

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

**TUESDAY 23 APRIL 2019, 10AM-12 NOON,  
HATFIELD HALL, WAKEFIELD**

Present	Apologies Received
<ul style="list-style-type: none"> <li>• Angela Hughes, Lead Nurse PCCU, SCT</li> <li>• Anne Donkin, Information Officer, ODN</li> <li>• Chris Beattie, Head of Paediatric Nursing, Doncaster &amp; Bassetlaw</li> <li>• Chris Medd, Consultant Anaesthetist, Chesterfield</li> <li>• Cliff Bevan, Consultant PICU, SCH</li> <li>• Donna Webb, Matron for CC and Cardiology, Leeds</li> <li>• Emma Andrews, Network Manager, PCC ODN</li> <li>• Emma Green, Service Specialist, NHSE</li> <li>• Ezzedin Gouta, Clinical Lead Paediatrics, Barnsley</li> <li>• Helen Brown, ODN Network Director</li> <li>• Jo Lumsden, PICU Consultant, Leeds</li> <li>• Julie Walker, Matron, Harrogate</li> <li>• Karen Perring, Lead Nurse, PCC ODN</li> <li>• Kate Bollington, Governance Lead, Rotherham</li> <li>• Kirsty Randell, Matron, Airedale</li> <li>• Lauren Hicks, Associate Director Surgery &amp; CC, SCH</li> <li>• Murray Wheeler, Consultant, York</li> <li>• Rum Thomas, Clinical Lead/Consultant, ODN/PICU SCH</li> <li>• Samantha Maher, Deputy Divisional Manager, SCH</li> <li>• Sarah Halstead (Chair), Senior Service Specialist, NHS England</li> <li>• Sian Cooper, Clinical Lead, ODN</li> <li>• Sophie Gilmore, Staff Nurse, SCH</li> <li>• Stephen Hancock, Consultant, Embrace</li> <li>• Sue Langworth, Head of Children's Nursing, Mid Yorks</li> <li>• Tracey Cole, ODN Network Co-ordinator</li> <li>• Vanessa Brown, Matron, Hull</li> </ul>	<ul style="list-style-type: none"> <li>• Alison Cowie, Matron for Paediatrics, Rotherham</li> <li>• Anna Lindon, Consultant Paediatrician, Harrogate</li> <li>• Ashy Shanker, Associate COO, North Lincs &amp; Goole</li> <li>• Cath Harrison, Consultant, Embrace</li> <li>• Deborah Bray, Operational Matron, North Lincs &amp; Goole</li> <li>• Elaine Eckersley, Network Educator, ODN</li> <li>• Heather Stuart, Lead Nurse SCBU, Harrogate</li> <li>• Jo Whiston, Lead Nurse, Embrace</li> <li>• Kathryn Davison, Consultant Paediatrician, Mid Yorkshire</li> <li>• Liz Cotterill, Deputy Divisional Manager - Critical Care &amp; Embrace</li> <li>• Nicola Lockwood, Matron Child Health, York Hospitals</li> <li>• Rachel Riddell, Consultant Paediatrician, SCH</li> <li>• Shoma Ganguly, Consultant Paediatrician, Doncaster &amp; Bassetlaw</li> </ul>
ITEM	ACTIONS
<p><b>1. 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> <p>SHal asked that organisational representatives please ensure that they feedback</p>	

