

**Minutes of Clinical Governance Group**

**Wednesday 12 January 2022**

**10:00 – 11:30**

**via Microsoft Teams**

**Present:**

Anneli Wynn-Davies (AWD), Clinical Lead, EMNODN, North Hub  
 Jane Gill (JG), Clinical Lead, EMNODN, South Hub (Chair)  
 Linda Hunn (LH), Director/Lead Nurse, EMNODN  
 Judith Foxon (JF), Deputy Led Nurse (Education & Workforce), EMNDON  
 Cara Hobby (CH), Deputy Lead Nurse (FiCare & PPI), EMNODN  
 Haddie Borbely (HB), Care Coordinator, EMNODN  
 Susan Chisela (SC), Practice Development Nurse, EMNODN  
 Rachel Salloway (RS), Data Analyst, EMNODN  
 Leona Lee (LL), Head of Service & Consultant Neonatologist, Nottingham University Hospitals (10:40)  
 Andrea Warnock (AW) Neonatal GRID Trainee, Nottingham University Hospitals  
 Lucy Panesar (LP), Homecare Lead Nurse, Nottingham University Hospitals  
 Cheryl Griffiths (CG), Neonatal Quality Sister, Nottingham University Hospitals  
 Nigel Ruggins (NR), Consultant Paediatrician & Neonatologist, Royal Derby Hospital  
 Simon Rhodes (SR), Consultant Paediatrician, King's Mill Hospital, Mansfield  
 Alison Davies (AD), Consultant Paediatrician, King's Mill Hospital, Mansfield  
 Rhian Cope (RC), Matron, King's Mill Hospital, Mansfield  
 Poornima Pandey (PP), Consultant Paediatrician, Kettering General Hospital  
 Sarah Kent (SK), Matron, Kettering General Hospital  
 Ruchika Gupta (RG), Head of Service Consultant Paediatrician, United Lincolnshire Hospitals  
 Cathy Franklin (CF), Matron, United Lincolnshire Hospitals  
 Jo Behrsin (JB), Head of Service and Consultant Neonatologist, University Hospitals of Leicester  
 Margaret Pratt (MP), Ward Manager, University Hospitals of Leicester  
 Nick Barnes (NB), Consultant Paediatrician, Northampton General Hospital  
 Wendy Copson (WC), Matron, Northampton General Hospital  
 Michelle Hardwick (MH), Ward Manager, Northampton General Hospital  
 Kathryn Price (KP), Practice Development Nurse, Northampton General Hospital  
 Michaela Thompson (MT), Senior Improvement Lead, EM AHSN  
 Chantelle Tomlinson (CT), Consultant Neonatologist, Nottingham University Hospitals  
 Andy Currie (AC), Head of Service, CenTre Neonatal Transport

**In Attendance**

Linsay Hill (LSH), Office Manager, EMNODN (Minutes)

	<b>Subject</b>	<b>Attachment</b>	<b>Action</b>
<b>1.</b>	<b>Apologies for Absence</b> Rachel Wright, Sophie Stephenson		
<b>2.</b>	<b>Declarations of Interest</b> None.		

3.	<b>Minutes and Actions from the Previous Meetings</b> The minutes from the previous meeting were accepted as an accurate record of proceedings.	<a href="#">A</a>	
4.	<b>Matters Arising</b> <b>4.1 Car Seat Update</b> One of the car seat companies is trying to drive change through European legislation. A letter has been sent from BAPM, Bliss, and the National Lead Nurse Group to Baroness Vere from the DoT outlining the issue and asking for it to be addressed. It is hoped that these 2 methods of escalation may have a positive impact  <b>4.2 Ockenden Report</b> The Network Team are still putting together the details from the discussions at the October Clinical Forum, once ready the notes will be circulated to this group.  <b>4.3 Derby ROP Treatment</b> The situation in Derby has changed as the Ophthalmologist has left. There is an interim pathway where the NUH ophthalmologist is providing screening services.  NR confirmed there is some work that needs to be done to make the ROP treatment area safe with regards to current requirements and legislation. This is not major work and is being looked at and costed. The Ophthalmologist is putting data directly onto BadgerNet which is very helpful in ensuring the accuracy of data.  <b>4.4 PDA Drive Throughs</b> AWD has been in touch with JG and HK with regard to plans for the future for North hub babies in terms of drive through vs admitting into Leicester. South hub babies are already admitted into Leicester. AWD/JG/JB/AC/HK/LL to meet to further discuss.  <b>4.5 ReCiteMe Update</b> The Network have decided not to pursue with the ReCiteMe software as there were issues around translation accuracy. AWD thanked all those who had used their language skills to review the software and provide feedback.		<b>Network Team</b>         <b>AWD/JG/ JB/AC/ HK/LL</b>
5.	<b>Babies &amp; Families</b> <b>5.1 FiCare Update</b> A Network FiCare Steering Group has now been set up and feeds into the Parent Advisory and Lead Nurse Groups and the minutes will be available for sharing. HB and CH continue to work with units in supporting their Bliss Baby Charter and BFI accreditation.  <b>5.2 Transfer of Babies</b> The letter for parents/families regarding the possibility of a need to transfer, particularly whilst in OPEL 4 status, has been		

