

## YORKSHIRE AND HUMBER NEONATAL ODN EXECUTIVE GROUP MEETING

**THURSDAY 14 JUNE 2018, 10AM TO 12.30PM  
HATFIELD HALL, WAKEFIELD , WF3 4 JP**

Present	Apologies
<p>Aiwyne Foo, Consultant, Chesterfield  Alec Musson, Service Manager, Neonatal Services, Leeds  Angela Whelton, Lead Nurse, Barnsley  Anne Harrop, Lead Nurse, Leeds  Cath Smith, Education &amp; Guideline Lead, ODN  Chris Day, Clinical Lead, ODN  Chris Wood, Consultant, Hull  Denise Evans, Lead Nurse, ODN  Elizabeth Pilling, Clinical Lead, ODN (<i>Deputy Chair</i>)  Gemma Orr, Operational Manager, SCH  Hazel Talbot, Education &amp; Guideline Lead, ODN  Helen Brown, Network Director, ODN  Helen Doyle, ANNP, Embrace  Hilary Farrow, Quality Improvement Manager, Maternity Network  Jo Preece, Consultant Neonatologist, Hull  Jo Sudbury, NSU Ward Manager, SCH  Jo Whiston, Interim Lead Nurse, Embrace  Julie Walker, Matron, Harrogate  Karen Williams, Senior Healthcare Engagement Officer, Bliss  Karin Schwartz, Lead Consultant, Calderdale  Kavi Aucharaz, Neonatal Consultant, Barnsley  Kay Rushforth, Head of Children's Nursing, Bradford  Keely Turner, Lead Nurse, Chesterfield  Kelly Young, Matron, Bradford  Lesley Matthews, Neonatal Oureach, Mid Yorks  Lisa Gorry, Network Co-Ordinator, ODN (<i>Minute taker</i>)  Louise Crabtree, Lead Nurse, ODN  Louise Smith, Senior Sister, Mid Yorks  Nigel Brooke, Neonatal Consultant, Doncaster  Sara Collier-Hield, Quality Improvement Lead, Y&amp;H Clinical Network  Sarah Halstead, Senior Service Specialist &amp; Right Care Associate, NHSE  Sharon English, Lead Clinician, Leeds  Siobhan Conlin, Matron, Leeds</p>	<p>Cat Wilkinson, Parent Representative  Cath Harrison, Consultant Neonatologist, Embrace/Leeds  Charlotte Bradford, Information Manager, ODN  Chris Beattie, Head of paediatric and Neonatal Services, Doncaster &amp; Bassetlaw  Chris Edwards, CCG  David Gibson, Lead Neonatologist, Mid Yorks  Kate Lamming, Lead Nurse, Hull  Matthew Babirecki, Consultant, Airedale  Sayed Jamal Ahmed, Clinical Lead, Doncaster &amp; Bassetlaw  Sobia Bilal, Paediatric Consultant, Harrogate  Suzanne Palmer, Lead Nurse, Embrace</p>

Sunita Seal, Neonatal Consultant, Bradford Vicky Smith, Unit Manager, York	
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ITEM		ACTIONS
1.	<p><b>Welcome, apologies and introductions</b></p> <ul style="list-style-type: none"> <li>Apologies were received and noted as above. Dr Elizabeth Pilling welcomed the group to the meeting and introductions were made around the table.</li> </ul> <p><b>Quoracy</b></p> <ul style="list-style-type: none"> <li>It was noted that the meeting was quorate.</li> </ul>	
2.	<p><b>Minutes of the last meeting held 8 March 2018</b></p> <ul style="list-style-type: none"> <li>The minutes of the previous meeting were agreed as a true and accurate record.</li> </ul>	
3.	<p><b>Matters Arising/Actions following the previous meeting</b></p> <ul style="list-style-type: none"> <li>ODN Development – 2018 Work Programme – HB thanked all for the feedback received. A workshop had taken place in March for units to discuss further.</li> <li>Quality Standards (Enc B) - There are 5 proposed quality standards along with a list of ODN projects which will underpin these. The next step will be to add processes and time-scales in consultation with Commissioners and these will be brought back for discussion at the September EGM. Magnesium Sulphate and Steroids will come under Maternity. There were no further comments made at today's meeting and it was therefore agreed to go forward with the standards and agree the metrics. It was raised that some standards would be difficult for some units to achieve than others – HB assured units that additional support would be given via Deep Dive exercises if and when required.</li> </ul>	
