

## NETWORK BOARD MEETING

Minutes of the meeting held on  
Wednesday 4<sup>th</sup> April 2007 at 10 am in

Room 1, Stafford PGMC, Mid Staffordshire General Hospital, Stafford

### PRESENT:

Alison Moore, Consultant Neonatologist  
Alyson Skinner (ASk), Consultant Neonatologist  
Anand Mohite, Consultant Neonatologist  
Andy Coe, Children's Commissioning Team  
Andy Spencer (AS) (Acting Chair), Network Lead  
Babu Kumararatne, Consultant Paediatrician  
Chris Thomas, Clinical Nurse Manager Neonatal Unit  
Clare Gilg, Matron for Neonatal & Children's Services  
David Drew, Consultant Neonatologist  
Doreen Humphries, Senior Nurse Manager  
Doreen Quammie, SCBU Ward Manager  
Gina Hartwell, Senior Nurse Manager  
Jon Crockett (Chair), Chief Executive  
Kate Palmer, Consultant Paediatrician  
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner  
Liz McMillan, Consultant Obstetrician  
Lynsey Ward, Practice Educator  
Nina Spofforth, Network Manager  
Raj Walia, Consultant Paediatrician  
Ruth Moore, Network Manager  
Sarah Carnwell, Network Administrator  
Sue Ellis, Ward Manager

Shrewsbury and Telford Hospitals  
Wolverhampton/Walsall  
Dudley Group of Hospitals  
WMSSA  
Newborn Network  
Royal Wolverhampton Hospitals  
University Hospital of North Staffordshire  
Royal Wolverhampton Hospitals  
Walsall Manor Hospital  
Walsall Manor Hospital  
Dudley Group of Hospitals  
Mid Staffordshire General Hospital  
Wolverhampton City PCT  
University Hospital of North Staffordshire  
University Hospital of North Staffordshire  
Walsall Manor Hospital  
Newborn Network  
Maternity Network  
Walsall Manor Hospital  
Newborn Network  
Newborn Network  
Shrewsbury and Telford Hospitals

### APOLOGIES:

Ajay Gupta, Consultant Paediatrician  
Jackie Jenkinson, Senior Clinical Midwife  
Jon Cook, Children's Programme Lead  
Mick O'Donnell, Acute Services Lead  
Pam Smith, Matron for Paediatrics and Neonates  
Prof Ed Peile, Head of Institute of Clinical Education & Associate Dean (Teaching)  
Sanjeev Deshpande, Consultant Neonatologist  
Simon Jenkinson, Lead Obstetrician  
Wendy Tyler, Consultant Neonatologist

Mid Staffordshire General Hospital  
Maternity Network  
NHS West Midlands SHA  
WMSSA  
Dudley Group of Hospitals  
Warwick Medical School

Shrewsbury and Telford Hospitals  
Newborn Network and Maternity Network  
Telford and Shrewsbury Hospitals

JC welcomed Liz McMillan, Jo Deeming, Chris Thomas and Alison Moore. Each member of the Board introduced themselves.

### 2. MINUTES OF THE MEETING HELD ON THE 31<sup>st</sup> JANUARY 2007

The minutes of the meeting were agreed.

### 3. MATTERS ARISING

There were no matters arising.

### 4. MATERNITY AND PAEDIATRIC NETWORK DEVELOPMENT - UPDATE

EP was unable to attend the meeting but agreed to forward an update which had not arrived in time for the meeting but which SC will circulate with the minutes.

SC

### 5. MATERNITY NETWORK UPDATE

NS gave a progress update following the Maternity Team meeting held on the 13<sup>th</sup> March 2007. The Group have now agreed the objectives for the project.

### 6. UNIT DESIGNATION – STANDARDS ASSESSMENT DOCUMENT UPDATE

Three completed documents have been received, please can all remaining units return the completed document as soon as possible. Meetings with the neonatal and maternity team at each unit to discuss the outcomes of the assessment process, any issues arising from completing the document and how the action plan can be taken forward, have been arranged with four of the units in the Network during April/May. SC to arrange the remaining meetings.