	<p>updated and shared with the Lead Nurses. This will hopefully help with comms with families around the current situation.</p> <p><b>5.3 NVP Recruitment</b> The NVP event in September was successful, with a couple of LMNS taking next steps to setting up their own NVP groups. CH will be picking this up again this week or next.</p>		<b>CH</b>
<b>6.</b>	<p><b>Surgical Updates</b> None.</p>		
<b>7.</b>	<p><b>COVID-19 Update</b> LH raised concerns expressed by CenTre regarding a practice of only repatriating babies if there is a side room available. This is of concern as it could cause significant blocks in the system if adhered to by all units and LH was keen to understand the reasoning behind it and where this is happening. Those on the call confirmed that it is not common practice. AC to feedback specific incidents of this to the Network team offline so that they can work with any units concerned.</p> <p>LH is aware that the neonatal OPEL status is being reported into Maternity Network however it appears that the status is being reported differently to what is declared daily to the Network Team. Having explored this further LH has been advised that neonatal services are being asked what the Opel status is and so encouraged all units to ensure that the same OPEL status is being reported through both routes. RC explained that the maternity document asks for Network status not Unit which may well be causing the problem. LH confirmed that the units should be declaring the unit status. RC will feed back to the Midwives as there has been some confusion. LH to follow this up with the Maternity Network to ensure that it is clear on their form.</p> <p>FiCare Link nurses are being pulled to work clinically. LH reported that this is not a problem, but that she will need to know when they are being pulled and when they return for invoicing purposes. CH/HB will pull together and log to keep track of this information.</p> <p>AWD highlighted for information that BAPM sent out an updated version of their Covid-19 FAQs and Guidance late on Monday afternoon. <a href="#">BAPM - COVID-19 pandemic: Frequently asked questions within neonatal services   RCPCH</a></p> <p><b>7.1 Current Position</b> All those present gave an update on their current position.</p> <p>There was no one present to give an update from QHB. Capacity remains tight with significant staff absences across the Network</p> <p><b>7.2 Parent &amp; Family Access</b> Not covered.</p>		<p><b>AC</b></p> <p><b>RC</b></p> <p><b>LH</b></p> <p><b>CH/HB</b></p> <p><b>ALL</b></p>

