

## MINUTES OF THE YORKSHIRE AND HUMBER PAEDIATRIC CRITICAL CARE OPERATIONAL DELIVERY NETWORK EXECUTIVE GROUP MEETING

**TUESDAY 15 OCTOBER 2019, 10AM -12 NOON,  
HATFIELD HALL, WAKEFIELD**

Present	Apologies Received
<ul style="list-style-type: none"> <li>• Emma Andrews, Network Manager, PCC ODN</li> <li>• Cliff Bevan, Consultant PICU, SCH</li> <li>• Tracy Barker, Lead Nurse Children's Services, Chesterfield</li> <li>• Andrea Bliss, Interim Head of Nursing, Doncaster &amp; Bassetlaw</li> <li>• Gemma Bradley, Network Nurse Educator, PCC ODN</li> <li>• Helen Brown, Y&amp;H ODN Director</li> <li>• Jim Butler, Associate Director, Sheffield Children's</li> <li>• Tracey Cole, ODN Network Co-ordinator</li> <li>• Sian Cooper, Clinical Lead, ODN</li> <li>• Anne Donkin, Information Officer, ODN</li> <li>• Ezzedin Gouta, Clinical Lead Paediatrics, Barnsley</li> <li>• Emma Green, Service Specialist, NHS England</li> <li>• Sarah Halstead (Chair), Senior Service Specialist, NHS England</li> <li>• Stephen Hancock, Consultant, Embrace</li> <li>• Alec Musson, Service Manager, Leeds</li> <li>• Naveen Naganna, Consultant Paediatrician, Rotherham</li> <li>• Karen Perring, Lead Nurse, PCC ODN</li> <li>• Fatemah Rajah, Consultant, Embrace</li> <li>• Kirsty Randell, Matron, Airedale</li> <li>• Kay Rushforth, Head of Children's Nursing, Bradford</li> <li>• Rum Thomas, Clinical Lead/Consultant, ODN/PICU SCH</li> <li>• Donna Webb, Matron for CC and Cardiology, Leeds</li> <li>• Murray Wheeler, Consultant Paediatrician, York</li> </ul>	<ul style="list-style-type: none"> <li>• Karen Bartholomew, Consultant Anaesthetist, Calderdale &amp; Huddersfield</li> <li>• Deborah Bray, Interim Head of Nursing, North Lincs &amp; Goole</li> <li>• Vanessa Brown, Matron, Hull</li> <li>• Anna Clack, Commissioning Manager, Sheffield CCG</li> <li>• Alison Conchie, General Manager W&amp;C Services, Airedale</li> <li>• Alison Cowie, Deputy Associate Director of Nursing, Barnsley</li> <li>• Kathryn Davison, Consultant Paediatrician, Mid Yorks</li> <li>• Elaine Eckersley, Network Educator, ODN</li> <li>• Sarah-Jane Foxton, Consultant Paediatrician, Harrogate</li> <li>• Jailosi Gondwe, Consultant Paediatrician, NLAG</li> <li>• Ramani Gunasekera, Consultant Paediatrician, Airedale</li> <li>• Gill Harries, Calderdale &amp; Huddersfield</li> <li>• Cath Harrison, Consultant Neonatologist, Leeds Teaching</li> <li>• Lesley Harrison, North Lincs &amp; Goole</li> <li>• Angela Hughes, Lead Nurse PCCU, Sheffield Children's</li> <li>• Debbie Kerr, Clinical Lead Paediatrics, Barnsley</li> <li>• Katy Knight, Strategy Lead, NHS England</li> <li>• Jo Lumsden, PICU Consultant, Leeds</li> <li>• Samantha Maher, Deputy Divisional Manager, SCH</li> <li>• Chris Medd, Consultant Anaesthetist, Chesterfield</li> <li>• Helen Moore, Consultant Paediatrician, Chesterfield</li> <li>• Philippa Rawling, Consultant Paediatrician, Airedale</li> <li>• Heather Stuart, Lead Nurse SCBU, Harrogate</li> <li>• Ravi Theva, Consultant, Sheffield Children's</li> </ul>

