

NETWORK BOARD MEETING

Minutes of the meeting held on
Wednesday 11th June 2008 at 10 am in the
Maternity Lecture Theatre, South (Maternity) Building,
University Hospital of North Staffordshire, City General

PRESENT:

Alyson Skinner (ASk), Consultant Neonatologist	Wolverhampton/Walsall
Alison Moore, Consultant Neonatologist	Telford and Shrewsbury Hospitals
Anand Mohite, Consultant Neonatologist	Dudley Group of Hospitals
Andy Gibson	Warwick University
Babu Kumararatne, Consultant Paediatrician	Royal Wolverhampton Hospitals
Claire Wyon	Parent Representative
Di Dawson, Associate Director	University Hospital of North Staffordshire
Doreen Humphries, Senior Nurse Manager	Walsall Manor Hospital
Jo Cookson (JCK), Practice Educator	Newborn Network
Jon Crockett (Chair) (JC) Chief Executive	Wolverhampton City PCT
Julia Greenaway	Dudley Group of Hospitals
Julie Ebrey	Parent Representative
Kate Palmer, Consultant Paediatrician	University Hospital of North Staffordshire
Keshor Tewary, Consultant Paediatrician	Mid Staffordshire General Hospital
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner	University Hospital of North Staffordshire
Lynsey Ward, Practice Educator	Newborn Network
Mick O'Donnell, Acute Services Lead	WMSSA
Nina Spofforth, Network Manager	Maternity Network
Robert Hodgkiss	Walsall Manor Hospitals
Ruth Moore, Network Manager	Newborn Network
Sarah Carnwell (Minutes), Network Administrator	Newborn Network
Satish Bangalore, Consultant Neonatologist	Walsall Manor Hospital
Wendy Tyler, Consultant Neonatologist	Telford and Shrewsbury Hospitals

APOLOGIES:

Andy Spencer (Chair), Network Lead	Newborn Network
Jackie Jenkinson	University Hospital of North Staffordshire
Jon Cook, Children's Programme Lead	NHS West Midlands SHA
Sanjeev Deshpande, Consultant Neonatologist	Shrewsbury and Telford Hospitals
Simon Jenkinson, Lead Obstetrician	Newborn Network and Maternity Network
Tina Wood	PCT Representative

JC welcomed everyone to the meeting and all attending introduced themselves to the group.

2. MINUTES OF THE MEETING HELD ON THE 12th MARCH 2008

The minutes of the meeting were agreed with an amendment to item 7. TP only is to visit each unit.

ACTIONS

SC

3. MATTERS ARISING

There were no matters arising.

4. NETWORK EDUCATION AUDIT – PRESENTATION

JCK gave a presentation and invited questions from members. SC to circulate the presentation with the minutes. New skills are being put into practice following training. The Educators are considering forming a Developmental Care Group to take this practice forward. JCK confirmed that staffing issues on the units in the network had caused difficulties in people being released to attending training.

SC

5. WEST MIDLANDS MATERNITY AND PAEDIATRIC CONFIGURATION UPDATE

RM gave a brief update on behalf of Jon Cook who was unable to attend. An individual report has been sent to each PCT reflecting their current issues. The PCT's have produced action plans to deal with the issues identified. The Clinical Teams will be supporting some PCT's with their action plans, the final deadline is October. The clinical team would like to issue the full report of the West Midlands Maternity and Paediatric Reconfiguration Board which contains some solutions regarding the significant challenges around medical staffing. The solutions identified require a network approach. The SHA are appointing Clinical Leads to each of the nine Darzi groups, these roles will have a reconfiguration remit and will be in post by September.

6. MATERNITY NETWORK UPDATE

NS gave a progress update to the Board. The maternity network is setting up various groups, a Workforce meeting is being held in July and an ITU Group is being developed to undertake collaborative working, create ITU care pathways and link with neonatal colleagues. Darzi report demonstrates the importance of a maternity network in developing the recommended care pathways.