8.	<p><b>National Update</b>  <b>8.1 National Critical Care Transformation Review</b>  Nurse staffing data was submitted into the National Team and a draft allocation has been sent. LH is currently awaiting final confirmation, which is expected any day and the units will then be informed.</p>		
9.	<p><b>Pre Term Birth Group Update</b>  <b>9.1 Extreme Preterm Counselling Leaflet</b>  Following previous discussions, the leaflet has been further amended and is almost ready to be recirculated for comment.</p>		
10.	<p><b>Outreach Update</b>  <b>10.1 Outreach Update</b>  A Business Case has been submitted to Specialised Commissioning for a 7-day service including home phototherapy.</p> <p><b>10.2 NUH Dashboard</b>  A copy of the dashboard was circulated for information.</p> <p><b>10.3 South Hub Dashboards</b>  A copy of the dashboards was circulated for information.</p>		
11.	<p><b>CenTre Transport</b>  <b>11.1 Dashboard</b>  A copy of the CenTre dashboard was circulated.</p> <p>AC highlighted an error with one of the parameters on the dashboard which incorrectly reads 8378%.</p> <p>AC confirmed that the service remains busy.</p> <p><b>11.2 COT</b>  Not covered.</p> <p><b>11.3 Transfer Information Leaflet October Update</b>  This has been slightly amended to reflect the move of EMCHC from Glenfield to the LRI. A copy is available on the Network website and can be viewed <a href="#">here</a>.</p>		
12.	<p><b>Risk Register</b>  A copy of the post EMNODN Board Risk Register was circulated.</p> <p>Any comments to be fed back to LH by Thursday 27 January in time to go to February Board.</p>		<b>ALL</b>
13.	<p><b>Guidelines</b>  <i>Ratified &amp; Uploaded to Website</i>  <b>13.1 SCID Screening (S)</b>  Available on the Network website and can be viewed <a href="#">here</a>.</p> <p><b>13.2 Exome Sequencing</b>  Available on the Network website and can be viewed <a href="#">here</a>.</p>		

	<p><b>Under Development</b></p> <p><b>13.3 Early Care (N)</b> This is being developed by CT and she is hoping to have draft out to the group very soon.</p> <p><b>13.4 Developmental Care</b> HB is currently working on updating the remaining developmental care guidelines: Light &amp; Noise and Positioning.</p> <p><b>13.5 NEC Care Bundle</b> Shalini Ojha from Derby has been coordinating a small group from across the Network to develop the NEC Care Bundle. It is now almost ready for circulation, with a formal review expected at the April clinical Governance Group.</p> <p><b>13.6 Exchange Transfusion</b> CT is currently reviewing.</p> <p><b>13.7 SCID Screening (N)</b> The North Hub SCID screening is being run by the NUH immunology team so different to the recently ratified South Hub guideline. This is currently in draft format</p> <p><b>13.8 NG195 Neonatal Infection: Antibiotics for Prevention and Treatment</b> JG asked what the timescales for reviewing/ adopting national guidelines, and whether anyone has adopted the latest iteration of this guideline.</p> <p>JB explained that in UHL the trust gets in touch for timescales in terms of adopting NICE guidance and completing a risk assessment around any areas against which they are derogating. The service is just in the process of completing this return but have adopted the guideline.</p> <p>NGH, KGH, RDH, KMH and ULHT are currently looking at the guidance with view to adopting it.</p>		
14.	<p><b>Data Quality and Assurance Reporting</b></p> <p><b>14.1 Local Network Quality Dashboard</b> A copy of the dashboard was circulated.</p> <p><b>14.2 Daily SitRep</b> It is proving to be very useful to have the daily submissions and LH expressed thanks to everyone for submitting them. She reported that this helps to raise the capacity issues to the Regional and National teams.</p> <p><b>14.2 SI Reporting</b></p> <p><b>KGH SI</b> Deferred to next meeting.</p> <p><b>PHB SI</b> Deferred to next meeting.</p>		

	<p><b>CenTre SI</b> Deferred to next meeting.</p> <p><b>NGH SI</b> Deferred to next meeting</p> <p><b>NUH SI</b> LL shared the learning.</p> <p><b>14.3 Learning from Incidents/Excellence</b> No learning from incidents or excellence shared at the meeting.</p> <p>If any units have any areas of excellence, or any ideas that have worked to contact JG/AWD to celebrate.</p> <p><b>14.4 Exception Reporting</b> A copy of the exceptions was circulated prior to the meeting.</p> <p>Q2 and Q3 will be out soon.</p>		
15.	<p><b>Audit &amp; Improvement Programme</b></p> <p><b>15.1 Nurse Staffing</b> A copy of the nurse staffing data was circulated and discussed.</p> <p>JF aware that staffing remains challenging particularly for the NICUs. The usual vacancies and sickness have been compounded by current covid absence rates.</p> <p><b>15.2 Transitional Care Implementation Updates</b> None.</p> <p><b>15.3 Network Normothermia Project</b> This is part of the Early Care Bundle. This item will now be removed from the agenda.</p> <p><b>15.4 MatNeo SIP</b> <b>Smoke Free Homes</b> Deferred to next meeting.</p>		
16.	<p><b>ATAIN Updates/Learning</b> None</p>		
17.	<p><b>LMNS Local Feedback</b> None</p>		
18.	<p><b>Workforce &amp; Education</b></p> <p><b>18.1 Network Education Team Update</b> JF reported that the substantive Network education team has now been appointed to. SC started in November 2021 and KF started in December 2021.</p> <p><b>18.2 Foundation Induction Programme</b> The first 2 cohorts of the Network foundation programme are up and running, with 12 students due to complete at the end of March 2022. The third cohort will start 12 April 2022. If there</p>		

