

**Minutes of Lead Nurses Group**

**Tuesday 31 May 2022**  
**10.00am – 12.30pm**

**Via Microsoft Teams**

**Present:**

Cara Hobby (CH), Deputy Lead Nurse, EMNODN (Chair)  
Wendy Copson (WC), Deputy Lead Nurse, EMNODN  
Susan Chisela (SC), Practice Development Nurse, EMNODN  
Kellie Fraser (KF), Practice Development Nurse, EMNODN  
Rachel Wright (RW), Ward Manager, Lincoln County Hospital  
Cheryl Griffiths (CG), Matron, Nottingham University Hospitals  
Pauline Coser (PC), Matron, University Hospitals of Leicester  
Margaret Pratt (MP), Ward Manager, Leicester General Hospital  
Sue Flaherty (SF), Discharge & Family Care Coordinator, UHL  
Emma Barnes (EB) Interim Matron, UHDB  
Michelle Hardwick (MH), Ward Manager, Northampton General Hospital  
Sarah Kent (SK), Matron, Kettering General Hospital  
Claire Inglis (CI), Lead Nurse Neonatal Homecare, University Hospitals of Leicester

**In Attendance**

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

	<b>Subject</b>	<b>Attachment</b>	<b>Action</b>
1.	<b>Apologies for Absence</b> Linda Hunn, Judith Foxon, Cathy Franklin, Kelly Marriott, Louise Bakin, Davina Bhardwaj		
2.	<b>Declarations of Interest</b> None.		
3.	<b>Minutes from the Previous Meeting</b> The minutes from the previous meeting were accepted as an accurate record.	<a href="#">A</a>	
4.	<b>Matters Arising</b> <b>4.1 Car Seat Audit</b> No further update since last meeting. There has been a previous suggestion that seat could possibly be adapted under the disability act. Work continues to identify a suitable solution to the issue.		

	<p><b>4.2 Staff Survey</b> A Network survey is planned to collect information from leavers. JF is collating some questions and then a QR code will be shared.</p> <p><b>4.3 Fresh Eyes</b> At the last meeting, a fresh eyes approach was discussed as a potential QI project. NGH were chosen as pilot site on the back of a previous SI. The team are looking at the possibility of using stickers to remind staff at handovers. NGH will feedback once this is underway to see if this would be something all the other Network units would like to adopt</p> <p><b>4.4 Out of Network/Unit Babies</b> In the last week or so there have been several babies who units have been unable to repatriate.</p> <p>All were reminder to ensure that parents are signposted to the unit photographs on the website so that can familiarise themselves with the unit that they are being transferred to.</p> <p>PC confirmed the Network information is included within the UHL welcome pack which contains information about the possibility of a transfer to another unit.</p>		
5.	<p><b>COVID-19 Issues</b></p> <p><b>5.1 Roadmaps to Normal Visiting and Sibling Access</b> CH reported that every unit in the Network has reintroduced some sibling and grandparent access. Congratulations were extended to all on this achievement.</p>		
6.	<p><b>Workforce</b></p> <p><b>6.1 Nurse Staffing Audit</b> A copy of the nurse staffing audit was circulated and discussed.</p> <p><b>6.2 Recruitment Days/Video Recordings</b> The Network will be attending a careers fair at University of Lincoln on 15 June to promote neonatal nursing as a career</p> <p>UHL are also being supported with the recruitment fair. Support will also be provided to DMU in the Autumn.</p> <p><b>6.3 Twitter Campaign</b> A Twitter campaign #beaneonatalnurse was carried out two weeks ago. JF thanked all those who contributed. This will be repeated in June and further contributions will be appreciated. This is an opportunity to raise the profile of the units and advertise any posts available. JF to share the details nearer to the time.</p>		

