development pan the ICS in order to provide better births.</li> <li>○ With regard to transformation funding, further work is required to ensure alignment.</li> <li>○ It was noted that Maternity Voice Partnership event that took place in late March was reported on well by all maternity colleagues and mums. Clear actions and a work plan came out of the event and this will be fed back into the local NICU.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>West Yorks &amp; Harrogate (KP)</b> It was noted there is still work to do with regard to neonatal precept figures. The LMS had also been made aware that staff are struggling with work load due to various meetings and events they were expected to attend.</li> </ul>	
8.	<p><b>Integrated (Accountable) Care Systems (ICS)</b></p> <ul style="list-style-type: none"> <li>• It was agreed to remove this standing item from future agendas.</li> </ul>	TC
9.	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Parenteral Nutrition (EG)</b> Alec Musson agreed to chase David Allwood, Clinical Procurement Pharmacist, LGI with regard to this item.</li> </ul>	AM
	<ul style="list-style-type: none"> <li>• <b>Clinical Reference Group (EP)</b> North East &amp;Yorkshire and Humber representative ELP stated that there are variances in mortality rates across the Networks which cannot be explained by case mix.  Eleri Adams has been appointed as National GIRFT Neonatal Lead, she will be visiting units within the Network to look at differences and identify factors. The specification for neonatology is currently being reviewed and should be finished by next Autumn. It was noted the documents are embargoed at present.</li> </ul>	
10.	<p><b>Data Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Y&amp;H PReCePT date Submission</b> CB informed the group that the ODN Information Team have been asked to make regional submissions on behalf of the ODN. It was noted that both national and regional submissions are being made based on number of births per month rather than discharges.</li> </ul>	

ITEM		ACTIONS
	<ul style="list-style-type: none"> <li>• <b>National Tariffs/Pricing Update</b> There was no further update.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Process for Reporting Exceptions</b> This document was presented to the group for information and final sign off. It was noted that both the Neonatal Clinical Forums North and South had agreed the process and Embrace have also agreed their inclusion in this process. This document was approved by the Executive Group.  With regard to &lt;27, it is noted that it is unclear how far along maternity are in this process. There is a need to keep highlighting this in order that the process runs more smoothly. Each LMS are sent a monthly report &lt;27 week via their PMO.  HB asked that ODN Admin check that the contact details for LMS are correct.  HF will provide feedback following CEG next week.</li> </ul>	Admin
	<ul style="list-style-type: none"> <li>• <b>Nursing Acuity</b> An enclosure was shared with the Group for information.</li> </ul>	
11.	<p><b>Quality &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Y&amp;H Neonatal Dashboard</b> Following the last Executive Group the Network were asked to change the sequencing of data. The process has now been switched around giving the Information Team just one week to provide data for the Clinical Forum agendas to ensure that Clinicians have an opportunity to study the draft in detail. Following the Clinical Forum meetings, this report will then be placed on the Executive Group agenda for sign off and placement on the website.  CB confirmed that the draft document is in the public domain as it is available on the website via meeting papers, however following approval by Executive Group a final version will be placed in the dashboard section of the website.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Y&amp;H Temperature Dashboard</b> The quarterly summary was presented for information. It was noted that Airedale, Barnsley, Bradford, Pinderfields &amp; Scarborough all saw &gt;8% of first admissions in Q4 (18/19) &lt;36.0 (degrees C). In addition, Bradford also saw 17% of their first admissions being admitted with temperatures &gt;37.5%. This stood out from all other unit rates in YH.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Y&amp;H Maternity Dashboard</b> There is to be a revised National Maternity Dashboard, once established they will review the Y&amp;H dashboard.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>SSQD Quarter 3 2018/19</b> It was agreed that HF would flag the National outlier status for &lt;27 week deliveries occurring in Non-NICUs with CEG, SY &amp; Bassetlaw LMS and NLAG.  It was noted that all three outlier status that were highlighted in the enclosure had been previously flagged by local reporting at both the Clinical Forums and the Neonatal Executive. The SSQD has now highlighted this outlier status at a National level.</li> </ul>	HF

ITEM		ACTIONS
12.	<p><b>Embrace</b></p> <ul style="list-style-type: none"> <li>• <b>Activity Report</b> <ul style="list-style-type: none"> <li>○ It was noted there has been a huge increase in inutero transfers and a problem with tertiary cots. There is a need to improve patient flow.</li> <li>○ KPI did really well and hit national targets.</li> <li>○ An ODN day took place a few weeks ago, there had been positive feedback and it was agreed that activity will be circulated.</li> </ul> </li> </ul>	<b>Embrace</b>
13.	<p><b>Education, Training and Guidelines</b></p> <ul style="list-style-type: none"> <li>• <b>Education Update</b> The feedback on the recent conference was very positive, with many stating that they would be taking this information back to share with their colleagues.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Guideline Ratification – Management of Haemophilia Guideline</b> This guideline was approved by the Executive Group. HT commented that work is still ongoing on the PPHN, Renal and Term Resus guidelines.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Future events:</b> <ul style="list-style-type: none"> <li>○ 11 June 2019 – Neonatal Education Day – Pre-term (Hull)</li> <li>○ 10 October 2019 – Neonatal Education Day – Counselling/ Communication (STH) – take that back to your lead nurses can build into their study programmes.</li> </ul> </li> </ul>	<b>All</b>
14.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>HRGs</b> CD discussed the change in HRGs and asked that if the Group had not already done so, please can they check with their local Contract and Finance Teams in order to be fully aware of financial implications.</li> </ul>	<b>All</b>
	<ul style="list-style-type: none"> <li>• <b>Y&amp;H LTV Neonatal Contact</b> There was a plea from the Y&amp;H PCC Network for a neonatal representative. Cath Harrison commented that she could acquire a representative from Leeds. CH will confirm with Sian Cooper.</li> </ul>	<b>CH</b>
	<ul style="list-style-type: none"> <li>• <b>BAPM Consultation Shared Decision Making in Neonatal Care</b> This was presented for information. It was confirmed that feedback would be provided by individual organisations. The consultation ends on the 26 June.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>2018/19 Draft Annual Report</b> HB apologised that the draft Annual Report is not yet available and confirmed it will be circulated shortly. HB informed the group that the Annual Report will be presented in a different format this year, one document containing both the work of the Network and the data section.</li> </ul>	<b>HB</b>
15.	<p><b>Dates of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Neo Exec: <ul style="list-style-type: none"> <li>○ Thursday 5 September 2019, 1.30pm - 4.00pm, Hatfeild Hall</li> <li>○ Thursday 5 December 2019, 1.30pm - 4.00pm, Hatfeild Hall</li> </ul> </li> <li>• Clinical Forum and Mortality Review Panel (South): <ul style="list-style-type: none"> <li>○ Thursday 27 June 2019, 9.30am – 3.30pm, Don Valley House</li> <li>○ Wednesday 2 October 2019, 9.30am – 3.30pm, Source Academy</li> </ul> </li> </ul>	

ITEM		ACTIONS
	<ul style="list-style-type: none"><li>• Clinical Forum and Mortality Review Panel (North):<ul style="list-style-type: none"><li>○ Tuesday 25 June 2019, 9.00am – 3.30pm, Hatfeild Hall</li><li>○ Tuesday 1 October 2019, 9.00am – 3.30pm, Hatfeild Hall</li></ul></li> <li>• Joint Forum on Improving Clinical Outcomes<ul style="list-style-type: none"><li>○ Wednesday 13 November 2019, 9.00am – 4.00pm, Hatfeild Hall</li></ul></li></ul>	

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