4.	<p><b>Surge and Escalation</b></p> <ul style="list-style-type: none"> <li>DRAFT Management of Surge and Escalation in Neonatal Services: Standard Operating Procedure (SOP) – This was discussed at the recent Unity Day and an example of the Leeds HDU Escalation Procedure has now been added. An updated copy of the document will be placed on the NHS Networks website with a link circulated for wider consultation (including KEG). The Maternity Services section will be added shortly in collaboration with the Maternity Network. All comments should be forwarded by mid August with the aim to finalise the document within 2 months and with final ratification taking place at September's EGM. DE asked all to note that the appendices included within the document are not prescriptive and are only examples.</li> </ul>	HB/LG DE/LCr
5.	<p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li>Bliss Update <ul style="list-style-type: none"> <li>Baby Charter – 2 units are scheduled to have a pre-assessment visit. There are 2 more Workshops planned at the forthcoming Clinical Forums.</li> <li>Staff changes have taken place at Bliss.</li> <li>Dissemination of Baby Charter Impact Survey results shortly.</li> <li>Word Prematurity Day – Saturday 17 November 2018. KW will approach specific units.</li> <li>Unit Visits – please contact KW direct to arrange.</li> <li>FINE Training – (Level 1) 26/27 November 2018, Manchester and (Level 2) 8 October 2018, Sheffield.</li> </ul> </li> <li>Parent Representative Update <ul style="list-style-type: none"> <li>LCr and KW are interviewing for Parent Representatives in the North of the region. Training sessions are taking place in Manchester and Birmingham but also looking at how this is delivered in the North West.</li> <li>DF has been involved in the Parent Passport Group and moving the NGT Feeding Policy forward.</li> <li>There are currently 3 active Parent Representatives in the North of the region however more representation is required in the South.</li> </ul> </li> </ul>	
6.	<p><b>National Reviews</b></p> <ul style="list-style-type: none"> <li>Specialised Commissioning – SHal advised that there were no specific updates</li> </ul>	HB

	<p>at this point.</p> <ul style="list-style-type: none"> <li>• HB agreed to circulate the Neonatal Critical Care Review document for discussion at September's EGM.</li> <li>• HB explained that the purpose of the National Review is to remove any inaccuracies of care and to reduce variations. There is sensitivity around patterns of care. Pricing groups will work with Specialised Commissioning Hubs. Quality standards will need to align with this.</li> </ul>	
7.	<p><b>Y&amp;H Maternity Network</b></p> <ul style="list-style-type: none"> <li>• IUT Guideline – Further amendments were required to the Obstetrics Care section. Final approval of the document is currently being sought from the Maternity Strategy Group. Wording from the PReCePT documentation regarding Magnesium Sulphate during transfer has been utilised and agreed by Maternity CEG. DF queried whether any parents had been consulted during the development of the guideline? This had not been possible as the Maternity CEG does not have any parent representation. Draft document to be uploaded on NHS networks and to be replaced by the final document once ratified</li> <li>• A/N Steroids, Magnesium Sulphate and Predictive testing Deep Dive – Report is currently being developed. HF to circulate further information shortly. This was supported by CB.</li> <li>• IUT Exception Reporting – This will be reviewed at the Maternity Safety Learning Network meetings.</li> <li>• Maternity Transformation Programme – Covers the 3 Local Maternity Systems (not Chesterfield). The deadline to submit trajectory plans is June 2018, these will then be submitted to the National Team to be fixed. Currently there is no baseline figure for HIE. Transformation funding has come via the National Team. STP – amounts allocated for West Yorkshire and Harrogate and Humber Coast and Vale. South Yorkshire and Bassetlaw funds come from South Yorkshire and Bassetlaw as this is an ICS.</li> <li>• Maternity Neonatal Health Safety Collaborative – Wave 2 has now started and training has commenced. Final topics for quality improvement are to be confirmed.</li> <li>• Y&amp;H Learning System (previously Communities of Practice) – A further meeting to be hosted by Academic Health Science Network – date to be confirmed (mid August).</li> <li>• Y&amp;H Clinical Network Safer Maternity Care Event (28 September 2018) – PReCePT and work from the Safety Collaborative to be included. HB asked for a representative from the Neonatal ODN to give an update at the event.