All

SC

**7. NETWORK PROJECT GROUP UPDATES**

Equipment Group

The group have Network agreement for their bid for neonatal monitoring equipment. There was discussion around the possibility to purchase more advanced monitors with Transcutaneous monitoring at a cost of £6,000 each for the proposed level 2 units. It was identified that that the transcutaneous monitoring comes with additional recurrent costs for consumables which each Trust would need to meet. RM to e-mail units to identify whether they would prefer a monitor with or without transcutaneous monitoring facilities. When the responses are received from the units RM will e-mail units with details of how to access the funding and the procedure for ordering the equipment.

RM

RM

Damien Murphy is setting up a telemedicine link in the Cancer Network and has identified that the Newborn Network may be able to access the system. BK and RM to meet with Mr Murphy to take this forward on behalf of the Group.

BK/RM

Guidelines Group

Unfortunately the meeting due to be held on the 28<sup>th</sup> March 2007 had to be cancelled. A further meeting has now been arranged for the 16<sup>th</sup> April 2007. The Group is working very hard toward publication of the 2<sup>nd</sup> Edition of the Guidelines book.

RD&A Group

AM provided an update on behalf of Dr Deshpande. The Audit Competition had been a success with 13 entries short listed to 7 invited to give presentations on the 22<sup>nd</sup> March 2007 where there was a good attendance with representation from all the units in the Network. The prize winners will be publicised through the Network Newsletter and website. A parent survey is being undertaken across the Network during April and May with the support of colleagues. An audit progress form will be available shortly on the website for colleagues to be able to both access and add information relating to audits being undertaken in the Network. It is hoped in the future that a joint perinatal audit will be undertaken.

SC

Transport Group & Newborn Transport Service (NTS)

There were 70 requests for transfers by the NTS last month. The NTS is now operating a 24 hour 7 day a week service on a trial basis for three months to assess if there is significant enough demand for such a service. A meeting has been arranged with the ambulance service for the 26<sup>th</sup> April 2007 to discuss hospital contracts. ASK to approach units with SpRs in order to give them the necessary transport experience. Stafford felt that the service was invaluable and that although there had been ambulance contract issues initially these had now been resolved. Concern was expressed as to the competency of staff and where responsibility for the patient lies during transport. Reassurance was provided that inexperienced staff would not conduct a transport on their own. Competency assessment documents have been developed for the transport team. Birmingham Women's Hospital are indemnifying all the NTS activity. The NTS Operational Policy states that the:

ASK

**"Referring unit** is responsible for the initial resuscitation and stabilisation of the baby prior to the arrival of NTS team.

Following a request for transfer the Consultant on service/on call at the **Receiving Unit** will be responsible for providing medical advice and support for the Transport team (and should liaise with the referring Consultant/SpR regarding the clinical management of the baby being transferred)

When a baby is being transferred to a Paediatric Unit (such as BCH) for assessment and / or treatment, the **Referring Consultant** in cooperation with the **receiving PICU** consultant will be responsible for providing medical advice and support for the Transport Team.

Should any issues arise concerning neonatal management (eg ventilation strategy) then the Transport Lead consultants should be contacted.

Where there are any conflicts of interest or decisions regarding competing demands for transfers,;- The accepting consultants in the two receiving level 3 units should discuss and agree the transfer priority. If necessary to resolve the conflict further advice should be sought from the network's Transport Consultant Leads, Dr. Amrit Dhillon and Dr. Alyson Skinner"

All units have a responsibility to follow the Operational Policy as does the Transport Team. A query was raised as to the policy where a detour is made to another hospital due to de-stabilisation. ASK to review the Operational Policy for this circumstance and where necessary make the appropriate changes. ASK confirmed that any decisions around how, when and if a transport is to go ahead are made by the Consultant, the NTS are obliged to then follow those instructions. It was raised as to what procedures or audits are in place to gather feedback from users. The Staffordshire, Shropshire and Black Country Newborn Network Transport Team meet quarterly for half an hour to discuss any issues/concerns within the Network. ASK asked if members could bring any issues to her attention for discussion at the next meeting at the end of April.