	information to their Department/Trust as this is a Board meeting, and as such, it is important that the relevant information is cascaded back to Trusts.	
<b>2.</b>	<b>Minutes of the previous meeting held 15 January 2019</b>  The minutes from the previous meeting were accepted as a true and accurate record with no amendments to be made.	
<b>3.</b>	<b>Matters Arising</b>  There were no matters arising that were not covered elsewhere on the agenda.	
<b>4.</b>	<b>Paediatric Critical Care and Specialised Surgery in Children National Service Review (SHal/EG)</b>  SHal informed the group that the Paediatric Critical Care and Specialised Surgery test site finished at the end of March. There were two main outcomes, firstly a tool had been created which would be used across the country to help develop paediatric critical care and specialised surgery. The Network Team had sight of this tool and it was felt by the Clinical Leads that this would be beneficial to the Units.  Secondly, it was noted that a key workstream was transport, for which a questionnaire had been developed. KP has received an invitation to sit on the newly formed Transport Group, the purpose of which is to discuss the outcomes of reviews and discuss the plan for on-going processes. It was noted that with regard to next steps there is a need to develop a framework with regard to long term ventilation. A review of the NCEPOD is currently pulling together the necessary information. SHal has received the modelling tool and is happy to share from her commissioning perspective.	
<b>5.</b>	<b>Y&amp;H Pilot Test Site for Paediatric CC &amp; Specialised Surgery (SHal/EA)</b>  <ul style="list-style-type: none"> <li>• <b>National Update (SHal/EG/KK)</b>  See Item 4 above.</li> <li>• <b>PCC Modelling Tool (EA)</b>  EA confirmed that work is currently ongoing with the paediatric care modelling tool which had been developed by McKinseys. It was noted that both RT and SC felt this is a useful tool to support units in working with their data. HB suggested it would be useful to present this tool to Clinical Leads and Matrons in PICUs. It was noted that functionality of the tool can be adapted locally.  SH queried whether the errors with PICU data on the tool had been corrected. EA confirmed that this request had been made. It was noted that AD is currently working on a high level document in the absence of confirmation from McKinsey.  A meeting will be arranged so that this modelling tool can be looked at in detail. EA to circulate a date.</li> </ul>	<b>EA</b>
<b>6.</b>	<b>Work Programme</b>  <ul style="list-style-type: none"> <li>• <b>Draft Level 2 Service Specification (EA)</b> EA is carrying out work around current Level 2 service specification. EA asked that following this meeting, we call for nominations to pull together a small working group, the purpose of which will be to seek to develop a fit for purpose service specification for the delivery of Level 2 HDU care outside of a Tertiary Unit.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>HDU Re-Audit (5/11/18 – 3/2/19) (KP)</b>        KP confirmed that the audit finished in February. Every unit submitted data and this data had been pulled together into individual reports for Units and it is hoped these will be distributed in the coming weeks. The feeling was that it has been quieter this year in general, although high flow work continues to remain busy. KP will present an overview of data at the forthcoming Annual Conference. It was noted that we don't have the same time period each year, therefore going forward a snapshot will be taken of the same time period as the previous year. A summary will be provided in the Annual Report.         KP to undertake some scoping work around the provision of high flow across the patch in order to identify any significant variation.</li> <li>• <b>Service Evaluation Update – Anaesthetics and Emergency Departments (KP)</b>         The Service Evaluation process has commenced. The feedback from local hospitals is that this process has been both a useful, informative and positive experience. The main themes that have arisen are workforce and education &amp; training. Those units with level 2 activity have been prioritised. KP informed the group that the reports have been going out in a timely manner.</li> <li>• <b>LTV:</b> <ul style="list-style-type: none"> <li>○ <b>Working Group (SC)</b>            SC informed the group that two meetings had taken place so far with all stakeholders represented, with the exception of neonates. Chris Day has been asked to seek a representative for neonates.             There have been positive outcomes from the Parent Focus Groups in Sheffield and Leeds. A mapping exercise had taken place to review where patients are located.             It was noted that the West Midlands quality service review, which aligns with service specifications and is a national standard, has been agreed for use.             A letter has been sent from the Network in support of the Business Case in Leeds. SC is currently seeking to identify a lead for the acute care pathway.</li> </ul> </li> </ul>	<p><b>KP</b></p> <p><b>CD</b></p> <p><b>SC</b></p> <p><b>HB</b></p>
<ul style="list-style-type: none"> <li>• <b>WC4 CQUIN Summary Report (HB)</b>         The final report of a 2 year CQUIN was presented to the group, this summarised the work undertaken along with the outputs. There were 4 parts in total - service evaluation; HDU audit; agree changes; and implement changes. The final report has gone to Sheffield and Leeds tertiary units for them to submit to their commissioners.</li> </ul>	

