

NETWORK BOARD MEETING

Minutes of the meeting held on
Wednesday 5th December 2007 at 10 am in
Room 8, Clinical Education Centre, Russell's Hall Hospital, Dudley

PRESENT:

Anand Mohite, Consultant Neonatologist
Andy Spencer (Chair), Network Lead
Babu Kumararatne, Consultant Paediatrician
Chris Thomas, Clinical Nurse Manager Neonatal Unit
Carol Guest, Network Secretary
Doreen Quammie, SCBU Ward Manager
Jo Deeming, Practice Educator
Jackie Harrison, Transport Nurse Consultant
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
Ruth Moore, Network Manager
Sanjeev Deshpande, Consultant Neonatologist
Sarah Carnwell, Network Administrator
Simon Jenkinson, Lead Obstetrician

Dudley Group of Hospitals
Newborn Network
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
Newborn Network
Dudley Group of Hospitals
Newborn Network
Birmingham Women's Hospital
University Hospital of North Staffordshire
University Hospital of North Staffordshire
Newborn Network
Specialised Commissioning Team
Maternity Network
Newborn Network
Shrewsbury and Telford Hospitals
Newborn Network
Newborn Network and Maternity Network

APOLOGIES:

Ajay Gupta, Consultant Paediatrician
Alyson Skinner (ASK), Consultant Neonatologist
Doreen Humphries, Senior Nurse Manager
Gina Hartwell, Senior Nurse Manager
Hannah Johnson, Head of Financial Management
Jan Latham, Senior Midwife
Jon Cook (JCK), Children's Programme Lead
Jon Crockett, Chief Executive
Julie Ebrey
Liz McMillan, Consultant Obstetrician
Prof Ed Peile, Head of Institute of Clinical Education &
Associate Dean (Teaching)
Raj Walia, Consultant Paediatrician
Wendy Tyler, Consultant Neonatologist

Mid Staffordshire General Hospital
Wolverhampton/Walsall
Walsall Manor Hospital
Mid Staffordshire General Hospital
Specialised Commissioning Team
Maternity Network
NHS West Midlands SHA
Wolverhampton City PCT
Parent Representative
Walsall Manor Hospital
Warwick Medical School

Walsall Manor Hospital
Telford and Shrewsbury Hospitals

2. MINUTES OF THE MEETING HELD ON THE 5th SEPTEMBER 2007

The minutes of the meeting were agreed with Liz McMillan, Collette Harvey and Nicola Taylor added to the attendees.

3. MATTERS ARISING

NHS Networks Awards

RM submitted an entry but unfortunately the conference has been withdrawn.

4. MATERNITY AND PAEDIATRIC NETWORK DEVELOPMENT

RM gave a brief update on behalf of Jon Cook and Prof Peile who were unable to attend. Reports for each Health Economy which include the individual Trust assessments are being finalised hopefully by Christmas. RM will receive all three Health Economy reports covering our Network.

The following was supplied from Ed Peile to bring to the meeting;

As the CYPMS Group is nearing completion of the Acute Trust visits they are preparing to meet with the 10 Commissioner Groups across the West Midlands to feedback on issues that have emerged in the Acute Trust discussions around Risk Assessment and Sustainability Issues.

A key issue across trusts has been the provision of neonatal resuscitation and support services to meet the requirements of "towards safer child birth". Particularly in situations where trusts envisage a consultant led obstetrics service continuing without necessarily an in-patient paediatric service.

Essentially there are 3 models that come through in the discussions:

- a) a paediatric led neonatal service in the absence of an admissions unit
- b) a ? nurse led service using innovative skills mix (variations on the Ashington theme)
- c) a midwife led service whereby midwives with advanced resuscitation skills support resuscitation

ACTIONS

SC

until the arrival of a partnership paediatrician (Solihull model)

The group would be very interested in hearing views and gathering further evidence on these different models. This was discussed at the board meeting but it was felt that until the reports had been circulated it was difficult to comment. RM is attending a meeting on the 18th December and asked for views to be forwarded to her prior to the meeting for her to feedback on behalf of the Network.