	are any units who have any staff who would like to attend they should contact the education team.		
<b>19.</b>	<p><b>Mortality Review</b></p> <p><b>19.1 North Hub Group</b> A copy of the December Mortality Learning Bulletin was circulated. This, along with all previous bulletins, is available on the Network website and can be viewed <a href="#">here</a>.</p> <p><b>19.2 South Hub Group</b> A copy of the December Mortality Learning Bulletin will be circulated shortly. This, along with all previous bulletins, is available on the Network website and can be viewed <a href="#">here</a>.</p> <p><b>19.3 Grading of Care</b> KGH had raised the issue around grading of care. KGH do not have a soundproof bereavement suite and have been told by MBRACCE that they must always therefore grade their neonatal care as a B, until such time as this issue is resolved. JG felt that this is unfair and asked what other units are doing. With the exception of Leicester, all other Network units confirmed they do not have sound-proof bereavement suites. CT suggested submitting a query/concern on behalf of the whole ODN to try to address it and all were in agreement.</p> <p><b>19.4 PMRT External Reviews</b> Taken to Network Board as a concern. LH has emailed AQ to ask if there is a paper which defines what an external review should consist of and is waiting for her response. LH will feed back to the group.</p>		<p><b>Network Team</b></p> <p><b>LH</b></p>
<b>20.</b>	<p><b>Feedback from Network meetings</b></p> <p><b>20.1 Lead Nurses Group</b> The group last met in December 2021. The minutes are not yet available but will be circulated shortly.</p> <p><b>20.2 Parent Advisory Group</b> The group last met in September 2021. The minutes were previously circulated.</p> <p><b>20.3 Education &amp; Practice Development Group</b> The group last met in December 2021. The minutes are not yet available but will be circulated shortly.</p> <p><b>20.4 Pharmacy Group</b> The group last met in November 2021. The minutes are not yet available but will be circulated shortly.</p> <p><b>20.5 NCOT Group</b> The group last met in December 2021. A copy of the minutes were circulated.</p> <p><b>20.6 Safeguarding Group</b> The group met for the first time in October 2021. AWD expects that it will take some time to fully establish the group and build</p>		

	<p>up the membership, AWD asked all to encourage the named safeguarding Doctors etc to attend. The next meeting is on 24 January 2022, 10:00am – 12:00pm.</p> <p><b>20.7 Safeguarding TOR</b> A copy of the group TOR was circulated. All to read and send any comments/concerns to LSH by Thursday 27 January 2022, after which they will be considered ratified.</p>		<b>ALL</b>
<b>21.</b>	<p><b>Research</b> <b>21.1 Update</b> No updates received. The Network Team will consider how this is fed back at future meetings</p>		<b>Network Team</b>
<b>22.</b>	<p><b>AOB</b> LH reported that specialised commissioning asked all networks to submit a plan on a page for anything that would help with patient flows. The Outreach BC was revised and resubmitted. LH has been informed that it has now gone to the second round with the support of Dom Tolley.</p> <p>LP outreach job is currently out to advert as a year's secondment, and LH extended her best wishes for her maternity leave.</p> <p>NR asked for an update on the Network AHPs. LH confirmed that all positions have been appointed to with the exception of SLT. The OT and Dietician are both starting at the end of this month and unit visits will be arranged shortly. The Psychologist will be starting on 02 March 2022 and the Physiotherapist start date is yet to be confirmed.</p> <p>Wendy Copson will be joining the Network as Deputy Lead Nurse (Quality &amp; Service Improvement) on 14 February 2022.</p>		
<b>23.</b>	<p><b>Date/Time of Next Meeting</b> Wednesday 27 April 2022, 10:00am – 1:00pm, via Microsoft Teams</p>		