	<p>w/c 13 June – feedback provided was that most students are not on Twitter so alternative social media channels will be explored.</p> <p><b>6.4 Quality Roles</b> Quality roles should be in addition to the clinical nursing establishment and not counted in ‘hands on’ nursing numbers.</p> <p>All to ensure that trust workplans also consider quality roles.</p> <p>Any questions outside of the meeting please contact Judith Foxon or WC.</p>		
7.	<p><b>Education &amp; Practice Development Update</b></p> <p><b>7.1 QIS Training</b> Courses are running at DMU, Leicester and NTU – these are virtual and face to face. Both courses run on a Wednesday, which is in breach of the Anthea Swan charter so the possibility of the universities holding the courses on different days is to be explored. If experiencing problems please speak to KF, SC or JF.</p> <p>Next cohort starting September 2022.</p> <p><b>7.2 Foundation Programme</b> The foundation program is evaluating extremely well.</p> <p>Cohorts 1 &amp; 2 undertook their poster presentations in March, which demonstrated some really great work, and the education team are hoping to showcase some of this.</p> <p>Cohort 3 started in April and is going really well. On 19 July there will be face to face day held at Yew Lodge Hotel, Kegworth. The Network OT and Physio will be joining to demonstrate some supportive positioning.</p> <p>Individual days are open for staff to attend on ad hoc basis and KF/SC will be sending out the programmes for the days which are coming up.</p> <p>RW reported that the ULHT staff who have attended have provided her with some very positive feedback RW asked for timetable as she has some additional nurses that she would like to attend.</p> <p>PC reported that she is trying to encourage the UHL educators to link in with the course.</p>		SC/KF

	<p><b>7.3 Education/Training Programme</b> The ODN will be holding a Compassion Focussed Techniques workshop on 12 July 2022 at Yew Lodge Hotel, Kegworth.</p> <p>There will be a Network Conference, focussing on Optimisation of preterm birth at Holywell Park, Loughborough on 28 September. The programme will be circulated shortly.</p> <p>SC &amp; KF are hoping to do some short lunchtime webinars around Ockenden and the Network pathways. Further information will be shared once it is available.</p> <p><b>7.4 ANNP Training</b> Some units reported ongoing issues with the Sheffield University course, in that it is too generic and lacking in neonatal content. JF asked if anyone else is using any other providers: UHDB started using Coventry in January, and the feedback has been much more positive so this may be worth further exploration.</p> <p><b>7.5 NLS Training</b> Some concerns have been previously raised that there are not enough places available, due to a large backlog of people needing to undertake the course following the pandemic. Most units have now reported to JF that there is no longer an issue. CG reported that NUH have accessed all the available places they can, but this is still sufficient, so it is therefore on their risk register. PC reported the same issues in UHL.SK teaches at Coventry and suggested it might be worth contacting Tina Finley, the course administrator. Harlow is also running a course, and KGH are looking at setting up a course. KF reported that she would be happy to help.</p> <p>Year 4 CNST launched May 2022 and safety action 8 asks for evidence that 90% of teams required to be involved in immediate resuscitation of the newborn and management of the deteriorating infant have attended either an annual in-house neonatal life support training or NLS course from May 2022.</p> <p>ULHT have added neonatal life support to their core training.</p>		
8.	<p><b>Parents</b></p> <p><b>8.1 Update on FiC Progress to Date</b> HB and CH have created staff FiCare surveys for each unit to assess staff views and understanding and needs around FiCare, particularly in terms of personal views and educational needs. The answers from these surveys will feed into a Network FiCare educational programme</p>		

	<p>There are 4 strands aimed at different team members;</p> <ul style="list-style-type: none"> <li>• Consultants, AHPs and ANNPs</li> <li>• Management</li> <li>• Nurses and support workers</li> <li>• Support staff</li> </ul> <p>The Network are able to continue the FiCare link nurse funding until the end of the financial year. There are some gaps in some of the units and CH and HB working with these units to recruit to these posts.</p> <p><b>8.2 Parent Engagement/Neonatal Voices</b> Work is ongoing with the LMNSs and MVPs to progress the neonatal voices arm and implement where not already in existence. RW confirmed that posters are up in their parent room and also that they have FaB worker in ULHT who signposts the parents to the Lincolnshire NVP. EB is unsure so will find out and come back.</p> <p><b>8.3 Parent Information Leaflets</b> The extreme preterm birth leaflet has been ratified and is available on the website.</p> <p>CH is planning to produce a FiCare leaflet for parents.</p> <p><b>8.4 Translation of Leaflets</b> The Transfer and Extreme Preterm information leaflets have now been translated into the top 5 languages across the region which are Romanian, Polish, Gujarati, Lithuanian and Urdu.</p> <p>These will be sent out as pdf files to the units until the ODN identifies the most appropriate place for these to be stored on the website.</p> <p><b>8.5 Unit Slide Shows</b> There are some issues around IG and external filming. The unit tours which are already in place were discussed by the group.</p> <p><b>8.6 FiCare Bids</b> CH reminded all present to ensure that the invoices for the successful bids are submitted to the Network ASAP.</p> <p><b>8.7 FiCare Nurses</b> All were reminder to all to submit invoices for FiCare Link Nurses in a timely manner.</p>		<b>EB</b>
9.	<p><b>Bliss Update</b></p> <p><b>9.1 Accreditation</b> CH shared a chart showing accreditations status.</p>		



