

**Minutes of Lead Nurses Group**

**Tuesday 29 March 2022**  
**10.00am – 1.00pm**

**Via Microsoft Teams**

**Present:**

Linda Hunn (LH), Director/Lead Nurse, EMNODN (Chair)  
 Judith Foxon (JF), Deputy Lead Nurse, EMNODN  
 Wendy Copson (WC), Deputy Lead Nurse, EMNODN  
 Rachel Wright (RW), Ward Manager, Lincoln County Hospital  
 Cathy Franklin (CF), Matron, United Lincolnshire Hospitals  
 Cheryl Griffiths (CG), Matron, Nottingham University Hospitals  
 Jenny Machell (JM), Ward Manager, Nottingham City Hospital  
 Pauline Coser (PC), Matron, University Hospitals of Leicester  
 Margaret Pratt (MP), Ward Manager, Leicester General Hospital  
 Davina Bhardwaj (DB), Ward Manager, Leicester Royal Infirmary  
 Emma Birkin (EB), Matron, CenTre Neonatal Transport  
 Loraine Collins (LC), Ward Manager, King's Mill Hospital  
 Michelle Hardwick (MH), Ward Manager, Northampton General Hospital  
 Sarah Kent (SK), Matron, Kettering General Hospital

	<b>Subject</b>	<b>Attachment</b>	<b>Action</b>
1.	<b>Apologies for Absence</b> Lorraine Collins, Sarah Roberts,		
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> LH provided an update on progress. A meeting was held with the Dept of Transport along with BAPM and Bliss where the Dept of Transport had the view that low birth weight babies could be covered under the disability act and that car seats can therefore be adapted by individual companies with inserts which would secure the babies better. Dept of Transport to provide written confirmation to this effect. It will then depend upon whether car seat manufacturers have the appetite to produce inserts. Separate to this, the topic is to be raised at an international car safety meeting to determine if this issue		

	<p>has been identified in other countries as changing car seat legislation generally would require agreement from multiple nations across the world.</p> <p><b>4.2 Staff Survey</b>  There has been no further progress since the previous meeting. The Survey would be to understand why staff would be leaving posts in neonates. The group were asked if they would like to proceed with a survey or whether they are happy with what is captured locally. Although information is collected locally this feedback process varies. It was agreed that it would be useful for the Network to collect some anonymised information. JF to speak to LSH for a QR code for staff to access a survey.</p> <p>This item will be removed from the agenda. JF will speak to the National Team to gain ideas of how other networks capture reasons for leaving.</p> <p><b>4.3 Fresh Eyes</b>  The concept of using a fresh eyes approach to reviewing observation charts was discussed at the last meeting. All present agreed that this would be a worthwhile project. WC to look at this as a QI project for the units.</p> <p><b>4.4 Out of Network/Unit Babies</b>  The group discussed IUT transfers and how the home unit keeps in touch and monitors progress. It was agreed that some units have names on boards and will ring units for updates where babies have been transferred ex utero rather than in utero. IUTs tend to be tracked by maternity rather than neonatal units. It appears that there have been occasional issues where babies have passed away or been discharged from the service and the transferring unit has not been informed. Network team to liaise with the Maternity Clinical Network to explore a potential pathway to ensure that these women and babies are not missed.</p>		<p>JF</p> <p>JF</p> <p>WC</p>
<p>5.</p>	<p><b>COVID-19 Issues</b></p> <p><b>5.1 Parent Access</b>  The group had some discussion regarding plans for ongoing Lateral Flow Testing of parents. Most units confirmed that they are waiting for national guidance on the topic. No units have any plans for ongoing testing beyond the end of March but they are in consultation with their local IPC teams. Bliss have tweeted the need for parents of neonates to continue to have access to free LFTs. LH will forward the national guidance as soon as it becomes available</p> <p><b>5.2 Roadmaps to Normal Visiting and Sibling Access</b>  Discussion followed regarding roadmaps for visiting for Grandparents and Siblings. JF to discuss this with the</p>		<p>LH</p> <p>JF</p>