7. STANDARDS ASSESSMENT WEB BASED APPLICATION UPDATE

A stakeholder event was on the 30th April where Graham Greensall presented the web based application. Five of the six units were represented. An e-mail will be sent at the end of this month with a link to the application and instructions for use. A trial period will then commence to allow units to practice using the application without it being seen as real data. The time frame for the trial period will be notified to the units. RM will let everyone know in the e-mail when the application and data will be going live.

RM

8. NETWORK PROJECT GROUPS UPDATES

Equipment Group

The Near Patient Monitoring Equipment has now been ordered by individual Trusts. An ultrasound scan machine has been ordered by Stafford. A telemedicine provider is giving a demonstration on the 15th June, following which a practice link with BCH will take place on the 23rd June.

Guidelines Group

The group are currently working on standardising the parent information leaflets within the network. Kerri Sallis, a medical student, is collating the guidelines survey feedback from units and will be presenting the results at the next meeting.

RD&A Group

The group are keen to map key data for the network such as mortality and transfers, in order to discover the reasons behind them. The group are developing a research proposal around the perfusion index using data already collected as part of the pulse oximetry study. Another audit competition is to be held at the end of the year. The previous winner Fiona Chambers has had her audit published as an article. SC to put a link to the publication on the networks website. WT to provide SC with a flyer for circulation around the network advertising a paediatric research event at Shrewsbury on the 2nd and 3rd October.

SC
WT

Transport Group & Newborn Transport Service (NTS)

The board discussed the activity statistics and identified that only 31% of all the transfers by NTS are carried out for the Trusts in the network. In addition the number of transfers out of the network were larger for our network compared to SWMNN. A suggested reason for this was the use of Liverpool rather than Birmingham Children's Hospital for surgery for some Trusts, however this is appropriate transfers for some babies in our network as we do not have a surgical centre. RM attended a transport meeting recently to discuss the process for the formal tender for the ambulance provision for the NTS, an advert for the European Journal will be part of this. By August/September the NTS will be fully staffed. There will be two teams over a 12 hour period and an on call overnight acute service. The increased level of staffing will facilitate the necessary clinical governance meetings to happen. The NTS guidelines will be circulated to the Board for comment/approval at the next meeting. ASk is undertaking the standardisation of dosage guidelines. An Extraordinary Transport Meeting is to be held on the 18th July at Wolverhampton Medical Institute all interested parties are welcome to attend. The Board discussed the requirement for a formal feedback mechanism for units to report clinical incidents. ASk agreed that the operational policy is constantly being updated to reflect the changes and improvements being made in practice. Shrewsbury and Stoke praised the NTS for their valuable work. JC agreed, the Extraordinary Meeting provides an opportunity for all to provide feedback and congratulated the NTS, thanking ASk for all her work in being the lead for the network. The NTS are taking over the function of cot availability from First Response on 24 July and will be requesting twice daily updates a flyer will be circulated to all units regarding this.

Workforce Development Group

Clinicians were thanked for their attendance at the last meeting. The group are continuing to develop a standard Clinical Support Worker role. The second intake of Neonatal Foundation Nurses was completed in April.

Breastfeeding Group

Commercial sponsorship has allowed a bursary to be available for a nurse to take the International Lactation Certificate course. LJ to provide SC with advert in order for the opportunity to be advertised in the network once finalised.

LJ

Follow Up Group

The group have developed a parent information leaflet which is to go out with the appointment letter. The data on the cohort has been extracted from MANNERS and is being used to arrange

appointments for assessment. A standard letter is currently being developed for parents to have meaningful and useful information about the results of the assessment with the assistance of JE, a copy of the letter will go to the GP and other relevant health professionals, for example where a referral is made. The group discussed who would undertake the assessments at each Trust and how this would be funded. JC to provide information on the cross over role of community paediatricians. The Epicure II study might have some funding available for this years assessments. Kate Costello to be invited to attend the groups next meeting. Clinical Activity Funding to be put on the agenda for the next meeting.