	<p><b>UNIT</b>  Leicester General Hospital  Leicester Royal Infirmary  Northampton General Hospital  Kettering General Hospital  Lincoln County Hospital  Pilgrim Hospital (Boston)  Queen's Hospital (Burton)  Royal Derby Hospital  King's Mill Hospital  Nottingham City Hospital  Queen's Medical Centre</p> <p><b>STATUS</b>  Registered Intent  Bronze Award  Pledge of Improvement  Bronze Award  Bronze Award  Bronze Award  Bronze Award  Bronze Award  Bronze Award  Gold Accreditation  Gold Accreditation</p> <p>The Network has provided funding for each unit to get to gold accreditation.</p>		
<p><b>10.</b></p>	<p><b>UNICEF Update</b>  <b>10.1 Course</b>  CH requested that staff who have been supported o attend BFI train the trainer course are supported to provide that training. CH is planning to set up a Network feeding steering group and those who attended the training will be invited to attend.</p> <p><b>10.2 Unit Assessments (Initial and Level 1)</b>  <b>UNIT</b>  Leicester General Hospital  Leicester Royal Infirmary  Northampton General Hospital  Kettering General Hospital  Lincoln County Hospital  Pilgrim Hospital (Boston)  Queen's Hospital (Burton)  Royal Derby Hospital  King's Mill Hospital  Nottingham City Hospital  Queen's Medical Centre</p> <p><b>STATUS</b>  No Current Information  No Current Information  Certificate of Commitment  Registered Intent  Registered Intent  Registered Intent  Registered Intent  Stage 1  Stage 1  Certificate of Commitment  Registered Intent  Registered Intent</p>		
<p><b>11.</b></p>	<p><b>National Projects</b>  <b>11.1 Neonatal Critical Care Review Implementation &amp; Oversight</b>  WC enquired who has had sight of their NCCR action plan and encouraged all to ask clinical leads to share the plans with the Ward Managers and Matrons.</p> <p>There is a large amount of work to be undertaken to achieve the requirements of the NCCR action plans and which needs to have MDT approach. The action plans need to be completed by the end of 2024 workforce plans, so an awareness of the trajectories is required along with the production of business cases to fill workforce gaps.</p>		