RM
All

5. MATERNITY NETWORK UPDATE

NS gave a presentation to the Board. SC to circulate with the minutes. NS outlined the main points of the report circulated reviewing the last 12 months and the work streams of the Maternity Network. A report on EWTD compliance will be available at the end of December. Following approval by the Board to fund the project for a further 12 months, a plan to engage commissioners and to work closely with the local authority is incorporated into the project plan. MO'D suggested engaging PCT's by demonstrating achievements and future objectives to the two Local Collaborative Commissioning Boards in the network, chaired by PCT Chief Execs, it would be worth presenting to those Boards rather than sending a paper which might be misinterpreted. Julie Grant, Maternity Matters, has a list of maternity commissioners. SJ to meet with MOD to take this forward.

SC

SJ

6. STANDARDS ASSESSMENT DOCUMENT REPORT

AS gave a presentation proposing that the Standards Assessment Document forms be web based similar to that of the PiP paediatric surgery framework to resolve the difficulties in completing the forms and make them more accessible for several people to complete at the same Trust. The cost is a one off set up cost which includes the purchase of licences for each Trust in the Network to access the database. It would be possible for the Maternity Network to add their own standards in the future for a one off charge. The data does not need to be held on an NHS server as it does not contain any patient data but is held securely on a server in Amsterdam with password protection. Access to the web based document would allow information to be added continually rather than as part of an annual review. All agreed the proposal and the final report.. Stafford, Stoke and Shrewsbury action plans are all in draft format, the final versions will need to be brought to the March board meeting for approval. All units to take forward action plans.

SD, KP, AG
All

7. PARENT EXPERIENCE SURVEY

SC gave a presentation of the results of the survey to be circulated with the minutes. The results have been fed back to both the Lead Clinician and the Nurse Manager in each of the units in order for an action plan to be produced to take forward areas for improvement. Central Newborn Network have agreed to have a continuous process with the results collated annually. All agreed to have the survey on a continuous basis. RM to take forward with the senior nursing team as to how best to distribute the questionnaire. SC to get input from parent representatives as to how to increase participation of parents in completing the survey.

RM
SC

8. NETWORK PROJECT GROUPS UPDATES

Equipment Group

Five units have submitted orders for the Near Patient Monitoring Equipment, RM awaiting the order for Walsall.

Guidelines Group

The group is to focus on producing parent information leaflets. The 2007 Guidelines Books are being distributed to each of the units in the Network. AS asked for feedback to be forwarded where local changes are being made to a guideline in order to improve and standardise the guidelines across the Network. The survey of users will be distributed shortly.

RD&A Group

A bid was submitted to fund an audit of nursing time spent which has been given priority should funding be available. The results of the CUSS audit are to be presented at the Annual Network Audit Competition this afternoon following the Network Board.

Transport Group & Newborn Transport Service (NTS)

The NTS has undertaken 1000 transfers since January. Governance issues are being resolved the Guidelines produced are to go to the Lead Clinicians for approval/comment. JH will provide a quarterly report to the Board for circulation with the agenda. The Board discussed the figures. It was agreed that the number of refusals was a concern 13 compared to 11 for the SWMNN, especially as only 1/3 of the transfers are undertaken in our network therefore the number of refusals should reflect this lower figure.

Workforce Development Group

The group are currently looking at the Clinical Support Worker role and staffing on the units. Julia

DH/RW

Uffindell is currently the only medical staffing representative, and further representation of medical staff is needed on the group.

Shortfall in Medical and Nursing Workforce across the Network

RM raised the issue of junior doctors cover and that this is below the BAPM standard of a dedicated tier of SHO/ANNP's in two of the level 2 units in the Black Country. The West Midlands ANNP/Junior Medical Staffing Workforce Group are looking at the role of ANNP's. Additional finance is required to fund ANNP posts. Birmingham City University are launching a new ANNP course with funding from the Deanery which is currently being advertised. Four units have expressed an interest, however, loss of senior nursing staff, backfill salary issues and the lack of funding to employ as ANNP once completed course are causing concern. SD suggested engaging Trusts at Chief Exec level in finding solutions to these issues.

RM provided an update of nursing staffing levels in the Network which are similar to three years ago. The network needs a total of 300 WTE nurses to meet BAPM 2001 standards. Where funding has been put in by Network that investment still appears in the funding establishment, giving a total of 236 funded currently.

Breastfeeding Group

The group are to take forward a benchmarking document for units to complete, auditing the feeding guidelines and the proposed name change which the Board supported in broadening the remit of the group.

Follow Up Group

All units are sending representatives to attend the Bayley III in-house training to be held on the 12th and 13th December 2007 at the University Hospital of North Staffordshire and then the 25th and 26th February at the Beeches Training Centre, Penn Hospital, Wolverhampton.