	National Team as there are concerns around sibling bonding and the long-term impact on the siblings.		
6.	<p><b>Nursing Issues</b></p> <p><b>6.1 Nurse Staffing Audit</b> A copy of the nurse staffing audit was circulated and discussed.</p> <p>QIS ratios will no longer be part of the NNAP data but the Network will continue to monitor this on a quarterly basis to help articulate the QIS position.</p> <p>JF discussed the trends for nurse staffing across the Network. As a Network we are below national average for staffing, QIS in particular. However, it was thought that some of this was due to issues with data input and that Badger data did not always accurately reflect the actual position. There appears to be a trend of more staff leaving substantive posts which is thought to be staff prioritising a better work life balance during Covid.</p> <p><b>6.2 Recruitment Days/Video Recordings</b> If any units are running recruitment days, or are involved in University open days, then the Network are happy to support. In the first instance please contact Judith.</p> <p>JF discussed the production of a Network recruitment video. This is progressing but the details have not yet been finalised.</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 all 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>ALL</p> <p>JF</p>
7.	<p><b>Education &amp; Practice Development Update</b></p> <p><b>7.1 QIS Training</b> There are currently courses running at Nottingham Trent and Leicester De Montfort Universities. These include some online and some face-to-face teaching. If there are any issues with access to the courses then please raise with JF.</p> <p><b>7.2 Foundation Programme</b> The first two cohorts have just completed the first programme with twelve staff successfully completing the course. JF reported that the poster presentations were very impressive and that the staff should be celebrated within their local units. JF to use some of the posters to share across the Network. Poster feedback to be given and then certificates will be distributed.</p>		<p>JF</p> <p>JF</p>

	<p>The second programme will commence on the 12 of April 2022.</p> <p>Thanks were extended to Kellie and Susan for delivering the programme.</p> <p><b>7.3 Education/Training Programme</b>  JF discussed the education/conference opportunities that will be offered by the Network. Dates will be made available ASAP.</p> <p>JF asked the Lead Nurses if they were interested in sending staff to a support session to be presented by the Network Psychologist, Anita. The first session can be delivered in July and a second session in September for 30 – 50 staff. JF to discuss the possibility of holding sessions more locally for units.</p>		<p><b>JF</b></p> <p><b>JF</b></p>
<p><b>8.</b></p>	<p><b>Parents</b></p> <p><b>8.1 Update on Progress to Date</b>  The developmental care guidelines are still in progress.</p> <p>FiCare steering group has been well attended.</p> <p><b>8.2 Parent Engagement/Neonatal Voices</b></p> <p>Equality and Diversity at the forefront of discussions and work being undertaken by the care coordinators to ensure inclusivity.</p> <p>Work ongoing to get recruit NVP representatives for each of the LMNS's. They will then be able to attend the Network PAG meeting providing local feedback.</p> <p>The Care co-ordinators are commencing cot side visits with parents in the units across the Network and meeting with parents who they have made contact with through the various campaigns.</p> <p><b>8.3 Parent Information Leaflets</b>  Several information leaflets have been produced, reviewed and updated. Work is continuing on the Extreme Preterm birth leaflet.</p> <p><b>8.4 Translation of Leaflets</b>  The Network are planning to fund the translation of some of the Network information leaflets into the top 5 used languages across the East Midlands for translated leaflets. This has been determined by reviewing the ethnicity data on the badger database</p>		