</li> <li>• Local Maternity Systems (LMS) The Network has representation at all of the following group meetings:- <ul style="list-style-type: none"> <li>- Derbyshire – Funding has been identified. Work streams going ahead and focusing on improving quality as opposed to reconfiguration. Still ongoing issues regarding geography.</li> <li>- Humber Coast and Vale – There had been delays in moving forward due to a Manager not being in place.</li> <li>- South Yorcks &amp; Bassetlaw – A Project Manager is now in place. No allocation of funding or priorities just yet.</li> <li>- West Yorcks &amp; Harrogate - Discussions taking place regarding sharing of information and family engagement. Plans are in place.</li> </ul> </li> </ul>	<p>HF/LG</p> <p>HB</p>
8.	<p><b>Integrated (Accountable) Care Systems (ICS)</b></p> <ul style="list-style-type: none"> <li>• Sustainable Hospital Review – SHal recently attended a Strategy Board Meeting. Work has not commenced as yet.</li> </ul>	
9.	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• National Neonatal Pricing Group – 2 members of the ODN sit on this group. The work-stream originates from the National Review. A letter from Eleri Adams regarding variable reference costs has recently been received. Data has been requested and a spreadsheet will be populated by Charlotte Bradford initially</li> </ul>	<p>HB All</p>

	<p>and then sent on to units to fill in the relevant blanks. HB will circulate the letter to all Clinical and Nursing Leads requesting that this is disseminated within local units. A validation process will also be required. DE asked that Lead Nurses alert her if any codes are missing e.g parents resident on NNUs.</p> <ul style="list-style-type: none"> <li>• Outreach - Funding provided for outreach differs greatly and this was discussed in depth. SHal suggested working together as a network to agree a common way forward. Are these part of costs for Neonatal Services or CCG funded?</li> <li>• Parental Nutrition – The procurement process has been slow - aiming to have this finalised by January 2019.</li> <li>• Clinical Reference Group (CRG) – No update provided.</li> </ul>	
<b>10.</b>	<p><b>Data Reports</b></p> <ul style="list-style-type: none"> <li>• Nursing Acuity (Enc D) – The enclosure was circulated prior to today's meeting. The national average has been lowered and this has resulted in the Network rising to 58%.</li> <li>• SC asked how the network could support the challenges faced around repatriation? HB suggested an audit around the process.</li> <li>• SC was concerned that Tertiary Centres are continuously showing as Red on the Nurse Staffing report when other units are not showing as low staffed. HB suggested looking into some specific cases.</li> <li>• KY suggested a live process for all units to view sit-reps. Families being closer to home and uncertainty for families is a big issues.</li> <li>• Is data picked up on length of repatriation? Units cannot access this.</li> <li>• Parent App – The app was launched a couple of years ago. Unfortunately more financial investment is now required to update the system along with a renewal of the apple store licence. A lot of Trusts have their own local Family and Friends procedures in place.</li> <li>• Exception Reports are discussed at Clinical Forums.</li> </ul>	
<b>10.</b>	<p><b>Quality &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Y&amp;H Neonatal Dashboard – A summary of the Network Dashboard (Q4 17/18) will be circulated with the minutes of the meeting.</li> <li>• Y&amp;H Maternity Dashboard - This is not open to public access – copies may be requested from <a href="mailto:Lesley.white8@nhs.net">Lesley.white8@nhs.net</a></li> </ul>	<b>LG</b>
