

NETWORK BOARD MEETING

Minutes of the meeting held on
Wednesday 31st January 2007 at 10 am in the
Dudley Education Centre, Russell's Hall Hospital, Dudley

PRESENT:

Alyson Skinner (ASk), Consultant Neonatologist
Anand Mohite, Consultant Neonatologist
Andy Gibson, Researcher
Andy Spencer (AS) (Acting Chair), Network Lead
Babu Kumararatne, Consultant Paediatrician
Clare Steggle, Matron for Neonatal & Children's Services
Gina Hartwell, Senior Nurse Manager
Kate Palmer, Consultant Paediatrician
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner
Lynsey Ward, Practice Educator
Mick O'Donnell, Acute Services Lead
Nina Spofforth, Network Manager
Pam Smith, Matron for Paediatrics and Neonates
Prof Ed Peile, Head of Institute of Clinical Education & Associate Dean (Teaching)
Ruth Moore, Network Manager
Sanjeev Deshpande, Consultant Neonatologist
Sarah Carnwell, Network Administrator

Wolverhampton/Walsall
Dudley Group of Hospitals
Warwick Medical School
Newborn Network
Royal Wolverhampton Hospitals
Royal Wolverhampton Hospitals
Mid Staffordshire General Hospital
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Newborn Network
WMSSA
Maternity Network
Dudley Group of Hospitals
Warwick Medical School

Newborn Network
Shrewsbury and Telford Hospitals
Newborn Network

APOLOGIES:

Ajay Gupta, Consultant Paediatrician
Claire Wyon, Parent Representative
Elaine Hodson, Deputy Director of Acute Commissioning & Modernisation
Jackie Jenkinson, Senior Clinical Midwife
Jon Cook, Children's Programme Lead
Jon Crockett (Chair), Chief Executive
Raj Walia, Consultant Paediatrician
Simon Jenkinson, Lead Obstetrician
Wendy Tyler, Consultant Neonatologist

Mid Staffordshire General Hospital

Shropshire County PCT.
Maternity Network
NHS West Midlands SHA
Wolverhampton City PCT
Walsall Manor Hospital
Newborn Network and Maternity Network
Telford and Shrewsbury Hospitals

AS explained that he would be Chairing the meeting in JC's absence. AS welcomed EP to the meeting. Each member of the Board introduced themselves.

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 6th DECEMBER 2006

The minutes of the meeting were amended to show Wendy Tyler as having given her apologies and agreed by the Board.

SC

3. MATTERS ARISING

National Neonatal Minimum Data Set and Manners Database/.net Update

BK agreed at the last meeting to work with the Perinatal Institute and discussions have been taking place to achieve monthly data returns. AS re-iterated the need to match the data items on current data collecting programmes with those of the .net programme once it is launched in order that the data can be easily transferred. BK to work with the new Data Manager at New Cross to develop their existing database.

BK

4. MATERNITY AND PAEDIATRIC NETWORK DEVELOPMENT - UPDATE

EP provided an update to the group on the progress that has been made. Currently meetings are taking place to derive principles to guide reconfiguration proposals and developments. The principles are to be based on:

- Economic viability
- Transport distances
- Rota compliance
- Skills mix, including education and training

The principles are then to be used to look across all inter dependent services; maternity, neonatal paediatric, children's A&E, specialist and tertiary services. Evidence will be used; national, local, and "grey". Board members to forward any relevant evidence for the Network to RM for forwarding to EP. A draft document will be produced in February/March for consultation with all relevant stakeholders. The document will then be used to assess the extent to which reconfiguration

AII/RM

proposals meet the principles identified for the whole of the West Midlands. It was not part of the remit of the designation process to assess the effect on maternity and paediatric services and the work of the SHA will be linking with existing designation work, to see if the proposals work across all services in the West Midlands. The assessment will be carried out by Durrow Consultancy who will be applying the risk assessment framework to the existing data held by the SHA. The assessment tool can be used against any reconfiguration and will give a traffic light rating/ranking and risk assessment profile. There was discussion around the emergent issues, which are "safe" rota compliance providing decent working practices with space for education and training, including cross cover with neonates and paediatrics, and the Safer Childbirth recommendations. The Board answered EP's queries. All discharged neonates are readmitted via paediatric A&E except Shrewsbury where if they are <10 days old they are admitted directly to the neonatal unit. The Newborn Transport Service has been recently launched for the transportation of babies in both this and the Southern West Midlands Newborn Network. RM to forward a copy of the Operational Policy to EP.

RM

A PiP conference is being held on the 26th April, EP will be presenting at the event and will be giving an update on progress. SC to distribute the flyer for the event to the Board to enable all interested parties to attend.

SC

5. MATERNITY NETWORK UPDATE

NS gave a progress update following the Maternity Team meeting held on the 12th December 2006. A draft project plan is being developed including European Working Time Directive planning and Safer Childbirth standards.

