

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

TUESDAY 24 APRIL 2018, 10AM-12 NOON HATFEILD HALL, WAKEFIELD

Present	Apologies Received
<ul style="list-style-type: none"> • Alison Cowie, Matron for Paediatrics, Rotherham • Catherine Rourke, Paediatric Consultant, Calderdale • Chris Beattie • David Finn, ST6 PICU, Leeds • Davinder Singh, ST8, PICU, Leeds • Donna Webb, Matron, Leeds • Elaine Eckersley, Educator, Y&H PCC ODN • Emma Andrews, Interim Clinical Networks Project Consultant • Fatemah Rajah, Consultant, Embrace • Helen Brown, Network Manager, Y&H PCC ODN • Jeff Perring, Clinical Lead, Y&H PCC ODN • Jo Whiston, Transport Educator, Embrace • Joanne Reed, Ward Manager, Calderdale • Karen Perring, Lead Nurse, Y&H PCC ODN • Kirsty Randell, Matron for Children's Services, Airedale • Murray Wheeler, Consultant Paediatrician, York • Naveen Naganna, Consultant Paediatrician, Rotherham • Rum Thomas, Clinical Lead, Sheffield Children's • Samantha Burle, ST5 Paeds, SCH • Sarah Halstead, Senior Service Specialist, NHSE • Sian Cooper, Clinical Lead, Y&H PCC ODN • Vanessa Brown, Matron PHDU, Hull and East Yorkshire 	<ul style="list-style-type: none"> • Angela Hughes, Lead Nurse, Sheffield Children's • Anna Linden, Consultant Paediatrician, Harrogate • Chris Medd, Consultant Anaesthetist, Chesterfield • Ezzedin Gouta, Paediatric Clinical Lead, Barnsley • Julie Walker, Matron, Paediatric Services, Harrogate • Kay Rushforth, Head of Children's Nursing, Bradford • Stephen Hancock, Transport Consultant, Embrace • Suzanne Palmer, Lead Nurse, Embrace • Tim Haywood, Consultant, Leeds
ITEM	ACTIONS
<p>1. Apologies, welcome and introductions</p> <ul style="list-style-type: none"> • Introductions were given around the table. • It was noted that the meeting was quorate. • There were no conflicts of interest. 	
<p>2. Minutes of the previous meeting held 12 January 2018</p> <ul style="list-style-type: none"> • The minutes from the previous meeting were accepted as a true and accurate record. • Matters Arising from the previous minutes are to be covered under the relevant agenda item. <ul style="list-style-type: none"> • Clinical Engagement Meeting 15 January 2018 – HB attended the meeting. It was discussed how the aim is for DGHs to work together. Peter Wilson will give a further update at the forthcoming Y&H PCC Annual Conference. • Helipads – SHan had requested at the previous meeting that all units forward information regarding the current state of their helipads. Apologies had been received from SHan and therefore an update was unavailable at the meeting. • Import/Export Information – Apologies had been received from SHan and therefore an update was unavailable at the meeting. 	