	<p><b>8.5 Unit Slide Shows</b> Update to follow.</p> <p><b>8.6 FiC Bids</b> Following the successful bidding process, LH requested that all units speak to their finance departments to ensure that all the invoices for the bids are submitted for sign off within this financial year.</p> <p><b>8.7 FiCare Nurses</b> Funding has been approved to continue with local FiCare Nurses for a further year.</p>		<b>ALL</b>
9.	<p><b>Bliss Update</b> <b>9.1 Accreditation</b> Update to follow at next meeting.</p>		
10.	<p><b>UNICEF Update</b> <b>10.1 Course</b> The Network have provided funding for a number of staff to attend the course and to complete level 1 (level 2 for those who have already completed level1).</p> <p><b>10.2 Unit Assessments (Initial and Level 1)</b> The Network have paid for the units to have the initial assessment and level one assessment in a bid to help them all to get to full accreditation.</p>		
11.	<p><b>National Projects</b> <b>11.1 Neonatal Critical Care Review Implementation &amp; Oversight</b> Capacity remains the most significant issue across the Network and this is not expected to change until the new builds are completed at QMC and LRI (anticipated date for completion to be 2024 for QMC and 2027 for LRI). This presents a significant risk to the Network for compliance to the NCCR within the required timeframe.</p> <p>The Derby designation is being reviewed by the commissioners as the current pathway sits outside of the national specification for an LNU.</p> <p><b>11.2 Transformation Funding</b> National funding for nurse staffing has been approved for NUH, UHL and UHDB.</p> <p>There is no national funding stream available for Medical or AHP staffing at unit level. This is a significant concern which has been raised with the National Team and is on the Network risk register. However, the Network have recruited into all the AHP posts with the exception of Speech and Language. Those staff are just starting in post and they will be visiting all</p>		

	<p>the units over the next few months. LH requested that all gaps in local AHP provision are highlighted at LMNS meetings as funding may need to be sourced through the ICSs.</p> <p><b>11.3 East Midlands Capacity Oversight Group</b> The EMCOG continues to meet monthly to maintain the momentum around improving capacity across the Network and to ensure that the trajectories are met.</p>		
<p><b>12.</b></p>	<p><b>Governance</b></p> <p><b>12.1 Shared Learning</b> MH discussed the learning from an SI regarding identification of hypoglycaemia.</p> <p>CF discussed the learning from a neonatal death and the NLS guidance at ULHT.</p> <p><b>12.2 Peer Reviews</b> The staffing tools will be sent out for completion by the units prior to the reviews. If anyone requires assistance with completion of the forms please speak to JF.</p> <p>Agendas for the reviews will be sent out in the next week along with details of the information required from units to present on the day.</p> <p>The review team will consist of Network team members, and an External Network representative, Commissioners and an LMNS representative.</p>		<p><b>ALL</b></p>
<p><b>13.</b></p>	<p><b>Transitional Care Implementation</b></p> <p><b>NGH</b> – Waiting to hear if a business case for TC staffing has been successful.</p> <p><b>KMH</b> – Several staff have been recruited and waiting for start dates and training. Money ring fenced for a Lead nurse.</p> <p><b>Derby</b> – No further progress.</p> <p><b>Burton</b> – Funding has been approved for a new unit which will facilitate TC implementation.</p> <p><b>NUH</b> – No further update.</p> <p><b>Lincoln</b> – TC is in place and there are no issues to report.</p>		

<p><b>14.</b></p>	<p><b>Outreach</b>  <b>14.1 Update</b>  The outreach meeting continues on a quarterly basis. There are plans to review data/dashboards to ensure that the data which is collected is meaningful and measurable.</p> <p><b>14.2 Business Case for 7/7 Service</b>  A business case for a 7-day service with phototherapy has been submitted to the commissioning team and the Network Team are waiting to hear if final approval is granted.</p>		
<p><b>15.</b></p>	<p><b>Update from Units/CenTre</b>  <b>NUH</b> – Cot expansion at QMC. Phase 1 is due to start between August and November. The overall cot capacity is not expected to change during the building work. BL is retiring and CG is the new matron.</p> <p><b>NGH</b> – There is ongoing work to increase funding for parent accommodation. A leaflet has been produced to promote fund raising. The team will look into the possibility of a Twitter campaign to raise the profile.</p>		
<p><b>16.</b></p>	<p><b>Network Update</b>  Recruitment and transformation work previously discussed. Office in Derby has been handed back as the team have agreed that they will now work from home permanently.</p>		
<p><b>17.</b></p>	<p><b>AOB</b>  JF raised issue of donor breast milk which is now available from King’s Mill Hospital. Information regarding use of the donor milk service will be discussed at the next clinical forum.</p>		
<p><b>18.</b></p>	<p><b>Date/Time of Next Meeting</b>  Tuesday 31 May 2022, 10:00am – 12:30pm, Via Microsoft Teams</p>		