6. UNIT DESIGNATION – STANDARDS ASSESSMENT DOCUMENT UPDATE

Completed Standards Assessment Documents are due back from each unit in the Network at the end of January 2007. Two completed documents have been received, please can all units return the completed document as soon as possible. SC will be arranging for RM, AS and Simon Jenkinson to meet with each unit in the Network to discuss the outcomes of the assessment process and any issues arising from completing the document during March/April. An update of progress will be given at the April Board meeting.

All
SC

AS

7. NETWORK PROJECT GROUP UPDATES

Equipment Group

Two suppliers of neonatal monitoring equipment, Phillips and GE Healthcare have met the specification and provided competitive tenders including maintenance and training costs therefore there is going to be a framework agreement with both manufacturers. All six units currently use Phillips therefore purchasing from Phillips would allow standardisation across the Network, however it is individual Trusts' choice as to which manufacturer they choose to purchase from.

Guidelines Group

The group are currently working on the second edition of the guidelines which will have double the number of guidelines from the first edition. All the guidelines from the first edition are currently being reviewed, if members know anyone or if they themselves have a particular interest in a topic or guideline please can they make sure as many people as possible get involved in reviewing the guidelines in order that the whole Network has ownership of the next edition. The group is working to complete the second edition by August but the deadline is flexible, as the Network has spare copies of the 1st edition should they be required. A decision has yet to be made as to whether to publish the second edition as a book or just as an A4 folder on the units and electronically on the web.

All

RD&A Group

The second collaborative audit project on Cranial Ultra Sound Scanning in the Network is to start in March/April. All units are in the process of identifying an SHO to undertake the audit in their unit. The group are to undertake a parent experience survey, similar to that carried out in the Central Newborn Network, in April/May for two months. Please can all units encourage submissions from their unit for the audit competition.

All

Joint Transport Group and Newborn Transport Service

The second joint transport meeting with the Southern West Midlands Newborn Network was held on the 18th January 2007 just before the official launch of the Newborn Transport Service. All units have now received a folder of information from the Newborn Transport Service (NTS). ASK explained the difficulties being experienced by the Newborn Transport Service with the ambulance service. There is currently no NTS provision for Stoke or Stafford due to ambulance contract issues. AS congratulated ASK on the significant achievements that have been made. There was discussion around who was responsible for the patient during transport, ASK to provide clarification to Trusts. RM distributed copies of the parent/carer information leaflet being given out by the NTS.

ASK

Workforce Development Group

Cath Henson from Nottingham University Hospital gave a presentation to the group at the last meeting on the role of Clinical Support Workers on their neonatal unit. The group are currently working on mapping nursing careers and producing induction standards for use across the Network.

Breastfeeding Group

A further study day is currently being arranged. LJ is working with BLISS to find a funding stream to support the production of a DVD.

Follow Up Group

SC is currently arranging a second meeting of the group with the Community Paediatricians to agree a follow up protocol.

8. NETWORK AUDIT COMPETITION

Several abstract submissions have been received. The closing date for entries is the end of January.

9. COMMISSIONING NEWBORN SERVICES 2006/7 - UPDATE

A new set of commissioning arrangements are being put into place nationally following the implementation in June of the Carter report recommendations. Commissioning of SCBU services by the Specialised Services Agency (SSA) (in this Network, Walsall and Stafford) would be implemented from the 1st April 2007. Discussions are currently taking place with Trusts to agree an amount which will be approximately £1 million per SCBU. The SSA will not be commissioning neonatal surgery. Jane Eminson is being employed by the SHA to produce a proposal in the next couple of months for the development of neonatal surgery. Stoke has recently made two joint paediatric surgical appointments with Alder Hey therefore neonatal patients requiring surgery will now go to Alder Hey. £1¼ million of funding was made available to the three networks last year but was taken back by PCT's due to the financial situation within the NHS. PCT's have agreed that this funding can now be made available for 2007/8, demonstrating their commitment to the designation process and the development of neonatal services. Networks need to agree as soon as possible how this investment will be used to develop capacity within level 3 units. This funding will fall within PBR in the future.

RM

Payment By Results (PBR)

PBR will be in operation no sooner than 2008/9. Tariffs are currently being calculated by comparing the notional tariff with reference cost (calculated by averaging the different costs for the service as reported by individual Trusts) there has been no major gap between the two costs. No Trust within this Network is running an inefficient or costly service. Any investment in the service will actually serve to increase the PBR due to the increase in the reference cost. The Board thanked MO'D for the significant achievements he has made on behalf of the Network.

10. FINANCE

Regular finance updates on the SSA network allocation will be included at future Board meetings. Previously bids had been invited from the Network groups against the forecast Network under spend of £113,586. Following the Network bids meeting on the 5th December it was agreed to fund the audit competition prize and support the CUSS audit, the breastfeeding equipment bid and the Workforce Group bid, these bids total £55,522 and will all be funded from April 2007. £58,064 non recurrent funding remains to be prioritised between the transport incubator and near patient monitoring systems bids. Since the meeting in December the NTS are now able to fund the purchase of the transport incubator from their forecast under spend arising from salaries not being paid whilst recruiting into vacancies. The Board agreed to fund the equipment bid for near patient monitoring systems with one system per unit. Total = £65,272 (£55,550 plus Vat) Trusts would need to agree to take on the maintenance costs involved which has no financial implications if it is a replacement. The non recurrent funding of £40,000 deferred by the PCT this year will be available to be used from April 2007, this makes the near patient monitoring system bid affordable and will result in additional non recurrent funding to be available against which bids will be invited from the Network Groups to use any remaining non recurrent funding next year.