<p>Those who attend LMNS meetings should ensure that NCCR action plans are agreed and overseen there.</p> <p>Anyone who does not have access to their unit plan should contact WC.</p> <p>This should also be discussed regularly at Safety Champions meetings.</p> <p><b>11.2 Transformation Funding</b> Transformation funding was allocated to NUH, UHL and UHDB for nurse staffing, and it is hoped that recruitment to posts are underway CG explained that in NUH the new band 7 posts are coming from this funding, recruitment is ongoing, and most have been filled from uplift which has created a gap in the lower bands. It is hoped that various recruitment events will fill some of the gaps.</p> <p>SF reported that in UHL that several nurses have been recruited from India, who are doing their OSCEs currently.</p> <p>EB reported that there has been some uplift of nurses within the service which has created gaps within the Band 5 establishment. Permission has been given to over recruit to establishment.</p> <p>There is no transformation funding for Medical and AHP staffing.</p> <p><b>11.3 East Midlands Capacity Oversight Group</b> The group met last week, and it was disappointing to learn that the interim work in NUH will be delayed until 2023. The funding stream for the rebuild in UHL is currently paused and so the build date has been pushed back indefinitely.</p> <p>The Network has been flagged in GIRFT as having insufficient capacity for our activity.</p> <p><b>11.4 Optimisation</b> WC has been working on a PowerPoint teaching session. She will circulate a Teams invitation to the session shortly and requested that there is some representation from all the units.</p> <p>The ODN be looking at Network wide roll out of optimisation/PERIPrem.</p> <p><b>11.5 CNST Year 4</b> CNST has been in place from May 2022. It was suggested that everyone familiarises themselves with the plan and the safety action points.</p>		<p style="text-align: center;"><b>ALL</b></p>
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	<p><b>11.6 GIRFT Deep Dives</b> All have had deep dive meetings (except RDH &amp; QHB) action plans in are place and there is also a Network plan which WC will be leading on. All need oversight of GIRFT action plans.</p>		<b>ALL</b>
<p><b>12.</b></p>	<p><b>Governance</b></p> <p><b>12.1 Shared Learning</b> None.</p> <p><b>12.2 Peer Reviews</b> The peer review visits are underway UHL, NUH, KMH, ULHT visits are still to be undertaken.</p> <p><b>12.3 Data</b> WC reiterated the importance of data and identification where improvements are required.</p> <p>Revised exception reporting forms are to be circulated later today.</p>		
<p><b>13.</b></p>	<p><b>Transitional Care Implementation</b> Part of the CNST requirements are the implementation of Transitional Care. The Network team are offering support for TC, if anyone wants some help with setting up the service.</p>		
<p><b>14.</b></p>	<p><b>Outreach</b></p> <p><b>14.1 Update</b> Data collection has been reviewed and the group are currently looking at some additions to the data set, incorporating RAG ratings and percentages as well as looking a CGA. CI working with Heather Cutts who is covering Lucy Panesar’s maternity leave to produce this.</p> <p>Jonathan Cusack provides high fidelity sim training which will form the NLS annual update from a homecare perspective for the South Hub. With regard to staffing there is currently a 3.45 WTE vacancy factor.</p> <p><b>14.2 Business Case for 7/7 Service</b> No further update.</p>		
<p><b>15.</b></p>	<p><b>Update from Units/CenTre</b> LCH – Visiting has recommenced. There are high levels of staff sickness at the moment.</p> <p>NUH – Reported staff sickness issues. CQC report published last week. Donna Ockenden is undertaking the external review which is impacting upon staff with morale.</p> <p>NGH – Staff engagement and resilience sessions have taken place for all staff which have evaluated well. Recruited 5 new Band 5’s. There are currently seven staff on maternity leave</p>		



	<p>and the unit is still sending staff to TC for each shift. A business case has been submitted for TC staffing and the outcome is awaited.</p> <p>Discussion followed around the admission of well babies on the units, due to safeguarding or unwell mums. CG reported that NUH have a policy in NUH which she would be happy to share. WC requested that any well babies admitted to the units should be exception reported, as they are not funded and should come under the well-baby tariff, and under that premise should be looked after by maternity.</p> <p>CH requested that any such issues are reported to the Network team.</p> <p>UHDB – EB is the new Matron for the service. Sickness is easing; however, the high levels of maternity leave are causing staffing gaps.</p> <p>UHL – Reported that staffing is difficult. Families have been reintroduced onto the unit which is a positive move. AMICA counsellor is coming in once per week to speak to staff which has been quite helpful.</p>		<b>ALL</b>
<p><b>16.</b></p>	<p><b>Network Update</b></p> <p>The Network AHP team is now in place. The team are currently spending some time visiting units and have been made to feel very welcome.</p> <p>There has been difficulty recruiting to the SLT post, which has just been advertised for the fifth time.</p> <p>Linda Hunn is having some surgery so will be unavailable for a couple of weeks, in her absence please direct queries to CH, WC and JF.</p> <p>Kellie Fraser will be going on maternity leave at end of August and so the Network Team are considering a fixed term post to cover her leave.</p> <p>The Network team are exploring the possibility of funding a network parent representative and are reviewing how this is working in other Networks at the moment.</p> <p>SF asked for the FiCare link nurse role description. CH to action.</p>		<b>ALL</b>         <b>CH</b>
<p><b>17.</b></p>	<p><b>AOB</b> None</p>		

<b>18.</b>	<b>Date/Time of Next Meeting</b> Tuesday 20 September 2022, 10:00am – 12:30pm, Via Microsoft Teams		
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