JC

AS
SC

Resuscitation Group

JCK gave an update on behalf of Dave Roden. NS was thanked for her attendance at the groups meeting and for representing maternity. A document recording resuscitation is being trialled for two months. The group are currently obtaining costs for a comparison increasing capacity within the current NLS centres or setting up a new centre in the network. Shrewsbury expressed an interest in being a new centre. DR to request costings from Shrewsbury. The group are looking at standardisation of resuscitation equipment in the network.

DR

9. FINANCE

RM presented the Network Budget for 2008/09. Non-recurring funding ends this year for the Maternity Network Budget, Training Budget and Bids Budget. Need to think how network will continue to fund this activity.

10. COMMISSIONING NEWBORN SERVICES UPDATE

MO'D distributed a report, SC to circulate with the minutes.

SC

World Class Commissioning

World Class Commissioning involves health outcome measures ie breastfeeding rates, being incorporated into contracts. PCT's will be assessed against these measures and will be expected to demonstrated improvement year on year. Networks are recognised as good examples of clinical engagement and cross working. This is a fundamental change for PCT's and providers, the next six months will be challenging with PBR, Foundation Trusts, etc. representing the change to a NHS market system. Outcome measures will reflect the needs of the area, ie infant mortality.

Darzi Review and Investing for Health

The West Midlands SHA has advertised for 15 clinical leads to translate the recommended care pathways into local deliverable plans in each health care community. JC to write to Peter Spilsbury, Director of Strategy & Regulation, NHS West Midlands, regarding implementation of the recommendations from the Maternity and Newborn clinical pathway report published within the recently launched NHS West Midlands Investing for Health document. SC to put links to documents on network website.

JC

SC

Additional Neonatal Nurse Posts

The additional funding comes with the requirement that demonstrable activity above the existing number of cot days is performed and will only be invested and released to Trusts on that basis. Should a Trust under perform the equivalent amount of funding will be returned to the commissioners. There was discussion regarding the impact of the recent Darzi report to the investment proposals. The Darzi will influence next years investment following the recommendations made. The Board discussed the need for additional investment throughout the network in order to improve the levels of nursing staff to the BAPM standards. In order to gain additional investment to improve the quality of care in this way a case would need to be presented providing evidence of need, which the RDA Group is currently working to provide through the nursing time spent audit. JC as Chair of the Network agreed to meet the Chief Executive of Telford and Shrewsbury Hospital NHS Trust to discuss the issue of disinvestment in staffing despite the amount of funding available from the West Midlands commissioners staying the same. The network cannot invest in a service whilst disinvestment is taking place within the Trust. AM thanked RM for inclusion of the Powys figures which demonstrate the increased occupancy figures. MO'D reiterated that the West Midlands Specialised Commissioning Team (WMSCT) only funds babies from the West Midlands and that Powys babies would be funded by a separate body therefore the number of Powys babies will not affect the amount of funding received from the WMSCT. The Board discussed the need for additional special care cots in level 3 units given that care should be received as close to home as possible. Three years worth of activity data demonstrate the need for increased capacity. A lack of capacity has caused bed blocking meaning babies are being transferred inappropriately and away from their home. All agreed that the figures available were not totally reliable for any of the Trusts in the network but that it was the best available evidence at this time. KP identified that the Durrows report also shows a need for increased special care cot capacity at UHNS. All agreed that the process had been open. The network would encourage all Trusts to add a network remit to the job descriptions for all new

JC

DD and BK

nursing posts created, as previously added for the network consultants, Walsall Hospital Trust has already written a staff nurse job description with this in. The Board agreed for the commissioners to take the recommendations forward. MO'D will visit the Trusts involved to agree when individuals will be appointed and the amount of increased activity expected following investment by the end of the calendar year. Dudley have amended their admission criteria to that in the briefing paper to "less than 35 weeks gestation and/or severe IUGR". RM to amend.

MO'D
RM

11. NETWORK ROLES UPDATE

Band 5 Network Neonatal Foundation Programme

LW presented the evaluation report of the two six month intakes. The Board agreed to support another intake.

12. BUSINESS PLANNING

Review of 2007/08 Network Objectives

All agreed.