ITEM		ACTIONS
1.	<p><b>Apologies, welcome and introductions</b></p> <ul style="list-style-type: none"> <li>• Introductions were given around the table.</li> <li>• It was noted that the meeting was quorate.</li> <li>• There were no conflicts of interest.</li> </ul>	
2.	<p><b>Minutes of the previous meeting held 16 July 2019</b></p> <p>The minutes from the previous meeting were accepted as a true and accurate record.</p>	
3.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• ICS – EA informed the group that Anna Clack had been invited to be part of this group. Unfortunately, Anna was unable to attend today but intends to come along to future meeting where she will provide updates.</li> <li>• Winter pressure monies – those who had submitted updates regarding the use of this funding were thanked.</li> </ul>	AC
4.	<p><b>Paediatric Critical Care and Specialised Surgery in Children National Service Review</b></p> <ul style="list-style-type: none"> <li>• <b>National Update/ Future Funding of the Network</b> SH informed the group that the report is awaiting publication. HB commented that following national reviews and reprioritisation the outcome was nine mandated ODNs, one of which is paediatric critical care and specialised surgery which will be hosted by SCH. SCH have been formally notified of these changes. Once the priorities of this network have been confirmed as well as what the network is expected to deliver, detailed discussions will take place with relevant colleagues.</li> <li>• <b>PCC Modelling Tool – update</b> EA, AD and HB had met recently with Barry Thomas, NHS England, regarding paediatric critical care and specialised surgery data. They are currently working to make the modelling tool robust as it can be by ensuring it is fed with validated data, following which it will be circulated to the group.</li> </ul>	EA/AD
5.	<p><b>Y&amp;H Pilot Test Site for Paediatric CC &amp; Specialised Surgery</b></p> <ul style="list-style-type: none"> <li>• <b>National Update and PCC Modelling Tool</b> This item was covered earlier in the meeting.</li> </ul>	
6.	<p><b>Work Programme</b></p> <ul style="list-style-type: none"> <li>• <b>Draft Level 2 Service Specification</b> EA informed the group that the first meeting of the Draft Level 2 Service Specification Working Group took place three weeks ago, it was a positive meeting and there was good engagement. Those in attendance went through the current national service specification for level 2 care in tertiary units. The draft was scrutinised in detail in order to make it fit for purpose for use out of a tertiary unit. Once the final amendments have been made the document will be circulated to the group.</li> </ul> <p>Next steps are to have a virtual conversation where the document can be amended further, if necessary. The document will then be circulated wider in the New Year.</p>	EA

	<ul style="list-style-type: none"> <li>• <b>HDU Re-Audit (5/11/18 – 3/2/19)</b> KP confirmed that the HDU audit will commence on 4 November 2019 and run for three months. It was noted that the form to be completed had changed slightly in order to capture information regarding LTV patients. KP will provide feedback at the January meeting.</li> <li>• <b>Service Evaluation Update – Anaesthetics and Emergency Departments</b> KP informed the group that the service evaluations with ED and Anaesthetics are ongoing, with seven completed so far. The themes emerging so far are issues with workforce, particularly anaesthetics in DGHs and training and education, particularly advance life support skills.</li> </ul>	<p><b>KP</b></p>
	<ul style="list-style-type: none"> <li>• <b>LTV Working Group</b></li> </ul> <p><b>High flow</b> KP reminded colleagues that at the last Exec she talked about high flow as part of audit work. KP was asked by the group to explore this in more detail and therefore sent out a survey to all Matrons and Ward Managers in hospitals within the Y&amp;H PCC ODN, including tertiary centres.</p> <ul style="list-style-type: none"> <li>○ KP presented an overview of survey results</li> <li>○ KP met with Scarborough recently who have struggled to implement high flow. However, systems are now in place to commence this service from this winter and the Network will be providing training in order to assist staff.</li> <li>○ A query was also raised about the process of weaning patients off high flow. KP confirmed that there is a section in the guideline on this subject. It was agreed this section would be circulated with the minutes of this meeting.</li> <li>○ It was agreed that KP will continue to feed back to the Exec Group on this subject.</li> </ul> <p><i>Post meeting note: Plans regarding high flow at Scarborough are now on hold.</i></p>	<p><b>KP/Admin</b></p> <p><b>KP</b></p>
<p><b>7.</b></p>	<p><b>PICU Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Leeds (JL/DW)</b> There were due to be 14 new starters, however this had reduced to 11. 2 senior staff had taken up ANP roles. It was hoped in the new year that the additional staff will enable 14 beds to open in total.</li> <li>• <b>Sheffield (CB/AH)</b> It was noted that staffing is at full capacity for the winter. In order to assist with patient flow Embrace will look into providing repatriation for patients who have been discharged from PICU to a ward in tertiary centre and then require transfer back to local DGH if this is within 24 hours.</li> </ul>	
<p><b>8.</b></p>	<p><b>Winter Update</b></p> <ul style="list-style-type: none"> <li>• KP informed the group that regular meetings had been taking place to discuss winter planning and capacity issues for Y&amp;H. It was noted there is a need to keep re-assessing capacity issues and to keep colleagues informed throughout the winter. A winter planning meeting took place in September 2019 and along with Y&amp;H PCC ODN was attended by representatives from Sheffield Children's Hospital PICU, Leeds Children's Hospital PICU, Embrace, Specialised Commissioning.</li> <li>• With regard to capacity, it was noted that a regional bed base approach would be sensible in order to avoid overloading one Trust. Both Tertiary Units met with the ODN and Embrace to discuss how they might pursue this further. The Medical Directors have been kept up to date and support these discussions. Nationally SOPs are being reviewed, however there are no major changes.</li> </ul>	<p><b>KP</b></p>