9. PROPOSAL TO INITIATE A NETWORK RESUSCITATION GROUP

It was agreed that this would be a useful temporary group with the remit of looking at provision of NLS courses. Once established this work would then be incorporated into the Workforce Development Group.

10. FINANCE

RM highlighted the diminishing training budget and that funding not used this year would be carried over. There are a number of non-recurrent commitments with funding still yet to be allocated for example ambulance bills and locum consultant funding. The order of priority given to the Network bids submitted should there be any funding available is as follows:

1. Audit Competition
2. Nursing Time Spent Audit
3. Monitor for the second Transport Incubator
4. Maternity leave / Bank staff cover for NTS

11. COMMISSIONING NEWBORN SERVICES UPDATE

Commissioning Intentions Update

MO'D is currently meeting with the PCTs to agree commissioning intentions for next year. The two main areas the discussion will focus on are: achievements which have been made by the Networks and the recommendations of the Networks to increase capacity and the dedicated transport service. There has been no negative feedback towards the proposals; development in the future of cross organisational working with joint care pathways and models of care. A final agreement will be made by mid January and a contract signed by February 2008.

Newborn Surgery Update

Work is taking place to create a draft service specification for Neonatal Surgery, looking at the requirements of the service and not the current provision in order to increase accessibility and capacity. A proposed solution would be to increase capacity at Birmingham Children's Hospital with transfer of care on discharge to a dedicated Level 3 unit with a consultant outreach service. It was recognised that there were also normal flows to other surgical units ie Leicester and Liverpool but where transfers are due to capacity problems rather than an agreed care pathway this situation needed to be resolved. The Network thanked MO'D for all his hard work in trying to resolve the current difficulties.

Transport Consultant Sessions

RM put forward a proposal to fund dedicated sessions by the clinical lead for transport, currently Alyson Skinner. Currently there is no time allocated for this work to be developed and without giving her own time the service would not be where it is today, with funded sessions the medical staff training can be jointly developed with Amritt Dhillon, SWMNN Transport Lead and senior medical support for the NTS can be planned across the week. All agreed to fund the sessions but that details will be required of activities undertaken during funded sessions in order to ensure

effective use of network funding.

12. NETWORK ROLES UPDATE

Band 5 Network Neonatal Foundation Programme Nurses

Three nurses were appointed and started in post in November.

Stafford/Stoke Joint Network Consultant Post update

Dr Lheona Lee appointed and will commence in post on the 1st March 2008.

Wolverhampton Clinical Effectiveness Consultant Post update

The post was appointed however currently on Maternity Leave and will commence in September 2008. An advert has been placed for a locum in the meantime.

13. QUAD NETWORK STUDY DAY

RM encouraged as many people in the Network to attend as possible. £10 discount per place is available if booked by 21 December 2007.

14. ANY OTHER BUSINESS

BLISS Report

The BLISS Report was launched in the House of Commons in October.

15. DATES AND TIMES OF FUTURE MEETINGS

The next meeting of the Board will be held on Wednesday 5th March 2008 at 10 am at the Princess Royal Hospital, Telford.

Future meeting dates for 2008 are as follows:

Wednesday 11th June

Thursday 4th September, with the AGM immediately afterwards

Wednesday 10th December

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Wednesday 5th December 2007**

| ACTION: | PERSON(S) RESPONSIBLE |
|---|---|
| SC to amend the minutes of the 5 th September 2007. | Sarah Carnwell |
| RM to attend meeting on the 18 th December and give Network feedback. | Ruth Moore |
| Network representatives to provide feedback to RM on the suggested models. | All |
| SC to circulate the maternity network presentation given by Nina Spofforth. | Sarah Carnwell |
| SJ to meet with MO'D to take forward closer working and engagement of commissioners of maternity services. | Simon Jenkinson |
| SD, KP and AG to provide RM with a final action plan prior to the March board meeting. | Sanjeev Deshpande Kate Palmer Ajay Gupta |
| All units to take forward Standards Assessment Document action plans | All |
| RM to take forward with the Senior Nurses how best to distribute the Parent Experience Survey. | RM |
| SC to gain feedback from the parent representatives as to how to increase the participation of parents in completing the questionnaire. | Sarah Carnwell |
| DH/RW to provide RM with an order for the Near Patient Monitoring Equipment. | Doreen Humphries Raj Walia |