3.	<p>WC4 Paediatric Networked Care Cquin <u>Action Plan & Development</u> <u>Next Steps</u></p> <ul style="list-style-type: none"> Leeds and Sheffield Children’s Hospital are responsible for delivering a Network Care Cquin which the Y&H PCC ODN have been undertaking on their behalf. This approach is only taking place in the Y&H region. The provider units were thanked for their participation. The next step will be to present the Service Evaluation and HDU findings and recommendations to Commissioners with a view to producing an action plan. 	
4.	<p>Y&H PCC ODN Presentation to SCOG (Specialised Oversight Group) – 3 May 2018</p> <ul style="list-style-type: none"> The ODN team will give a presentation to the SCOG based on the Service Evaluation and HDU audit to agree next steps (as above). Challenges are to be discussed and action plans to be agreed. CCGs will also be represented at the meeting. Following the above meeting, a Clinical Forum titled “Has Time Moved On?” has been scheduled to take place on 17 September, 9am-1pm at Hatfield Hall, Wakefield. The forum will focus on priorities, roles of DGHs and next steps. 	
5.	<p>Matters Arising</p> <ul style="list-style-type: none"> Network Capacity Update - At the January 2018 EGM it had been reported that capacity had reduced in both Leeds and Sheffield and this has had to be managed very closely. KP advised that capacity had reduced further since and was due staff vacancies and staff sickness. There had been 22 out of network transfers this year, to the North West, but the majority to Newcastle, and although this is the largest number of out of network transfers this did not result in many escalations to NHSE. In order to understand this KP requires PICANet data from Leeds and Sheffield. SC to forward Leeds data to KP. RT/KP to feedback capacity discussions with Angela Hughes. KP continues to monitor capacity and beds. Recruitment is ongoing and staff have been recruited in both Leeds and Sheffield. Leeds are focusing on education and supporting staff wellbeing and Sheffield have recruited to a staff support role. KP has requested a workforce update from Leeds and Sheffield and will meet shortly to discuss establishments. There are national problems with recruitment and alternatives are being considered e.g home grown, lower banding, non-registered workforce. Taster/rotation for already qualified staff was suggested. KP stated that no exception reports had been received back this year. There were no incidents of “no beds” this year. High flow could have impacted and reduced CPAP. Deep Dive (Embrace) – HB advised that in preparation for winter 18/19 Y&H Network would be holding their own Deep Dive Meeting following the ERG meeting at Embrace 14 September 2018. Winter 17/18 & Preparing for Winter 18/19 NHSE Winter Wash Up – Thursday 10 May 2018 – This will be attended by network representatives from the whole of the North of England. The ODN have been invited to present Service Evaluation work. The other 2 networks will also present and it is hoped that learning will be taken from the day. NN enquired whether impact of the cancelled surgery/bed blocking would be taken into consideration at the meeting? HB will highlight on behalf. Surge & Escalation SOP – Repatriation Letter – Following infection control issues around patients repatriated to DGHs this letter (Enc B) has been circulated to the Network for comment. The letter originated from Thames Valley. All comments should be forwarded to HB by <u>2 May 2018</u> otherwise it will be assumed that all are happy with this. An operational matrix was also highlighted at January’s meeting and no further comments had been received - HB will now produce a final document for compliance next winter with sign off aimed for the October EGM. 	<p>SC/RT/ KP</p>
6.	<p>Clinical Governance</p> <ul style="list-style-type: none"> Tracheostomy Incidents - 4 potential governance issues had previously been raised with SC. SC has looked at all 4 cases and contacted the relevant units with findings, learning points and highlighting good practice in order to raise 	

	<p>awareness and shared responsibility. All 4 children had Tracheostomies but were harder to ventilate due to leaking around the tube. There were also delayed transfers to ICU. A Tracheostomy simulation has now been written into the PrES day. It was agreed that the stocklist would be shared. A brief discussion took place regarding the management of these cases. SC to also circulate KB list. SC asked that attendees circulate the Tracheostomy checklist amongst colleagues.</p>	All SC
7.	<p>Education & Training An update on Study Days was circulated to attendees prior to the meeting:-</p> <ul style="list-style-type: none"> • Nurse Study Days – There were cancellations January - where possible EE will offer out alternative days. • PrES – 17 days offered this year. Skill mix can be a problem and has resulted in the cancellation of a day this year. Availability of staff can also present challenges. EE is happy to discuss individual cases. The situation will be reviewed again next year. • Clinical Forums – Good feedback received from the 2 previous forums. Although it was noted that the Status Epilepticus forum which was re-run following requests had not been particularly well attended. Topics suggested for forthcoming Clinical Forums are sepsis, asthma, tracheostomy and M&M. • Annual Conference – 8 June 2018 – a registration form and draft programme may be accessed here via the link to the Y&H PCC ODN NHS Networks page. 	
8.	<p>Y&H PCC ODN Guidelines</p> <ul style="list-style-type: none"> • Paediatric Trauma Guidelines – SC gave a brief update. SC has been chairing the working group for 18 months. A copy of the draft guidelines produced will be circulated shortly with a 1 month period of consultation to follow. The guidelines contain useful content relevant to the Executive Group and a copy of the guidelines may be accessed here via the link to the Y&H PCC ODN NHS Networks page. Final sign off will agreed by the Regional Trauma Reference Group. 	
9.	<p>Feedback</p> <ul style="list-style-type: none"> • Children’s Surgery & Anaesthesia – MCN/WTP – DRAFT Service Specification. EA advised that the network had compiled recommendations for the designation process and these had been presented to the Joint Committee of Commissioning. Chief Officers have agreed implementation of a 6 month service model. 3 hubs have been contacted. Doncaster has not been designated as a hub – although working with them to develop the service. Action plans are due w/e 27 April 2018 with a timeline to be agreed shortly. It is aimed for the service to be in place September 2018. A 3 month extension of funding has been agreed for the network. SCH will continue to host the network and there are plans to produce a work programme. Discussions continue regarding SY and Bassetlaw and Mid Yorks and minutes taken at the recent meeting will be circulated to a wider audience. Embrace will look at developing a guideline across the network and (currently looking at the Wessex model). SHal enquired whether any impact analysis work had been undertaken? Some at an early stage and EA has fed this back to the board for ICS. Repatriation information is fed back via DCO Gateway 2. • Acutely Unwell Child – MCN/WTP – EA gave the group a brief update. The work programme has been produced for sign off at end of the year. Guidelines are to be produced incorporating ambulance services, pharmacy, families and children, it is hoped these will be in place August 2018. Workforce, role of the physician and associates plus supporting rotas around paediatrics are key topics. A paper has been produced along with a proposal to go to America regarding using PAS in a Paediatric setting. ICS are also concentrating on workforce. NHSE and system transformation team engaged. Funding has been rolled forward for 3 months. • JP advised that a meeting of the Acutely Unwell Group will take place this evening where an output will be supplied on the consultation process 	