	<p>Some fine tuning is required around the restructure of NHS England, which has resulted in the increase from 4 regions to 7. Y&amp;H will continue to work with colleagues in the North East and North West. There is a meeting in 2 weeks with the Northern Network to discuss the North of England escalation policy. Our SOP will continue to be used.</p> <ul style="list-style-type: none"> <li>• With regard to exception reporting, KP asked that adult ICUs contact her with details of any children under 16 who are admitted to adult units due to capacity issues, as previously agreed.</li> <li>• The Y&amp;H region are carrying out planning work, from a paediatric perspective, with regard to EU exit strategies.</li> </ul>	<b>KP</b>
9.	<p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• <b>Update (GB/KP)</b> GB updated the group and noted that education and training had been going very well. <ul style="list-style-type: none"> <li>○ 5 PReS days had taken place and the feedback received was very positive. Around 90 people had attended with only Airedale and Bassetlaw unable to be present due to staffing issues. A range of scenarios had been presented, including LTV, limitation of treatment and organ donation.</li> <li>○ It was noted that there had been a lot of engagement with ED teams, however it had been difficult to recruit paediatric staff.</li> <li>○ An ED programme is underway, with three new dates to be confirmed.</li> <li>○ The ODN delivered a day in September in collaboration with the Adult ICU and there are two more dates to come in January, again there had been good engagement.</li> <li>○ Level 1 Critical care Programme, good engagement from nurses, 55 had taken part in the programme so far. There are 40 nurses booked on to the next two dates.</li> <li>○ The local learning needs that have been identified are simulation sessions and LTV.</li> <li>○ The positive benefits of Twitter had been noted. This had promoted good communication, enabled sharing of learning outcomes.</li> <li>○ The Core Team will be meeting in November to plan activities for next year.</li> <li>○ It was noted by other ODNs at a recent event in London that the training and education provided by Y&amp;H ODN is of a very high standard.</li> </ul> </li> <li>• <b>Clinical Forums (RT/SC)</b> <ul style="list-style-type: none"> <li>○ The Clinical Forum last month led by Embrace had evaluated as a positive and useful day</li> <li>○ A further Forum is planned for 5 November 2019 with a surgical focus, including when to transfer, how to prepare patients, brain stem death, families on the journey to organ donation and team working.</li> <li>○ 10 March 2020 there will be a whole day event focussing on LTV with further dates to be planned.</li> </ul> </li> <li>• <b>Conference</b> KP informed all that the Annual Conference is now confirmed to take place on Friday 12 June 2020, at Wetherby Racecourse.</li> </ul>	
10.	<p><b>Feedback:</b></p> <ul style="list-style-type: none"> <li>• <b>CRG representation (KP/EA)</b> KP attended her first meeting last month which this provided the opportunity to discuss the work programme. The PIC CRG is working on a level 2 service specification which will include a section on care delivered outside of a tertiary centre. KP will keep the group updated on progress and will share the Y&amp;H work with the CRG.</li> </ul>	<b>KP</b>