7.	<p><b>ODN/Embrace Meeting 20 May 2019 (HB)</b></p> <p>A draft agenda was circulated for the collaborative day with the PCC ODN, NIC ODN and Embrace. The purpose of this day will be to reflect on what we have done so far, the national direction of travel with regard to transport and how we want to shape the future of transport. There will be two break-out sessions in the afternoon which will reflect on the transport service but will also consider the networks. They will be seeking opinions on what value has been added by the networks in order to help shape the work programme and priorities going forward. HB asked that all encourage their staff to attend, specifically those who deal with Embrace on a daily basis. It was agreed that a letter be sent out by SH this week to encourage attendance. It was also suggested that those unable to attend be encouraged to send in comments prior to the event. It was agreed that a survey monkey be developed for feedback.</p>	<p><b>SH</b></p> <p><b>All</b></p>
8.	<p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• <b>Update (KP)</b></li> </ul> <p>KP informed the group that an overview of the training plan for 2019, which had been circulated with the agenda, was also available on the PCC Network website.</p> <p>The group were informed of a few changes to the workforce structure. Elaine Eckersley, Network Educator has semi-retired and reduced her working hours to 3 days a week from 1 April 2019 and Gemma Bradley had been appointed as the new Educator and will commence in post on 7 May 2019, on a full time basis.</p> <p>Elaine's role will now focus on nurse education based around level 1 critical care competencies. A regional nurse education programme has been developed which will aim to provide training for the following:</p> <ul style="list-style-type: none"> <li>○ A Systematic 'paediatric approach' to caring for the critically ill child.</li> <li>○ Recognition of the deteriorating child.</li> <li>○ Identify when to escalate care and use of SBAR.</li> <li>○ Identify use of appropriate clinical interventions to manage critically ill child.</li> </ul> <p>It was agreed that a standardised approach to this training would enable nursing staff to add this day to their passport and ensure consistency if they were to move to different hospitals within the region. Paediatric Matrons and Ward Managers across the region have been informed. There will be five training days this year with approximately 25 places on each day, for details please contact Elaine Eckersley. Each day will be evaluated throughout the year.</p> <p>Gemma Bradley will focus on education and training for ED nurses around the region. She will also facilitate the regional PReS days. More specific education requests around particular training needs such as high flow, CPAP, Sepsis etc. will continue to be provided via half day sessions and delivered locally when possible. For further details, please contact Gemma and Elaine.</p> <ul style="list-style-type: none"> <li>• <b>Multi-professional Education</b></li> </ul> <p>The PReS (Paediatric Resuscitation and Stabilisation) day programme has been extremely successful over the past 5 years, however last year there were a number of cancellations. After reviewing the evaluations and training numbers a decision was taken that PReS days will be delivered on a hub basis to 3 or 4 hospitals at a time in order to improve the chances of the correct attendance and skill mix. The programme has been updated to include 4 simulations and a question and answer session at the end of the day.</p>	

	<ul style="list-style-type: none"> <li>• <b>Clinical Forums (RT/SC)</b></li> </ul> <p>Forthcoming events were noted:</p> <ul style="list-style-type: none"> <li>○ Annual Conference at Wetherby Racecourse – 7 June 2019.</li> <li>○ PCC Clinical Forum “How to get the most out of Embrace” at Hatfeild Hall – 10 September 2019.</li> <li>○ PCC Clinical Forum – subject to be confirmed at Hatfeild Hall – 5 November 2019. RT is currently seeking volunteers to present cases at this particular Forum.</li> <li>○ The Clinical Leads will also offer short teaching sessions at the local critical care group meetings they attend in DGH's.</li> </ul> <p>If anyone has useful topics to discuss at future Clinical Forums, please contact RT or SC.</p>	<b>All</b>
<b>9.</b>	<p><b>Feedback:</b></p> <ul style="list-style-type: none"> <li>• <b>CRG meeting</b></li> </ul> <p>No feedback has been received as yet, however if any is returned this will be circulated with these minutes.</p> <p>Applications have been sought for clinical representation on the CRG for paediatrics.</p> <ul style="list-style-type: none"> <li>• <b>Y&amp;H Children’s Palliative Care Network Annual Conference “Ethical Dilemmas in Children’s Palliative Care”</b></li> </ul> <p>At the last Exec meeting we were notified that there was no further funding and the Network would cease to exist. However, in the interim joint funding from CCGs has now been provided going forward, for a period of 3 years. The Plan and Strategy are available on their website.</p> <ul style="list-style-type: none"> <li>• <b>Update SYB ICS Workstreams</b></li> </ul> <p>EA attended an Acutely Unwell Child MCN Whole Network meeting last week at which proposed plans coming out from hospital service reviews were discussed. These plans were presented and discussed among Chief Executives at the end of March. It was confirmed that there are currently no proposals to undertaken reconfiguration of services. Significant emphasis was placed on a new hosted network at SCH which will undertake the transformation programme. The purpose of this network will be to support the delivery of high quality equitable paediatric services. There was an emphasis to move forward quickly. It is important for this Exec Group to be aware of the work in the ICS's and what implications any changes may have to other bordering areas.</p> <ul style="list-style-type: none"> <li>• <b>Surgery and Anaesthesia</b></li> </ul> <p>The Network is re-establishing with a new Manager and Clinical Lead. Work is focussed on completing the designation of the Units.</p> <p>With regard to the implication for networks, EA and HB are working with Sarah Halstead and Emma Green in order to understand the exact mandate given to the ODN regarding the focus on specialised surgery or surgery in children in general.</p> <ul style="list-style-type: none"> <li>• <b>CRG Vacancies (Clinical and PPV)</b></li> </ul> <p>Emails have been recirculated concerning nominations for CRG vacancies and</p>	<b>EA</b>