BK

RM

11. NATIONAL NEONATAL MINIMUM DATA SET AND MANNERS DATABASE/.NET

It was agreed that this had already been discussed under Matters Arising.

12. NETWORK SECONDMENT OPPORTUNITIES - UPDATE

The secondment opportunity of Lead Nurse was advertised in the Network, however no one has come forward to express an interest therefore the Network Manager/Lead Nurse will not be taking on the part time six month secondment opportunity with the West Midlands Specialised Services

Agency.

13. TRANSFER OF CARDIOLOGY BABIES TO BIRMINGHAM CHILDREN'S HOSPITAL (BCH) UPDATE

AS met with Oliver Stumper and together have agreed some short term solutions, as per the letter distributed with the agenda. BCH are not able to release a Cardiologist due to the travelling distance/amount of time and the need for adequate cover. It was agreed that a leaflet be produced for use in the Network to assist in counselling parents that their baby would be cared for on a level 3 unit prior to going to Birmingham for treatment/surgery. The main solution that was identified was for each level 3 unit to have a named clinician with sufficient echocardiography training to perform diagnostic scans, tapes of the scans could then be sent by taxi to BCH. AS suggested that the additional funding identified for use by the Network could be used to resolve this problem by appointing a neonatologist with special interest in cardiology for the network. MO'D requested a proposal be put forward which could then be ratified as an appropriate use of funding. It was agreed that the funding did not have to be for a consultant post as long as the post holder had the necessary competence to fulfil the specialist role at a senior level.

**AS/Dave
Roden**

AS/RM

14. COMMUNICATION IN THE NETWORK

The initial data from the responses to the completed staff opinion questionnaires have now been input, the results of which are being analysed. Shrewsbury had the highest response and having won the prize have chosen a years subscription to the "American journal of Perinatology". 97 completed questionnaires were received giving a response rate of 21.5%. RM did not give a presentation of the initial analysis due to the lack of time however this will be distributed to the Board with the minutes of the meeting. The survey will be repeated again later this year to compare the results following the Team Development Days.

SC

15. NETWORK ROLES VACANCIES UPDATE

Practice Educator (Shropshire and Staffordshire units)

Jo Deeming has been recruited to the post and will be commencing on secondment from Stoke as of the 1st February 2007.

Parent Representative

The vacancy has only recently been advertised on the BLISS website, as felt it was better to advertise after Christmas and the New Year. The closing date has been extended to Friday 30th March 2007. Please can all members advertise this vacancy on their neonatal and maternity units.

All

16. NETWORK TRAINING PLAN

The Board agreed the Training Plan for 2006/07. AS confirmed that this was in addition to the on the job training to standardise practice across the Network provided by the Educators on the units.

17. ANY OTHER BUSINESS

There was no other business.

17. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 4th April 2007 at 10 am in Room 1, Stafford PGMC.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Wednesday 31st January 2007**

ACTION:	PERSON(S) RESPONSIBLE
SC to amend minutes of the 6 th December.	Sarah Carnwell
BK to work with the new Data Manager at New Cross to develop their existing database.	Babu Kumararatne
Board members to forward any relevant evidence for the Network to RM for forwarding to EP.	All Ruth Moore
RM to forward a copy of the Operational Policy to EP.	Ruth Moore
SC to distribute the flyer to the Board for the PiP conference being held on 26 th April to enable all interested parties to attend.	Sarah Carnwell
Can all units return the completed standards assessment document as soon as possible.	All
SC to arrange for RM, AS and Simon Jenkinson to meet with each unit in the Network.	Sarah Carnwell
An update of standards assessment document progress will be given at the April Board meeting.	Andy Spencer
If members know anyone or if they themselves have a particular interest in a topic or guideline please can they make sure as many people as possible get involved in reviewing the guidelines.	All
Please can all units encourage submissions from their unit for the audit competition.	All
ASK to provide clarification to Trusts as to who is responsible for the patient during transport.	Alyson Skinner
RM to agree with MO'D as soon as possible how the new investment will be used to develop capacity within level 3 units.	Ruth Moore
BK to take forward with the Equipment Group the purchase of the near patient monitoring systems with one system per unit.	Babu Kumararatne
Bids to be invited from the Network Groups to use any remaining non recurrent funding next year.	Ruth Moore
A leaflet be produced for use in the Network to assist in counselling parents that their baby would be cared for on a level 3 unit prior to going to Birmingham for treatment/surgery.	Andy Spencer Dave Roden
RM and AS to put a proposal forward to MO'D for funding of a neonatologist with special interest in cardiology for the network	Ruth Moore Andy Spencer
RM presentation to be distributed to the Board with the minutes of the meeting	Sarah Carnwell
Please can all members advertise the parent representative vacancy on their neonatal and maternity units.	All