<b>11.</b>	<p><b>Embrace</b></p> <ul style="list-style-type: none"> <li>• Activity Reports – To be circulated with the minutes of the meeting. JW happy to provide further data/information if required.</li> <li>• DE requested breach information from JW.</li> <li>• Transport Incubators (Letter from EMAS) – Incubators do not fit into certain ambulances. It is rare for units to use their own incubators but if this does occur it would be during a Time Critical Transfer. Embrace use their own incubators. In order for units to be able to order the correct ambulance HT requested that they forward a picture of their incubators with measurements (width) to <a href="mailto:Hazel.talbot@nhs.net">Hazel.talbot@nhs.net</a>. HT will discuss further with YAS. Units should not dispose of their trolley if disposing of their incubators.</li> <li>• Problems with EMAS were also raised – HT to discuss outside of the meeting.</li> </ul>	
<b>12.</b>	<p><b>Education, Training and Guidelines</b></p> <ul style="list-style-type: none"> <li>• Education Update <ul style="list-style-type: none"> <li>- Pre-Term Infant Education Day – Thursday 21 June 2018, RHH</li> <li>- Surgical Education Day – 8 October 2018 – registration via NHS Networks <a href="#">here</a></li> <li>- 2019 - In process of finalising dates for 2019 education days, these will be circulated shortly. Unit simulation requests or suggestions for training topics are welcome.</li> </ul> </li> <li>• Guidelines (Reviews) <ul style="list-style-type: none"> <li>- HIE – A working group has been set up to review this.</li> <li>- 2 further Pan Network Guidelines are in the pipeline to be reviewed shortly.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Guidelines (Ratification) <ul style="list-style-type: none"> <li>- Coagulopathy – No further comments had been received by CS and it was agreed to ratify at today’s meeting. LG to upload to NHS networks.</li> <li>- Pan Infection Control Practices – It was queried whether the correct ratification process had been followed and it was therefore agreed to place a copy on NHS Networks for circulation via a link. Comments should be made before 21 June 2018 direct to LC. If no further comments are received, the document will be automatically ratified.</li> </ul> </li> <li>• Annual Conference Feedback 2018 – HT thanked all who attended. Feedback given has now been reviewed and taken into account for next year’s event e.g. <ul style="list-style-type: none"> <li>- Change day from a Wednesday as difficult to staff units</li> <li>- Explore different venue - no public transport links, difficulty seeing screens due to large number of attendees.</li> <li>- Suggested to include a parent experience.</li> <li>- Negative comments were received regarding the posters coming from a small selection of hospitals – HT explained that a very robust and fair process had been followed in order to select posters and when marking the abstracts.</li> </ul> </li> <li>• Nurses Education <ul style="list-style-type: none"> <li>- Apprentice Trail Blazer – no further movement.</li> <li>- Induction - Bringing together 4 tertiary centres to standardise induction paperwork, a meeting will be scheduled shortly. Lead Nurses will sign off competencies in the absence of a Nurse Educator. Competencies from pulse will be looked at.</li> <li>- DE will attend NW Stakeholder Day.</li> <li>- Passport – Aiming to standardise competencies across the network.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>LG</b></p> <p style="text-align: center;"><b>LG/LCr</b></p> <p style="text-align: center;"><b>All</b></p>
<p><b>13.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Letter from York – now returned to full LNU.</li> <li>• Annual Report will be circulated with the minutes.</li> <li>• Transitional Care – agreed with NNS resolutions how we will verify whether units have TC or not. ODN have access to BadgerNet and will look at number of HRG instances (equivalent). Units have provided us with description of how they are doing this and info has to be submitted by the end of next week. All units signposted to BAPM Transitional Care definition. Units need to look at their internal SOPs and criteria for pathway. LM happy to share her document.</li> </ul>	
<p><b>14.</b></p>	<p><b>Date and time of next meetings</b></p> <ul style="list-style-type: none"> <li>• Thursday 6 September 2018, 1.30-4.00pm, Hatfeild Hall *<b><u>Please note change in time*</u></b></li> <li>• Thursday 6 December 2018, 1.30pm-4.00pm, Hatfeild Hall</li> </ul>	<p style="text-align: center;">All</p>