All

Workforce Development Group

Continuing to take forward the development of a support worker role. The advert for the four newly qualified nurses to take part in the six month foundation training programme is to go out shortly. LW is working on a generic Network induction package.

Breastfeeding Group

A further study day is being arranged for May. The breastfeeding induction package has been distributed for consultation. BLISS have found partial funding to support the production of a DVD, however a shortfall remains of £40,000.

Follow Up Group

A second meeting of the group involving both Neonatal and Community Paediatricians has been arranged for Wednesday 20<sup>th</sup> June 2007.

**8. FINANCE**

There will be a small amount of under spend available for the bid budget. The outstanding funding from last year has now been transferred from the PCT to fund the near patient monitoring equipment. Mick O'Donnell was unable to attend the meeting however, RM had previously had discussions with Mick and the proposals for the additional network funding had been formed inline with the WMSSA strategy to increase intensive care activity within the Network in order to reduce inappropriate transfers. There was discussion around the distribution of the additional posts within the Network. It was agreed that the whole service requires further investment but that this was the second year of investment and the most urgent priority if the Network is to meet its obligation to reduce inappropriate transfers. The additional staffing is not subsidising posts which already exist, it is in addition and therefore evidence of an increased level of intensive care activity will be required from those units. The additional funding will no longer exist once PBR is in place. There was discussion around how two additional consultant posts would increase intensive care capacity. The consultant posts are required to facilitate the transfer of babies to the level 3 units for intensive care, prior to them being returned in a timely manner to the level 2 units. Four consultant posts have been put in place since the Network was formed with sessions shared between the proposed level 3, 2 and 1 units to facilitate this back transfer. It was suggested that the consultant post at RWH be a joint appointment with Walsall. It was agreed that this will be discussed at a meeting being arranged with AS, BK and DD to discuss joint working.

AS, BK, DD

Following AS meeting with the Cardiologists at Birmingham a number of suggestions were put forward for resolving the difficulties with regard to cardiology patients. The appointment of a neonatologist with cardiology sessions for the Network was discussed and agreed as a priority for the network at the July 2006 board meeting subject to the additional funding deferred in February 2006 being made available in 2007. There was discussion around what support the specialist would provide for the Network as a whole, as based at Stoke and has two sessions based at Wolverhampton for work in the Black Country. It was agreed that this would be taken forward at the joint working meeting.

AS, BK, DD

JC summarised the discussions that had taken place. This was the second year of a five year investment programme that everyone needs to be aware of. JC and the Network Team to take forward the proposals with commissioners as it is they who will make any final decision as to how the investment is used. It was identified to the Board that any future investment the Network receives will be based on how the funding is used this year and the need to demonstrate the effective use of resources to increase capacity and the amount of work undertaken in the Network.

JC, AS, RM

**9. COMMISSIONING NEWBORN SERVICES 2006/7 - UPDATE**

AC gave an update in Mick O'Donnell's absence. Karen Helliwell has now been appointed as Director of the reorganised West Midlands Specialised Services Agency. In the reorganisation of WMSSA there will be a new post for commissioning Children's Services. AC's role as children's services advisor to WMSSA is ending. JC thanked AC on behalf of the Board for the work he has undertaken for the Network and his support. The Network has now more than ever got a direct relationship with the Specialised Services Agency (SSA). A review of the effectiveness of networks is to be undertaken by the SSA, the Board will be kept informed

**10. COMMUNICATION IN THE NETWORK – SURVEY OF STAFF OPINION ABOUT THE NETWORK UPDATE**

An initial analysis has been undertaken which was distributed with the January meeting minutes. A more detailed analysis is being undertaken with assistance from a statistician and will be presented to the Board at the next meeting.

RM

**11. NETWORK ROLES UPDATE**

Band 5 Network Neonatal Foundation Programme Nurses

It was agreed that this had previously been discussed under the Workforce Development Group.