Review of Progress Against Recommendation in NAO Report

RM asked that comments be forwarded to her for inclusion by 24 July 2008. A neonatal task force has been created to take forward the recommendations. The network has written to ask for representation and have been invited to the first meeting of the task force.

Newborn Network Draft Business Plan 2008/9

The business plan contains both the objectives for the network and for the sub-groups. SC circulated the NTS objectives which had not been available to go out with the agenda and will be circulated with the minutes. Please can any comments be forwarded to RM for inclusion by 24 July 2008.

All

SC

All

13. PARENT REPRESENTATIVE ROLE

AG has been undertaken a study around how parents are involved in networks. It is for the network to decide what they want from parental involvement, there are a number of options: parents as consultants, to represent their own views, to represent a particular units views, or to represent the view of other parents in the network. AG gave a brief outline as to how each of the options can be used by the network. JE and CW gave a presentation, SC to circulate with the minutes. It was agreed that Parental Involvement would be a standing item on the agenda and that the parent representatives would feedback at each Board meeting. The Board agreed the amended role description. SC to circulate the amended parental expenses claim form with the minutes. JC stated that changes to the reimbursement policy must be consistent with payments made to other parent representatives in the NHS. JC to take forward actions with RM.

SC

SC

JC and RM

14. ANY OTHER BUSINESS

There was no other business.

15. DATES AND TIMES OF FUTURE MEETINGS

The next meeting of the Board will be held on Thursday 4th September 2008 at 10 am in Room A, Telford Education Centre, Princess Royal Hospital, Telford with the AGM to follow immediately afterwards.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Wednesday 11th June 2008**

ACTION:	PERSON(S) RESPONSIBLE
SC to amend the 12 th March 2008 minutes.	Sarah Carnwell
SC to circulate the network education audit presentation with the minutes.	Sarah Carnwell
RM to let everyone know when the standards assessment web based tool will be going live.	Ruth Moore
SC to put a link to Fiona Chambers' published article on the network website.	Sarah Carnwell
WT to provide SC with a flyer for circulation around the network advertising a paediatric research event at Shrewsbury on the 2 nd and 3 rd October.	Wendy Tyler
LJ to provide SC with the advert for a nurse to take the International Lactation Certificate to circulate within the network.	Liz Jones
JC to provide information on the cross over role of community paediatricians.	Jon Crockett
Kate Costello to be invited to attend the groups next meeting.	Andy Spencer
Clinical activity funding to be put on the agenda for the next meeting.	Sarah Carnwell
DR to request costing from Shrewsbury.	Dave Roden
SC to distribute MO'D's report with the minutes.	Sarah Carnwell
JC to write to Peter Spilsbury regarding implementation of the recommendations from the Maternity and Newborn clinical pathway report published within the recently launched NHS West Midlands Investing for Health document.	Jon Crockett
SC to put links to documents on the network website.	Sarah Carnwell
JC as Chair of the Network agreed to meet the Chief Executive of Telford and Shrewsbury Hospital NHS Trust to discuss the issue of disinvestment in staffing.	Jon Crockett
The network would encourage all Trusts to add a network remit to the job descriptions for all new nursing posts created, as previously added for the network consultants, Walsall Hospital Trust has already written a staff nurse job description with this in.	Di Dawson Babu Kumararatne
MO'D will visit the Trusts involved to agree when individuals will be appointed and the amount of increased activity expected following investment by the end of the calendar year.	Mick O'Donnell
RM to amend the admission criteria for Dudley on the briefing document.	Ruth Moore
RM asked that comments on the NAO Report Review of Progress be forwarded to her for inclusion by the 24 th July.	Ruth Moore
SC to circulate the Draft Business Plan including the NTS objectives.	Sarah Carnwell
RM asked that comments on the Draft Business Plan be forwarded to her for inclusion by the 24 th July.	Ruth Moore
SC to circulate the parent representative presentation with the minutes.	Sarah Carnwell
SC to circulate the amended parental expenses claim form with the minutes.	Sarah Carnwell
JC to take forward actions with RM.	Jon Crockett Ruth Moore