	<ul style="list-style-type: none"> <li>• <b>Update SYB ICS Workstreams:</b> <ul style="list-style-type: none"> <li>○ <b>Acutely unwell child workforce</b> AC was unable to attend the meeting. KP and EA informed all that they had recently attended a meeting which described how the new hosted network will function and fit in with the larger ICS agenda. There were a lot of interdependencies with the ODN, and therefore they have been invited to our Exec and we in turn attend theirs. An update will be circulated with the minutes of this meeting.</li> </ul> </li> </ul>	<b>EA/Admin</b>
11.	<p><b>Parent Engagement update (KP)</b></p> <p>Nothing further to report at this point. It would be helpful if a nurse from a DGH would like to participate. Still awaiting dates from Leeds. Sheffield date to be arranged over next couple of months.</p> <p><i><b>Post meeting note:</b> Tracey Barker has agreed to take on this role. KP, TB will attend SCH next week (15 November).</i></p>	
12.	<p><b>Embrace</b></p> <ul style="list-style-type: none"> <li>• <b>Activity Summary Report (SH)</b> SH presented Embrace's summary report for the past three months: <ul style="list-style-type: none"> <li>○ Activity had been relatively low with 28 transfers. They are currently tracking stabilisation times.</li> <li>○ The STOPP tool is being used successfully, it was noted that in two thirds of cases the local team transferring used the tool. No negative feedback had been received.</li> <li>○ With regard to staffing, there are nursing gaps as some have moved into ANP training. Embrace have recruited 5 nurses, however the HR process means there will be a bit of a gap until they commence in post. Embrace have prioritised full night cover, there are some days where they are down to 3 teams from 4. It was noted that no significant problems have been identified and this position should be rectified going into winter.</li> <li>○ ANP team – one member of staff has retired and two new members have commenced in post.</li> <li>○ Annual Report – this has been submitted to the Embrace Reference Group and will be circulated with these minutes.</li> <li>○ 10 year review – SH expressed gratitude for people's input. Now that</li> <li>○ Andrew Fester has been appointed as a Leadership Fellow with Embrace.</li> </ul> </li> </ul>	
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Forward App</b> This app was highlighted at the winter planning meeting at Embrace. SH informed all that with this new technology clinical information and images can be exchanged on smart phones, both Trust phones and personal devices as all images taken are stored in the secure app which is NHS approved, not on the device. The app is free to download but you will need an NHS email address to register.</li> <li>• <b>Sepsis Guidance</b> KP informed the group that Tracey Barker (Chesterfield) has been highlighted guidance that has been introduced as part of the national sepsis toolkit, 2019 version. It was noted that the documentation needs to be updated on the Embrace website. SH will action. All were asked to ensure that their Trust websites also have the latest version.</li> </ul>	<b>SH All</b>

	<p>RT has recently had a case review meeting with Barnsley and Rotherham and asked that thanks be passed on to the teams involved.</p> <p>EA confirmed that the Annual Report will be circulated this week. There will be a two week deadline around comments, after which the report will be taken as agreed.</p>	<b>EA/All</b>
14.	<p><b>Dates and times for PCC Executive Group 2019 Meetings - PLEASE NOTE THE MIX OF DAYS</b></p> <ul style="list-style-type: none"> <li>• Thursday 30 January 2020, 10am – 12noon, Hatfeild Hall, Wakefield.</li> <li>• Thursday 30 April 2020, 10am – 12noon, Hatfeild Hall, Wakefield.</li> <li>• Tuesday 14 July 2020, 10am – 12noon, Hatfeild Hall, Wakefield.</li> <li>• Tuesday 13 October 2020, 10am – 12noon, Hatfeild Hall, Wakefield</li> </ul>	

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