10.	Parent Representative Report <ul style="list-style-type: none"> New Parent Representative – Stephen Burnell was unable to attend today’s meeting and has now undertaken a new role. HB asked for volunteers to help agree the remit and purpose of the role of Parent Representative for the Network. Chris Beattie and Rum Thomas volunteered. It was suggested that 2 positions for Parent Representatives are put in place. Presence at Clinical Forums was also suggested. 	
11.	Embrace <ul style="list-style-type: none"> Activity - FR gave a brief overview of the Activity Reports for January, February and March 2018. Peer Review – The visit took place w/c 16 April 2018. Feedback was good, the team were happy with the engagement and teamwork with the ODN and the feedback mechanisms in place with parents. The visit highlighted the lack of a suitable space for cleaning of equipment and this has been raised with the Trust. CAMTs Update – Currently looking at evidence until September following the site visit. Air Ambulance – The plans for a new helicopter have been delayed. Leadership Fellow - To commence in post August 2018. Temporary replacement for Lead Nurse – Temporary cover arrangements have been put in place for 6 months. 	
12.	Any other business <ul style="list-style-type: none"> Website Update - The old website was closed down 31 March and meeting papers are to be circulated via a link to NHS Networks. Any suggestions of content for the new website should be forwarded to lisa.gorry@sch.nhs.uk Need to be aware that some documents are not for public facing. There are issues relating to the accessing of guidelines via Ignaz and the ODN are now looking at developing their own mobile app. Executive Group Meeting Attendance – HB wanted to make the group aware that the Neonatal QST visits had highlighted a number of Trusts as having minimal engagement with the ODN and as a result this had been addressed in writing to the relevant Trusts. It is evident that these same Trusts have minimal engagement with the PCC ODN also and that there is a pattern of non-engagement/attendance at network meetings. It was however noted that all PCC Executive Group Meetings are quorate. All were asked to note that Deputies are invited to attend meetings in order for representation to be made at meetings and for important information to be disseminated as appropriate. Updated Terms of Reference will be presented at the next EGM in July. All Trusts will also be asked to re-confirm that the ODN have the correct contact details for attendees. This may be a good time for Trusts to review their nominations for attendees. It was suggested that other ways of holding meetings should be considered e.g conference calls. ODN Office Relocation - The ODN will move office Tuesday 29 May 2018 to a temporary site at Becton. There are future plans for a permanent base with Embrace with a base for meetings feeding into the long term plan. 	<p style="text-align: center;">All</p> <p style="text-align: center;">All</p>
13.	Diary Dates for 2018 Executive Group Meetings <ul style="list-style-type: none"> Thursday 19 July 2018, 10am – 12 noon, Hatfeild Hall Tuesday 16 October 2018, 10am – 12 noon, Hatfeild Hall Tuesday 15 January 2019, 10am – 12 noon, Hatfeild Hall 	<p style="text-align: center;">All</p>