Parent Representative

The Board agreed to appoint Julie Ebrey as the second parent representative, alongside Claire Wyon.

RM

Lead Clinician Conclusion of Term of Office

AS left the meeting at this point to allow the Board to make a decision in private. JC clarified that the Lead Clinician role does not represent a particular unit or level of unit, but allows the Network to access the skills and competencies of a clinician. It was agreed that the person appointed did not have to be a doctor but provide a clinical perspective. All agreed that AS had not been bias in any way during his term and the majority vote was for AS to be invited to continue in the role for a further three years. AS rejoined the meeting and agreed to continue in the role of Lead Clinician. JC thanked AS on behalf of the Board for all his hard work during his term.

**12. ANY OTHER BUSINESS**

Evaluation of the Role and Impact of User Representation and Involvement in Neonatal Network Boards

AC provided an interim report which will be circulated with the minutes.

SC

Stafford/Stoke Network Consultant

Current post holder for the Stoke/Stafford network consultant role has resigned and will no longer be in post from the end of June. It was agreed that the two sessions at Stafford need to continue in the future and interim arrangements would need to be made until the vacancy was recruited into.

AS

Annual Report and AGM

All Sub-Group Chairs are to be asked to complete a template for inclusion in the Annual Report. The AGM will be held at the September Board meeting with a similar format as previously including an external speaker.

RM

RM

**17. DATES AND TIMES OF FUTURE MEETINGS**

The Board agreed that meetings should take place quarterly, the terms of reference are to amended. The dates and times of future meeting dates are:

SC

Wednesday 6<sup>th</sup> June 2007 at 10 am in room A, Telford Education Centre, Princess Royal Hospital, Telford.

Wednesday 5<sup>th</sup> September 2007 at 10 am in the Cholerton Room, University Hospital of North Staffordshire, City General with the AGM to follow at 12 pm in the Lecture Theatre, Maternity Building.

Wednesday 5<sup>th</sup> December 2007 at 10 am, venue to be arranged.

Wednesday 5<sup>th</sup> March 2008 at 10 am, venue to be arranged.

**NETWORK BOARD MEETING  
ACTION POINTS  
for the meeting held on Wednesday 4<sup>th</sup> April 2007**

<b>ACTION:</b>	<b>PERSON(S) RESPONSIBLE</b>
SC to circulate update from EP.	<b>Sarah Carnwell</b>
All remaining units to return the completed Standards Assessment Document.	<b>All</b>
SC to arrange remaining meetings with units.	<b>Sarah Carnwell</b>
RM to identify units requiring monitors with or without transcutaneous monitoring facilities.	<b>Ruth Moore</b>
RM to e-mail units with details of how to access funding and order equipment.	<b>Ruth Moore</b>
BK and RM to meet with Mr Murphy.	<b>Babu Kumararatne Ruth Moore</b>
The Audit Competition prize winners to be publicised on the website and in the Network Newsletter.	<b>Sarah Carnwell</b>
ASk to contact units with SpRs in order to give them transport experience.	<b>Alyson Skinner</b>
Members to bring Transport issues to the attention of ASk.	<b>All</b>
AS, BK and DD to meet to discuss joint working.	<b>Andy Spencer Babu Kumararatne David Drew</b>
JC, AS and RM to take forward proposals with commissioners.	<b>Jon Crockett Andy Spencer Ruth Moore</b>
A detailed analysis of the staff survey to be presented at the next Board meeting.	<b>Ruth Moore</b>
RM to confirm appoint with Julie Ebrey.	<b>Ruth Moore</b>
SC to circulate report from AC with the minutes.	<b>Sarah Carnwell</b>
AS to make interim arrangements prior to appointment of joint Stoke/Stafford Network Consultant.	<b>Andy Spencer</b>
RM to ask all sub-group Chairs to complete a template for inclusion in the Annual Report.	<b>Ruth Moore</b>
RM to invite an external speaker to the AGM in September.	<b>Ruth Moore</b>
SC to amend the terms of reference.	<b>Sarah Carnwell</b>