	a parent service user. It was noted that the Clinical positions are about to close.	
10.	<p><b>Parent Engagement (KP)</b></p> <ul style="list-style-type: none"> <li>• There is no further update since the last meeting in January. KP continues to liaise with Leeds and Sheffield Lead Nurses.</li> <li>• Sheffield coffee mornings have been postponed over the winter, however these are now being scheduled. The Exec Group will be kept informed.</li> </ul>	
11.	<p><b>Embrace</b></p> <ul style="list-style-type: none"> <li>• <b>Activity Summary Report (SH)</b> SH presented an update on paediatric transfers and this was considered by the group. It was noted that winter had gone well with the summer rota now in place. There will be one team available from midnight which will make the management of rotas much easier. There have been some workforce challenges with both consultants and ANPs, however both have been dealt with by the Trust and Network. With regard to the ANP recruitment plan, Embrace have applied for support through HEE training places. As regards consultant recruitment, two posts have been advertised. Embrace are currently down by 1.7 wte. <p>Embrace have worked with SCH Trust to put in an application to NHS England for the expansion of their building to facilitate the co-location with the ODNs. This application was successful and it is currently in the planning phase.</p> <p>Embrace are in the final stages of agreeing the completed SLA with Yorkshire Ambulance, there are now 3 new ambulances fit for purpose.</p> <p>SH confirmed that the Peer Review Report will be placed on the Embrace website.</p> <p>As SCH Trust will be moving over to nhs.net email addresses at end of this week, the group were asked to double check contact lists.</p> <p>SH informed the group that Embrace are trying to move away from fax referrals. The nhs.net email address has been available for 3 years and staff are encouraged to use this route for referrals going forward, however telephone referrals are still acceptable. There have been some challenges in providing a web based referral form and this is currently being worked on. Although the generic referral inbox is checked on an hourly basis, colleagues were asked to telephone to check that a referral has been received (<a href="mailto:Embrace.transport@nhs.net">Embrace.transport@nhs.net</a>).</p> <p>It was noted that no delays had occurred due to staffing problems in the past 3 month period and no patient had gone above the decision response time of 3 hours, which it was noted is the national standard.</p> <li>• <b>Safe Transfer of Paediatric Patient (STOPP) – update (SH/KP)</b> The STOPP tool has been approved by the ODN Exec, this is now operational and there has been good feedback from users and the Network Lead Nurses meeting. A few amendments have been suggested and these will be considered over the coming weeks. This tool is available on the front page of the Embrace website under 'key documents'. A pack is included which can be utilised to support transfer. Any feedback is welcomed. Colleagues were asked to note the request at the top of the form that once complete a copy be emailed to KP for audit purposes.</li> </li></ul>	<p><b>SH</b></p> <p><b>All</b></p> <p><b>All</b></p>
12.	<p><b>AOB</b></p> <p>HB commented that as the ODN are hosted by SCH, they will also be moving over</p>	

	<p>to nhs.net email accounts. It was noted that this has caused some issues as they have over 2000 contact lists which are not able to be transferred over. The Admin Team are currently working to resolve this issue. As there have been a number of new appointments, HB will shortly be sending out an update.</p> <p>It was agreed that both tertiary units will provide an update at future meetings.</p>	<p><b>HB</b></p> <p><b>Tertiary Units</b></p>
<p><b>13.</b></p>	<p><b>Dates and times for PCC Executive Group 2019 Meetings</b></p> <p>Tuesday, 16 July 2019, 10am – 12noon, Hatfeild Hall          Tuesday, 15 October 2019, 10am – 12noon, Hatfeild Hall</p>	

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