

**Minutes of Lead Nurses Group**

**Tuesday 23 March 2021  
10.00am – 12.30pm**

**Via Microsoft Teams**

**Present:**

Linda Hunn (LH), Director/Lead Nurse, EMNODN (Chair)  
 Judith Foxon (JF), Deputy Lead Nurse, EMNODN  
 Barbara Linley (BL), Matron, Nottingham University Hospitals  
 Jenny Machell (JM), Ward Manager, Queen’s Medical Centre, Nottingham  
 Cara Hobby (CH), Matron, University Hospitals of Leicester  
 Margaret Pratt (MP), Ward Manager, Leicester General Hospital  
 Caroline Nyawira (CN), Matron, Kettering General Hospital  
 Susan Chisela (SC), Practice Development Nurse, Kettering General Hospital  
 Carol Walker (CWA), Practice Development Nurse, University Hospitals of Leicester  
 Claire Inglis (CI), Outreach Lead, University Hospitals of Leicester  
 Lynn Slade (LS), Matron, University Hospitals of Derby & Burton  
 Karen Sampson (KS), Ward Manager, Derby Royal Hospital  
 Michelle Hardwick (MH), Ward Manager, Northampton General Hospital  
 Cathy Franklin (CF), Matron, United Lincolnshire Hospitals

**In Attendance:**

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

	<b>Subject</b>	<b>Attachment</b>	<b>Action</b>
1.	<b>Apologies for Absence</b> Lucy Panesar, Nicky Davey, Rachel Wright, Zara Doubleday		
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.	<b>A</b>	
4.	<b>Matters Arising</b> <b>4.1 Virtual Tours/Slide Shows</b> LSH has contacted those with photographs outstanding.  <b>4.2 Car Seat Audit</b> LH thanked those who completed the audit which LH sent on to ROSPA. LH emailed last week for an update but hasn't		

	<p>heard anything back yet. LH will update as and when there is further information on this.</p>		<p><b>LH</b></p>
<p><b>5.</b></p>	<p><b>COVID-19 Issues</b></p> <p>KGH are awaiting confirmation from HR around whether pregnant staff should be shielding. LH responded that this should be based upon a risk assessment. Shielding is due to end this month.</p> <p>NUH reported that guidance has been provided by the organisation outlining how staff returning from shielding should be supported</p> <p>The Network team queried whether teams have given any consideration to resuming visiting, specifically siblings, as concerns have been raised by parents at PAG around long term effects on siblings.</p> <p>UHL reported that they have not yet given it any thought and are still trying to agree the process for parent Lateral Flow Testing (LFT). BL confirmed that there are no formal plans to reintroduce visiting at the moment in NUH.</p> <p>LH reported that she has received an email from one of the parents with some suggestions around how to ensure that siblings can still feel involved, which LH will discuss with the Care Coordinators when they are in post.</p> <p>All reported that they have not yet been able to implement LFT for parents.</p>		
<p><b>6.</b></p>	<p><b>Nursing Issues</b></p> <p><b>6.1 Nurse Staffing Audit</b></p> <p>A copy of the nurse staffing audit was circulated and discussed.</p> <p>The data illustrates the low numbers of QIS staff, particularly in the NICUs.</p> <p>LH intrigued by units that have lowest numbers of staff are often the units with the lowest number of bank staff used. Cara explained that UHL have done some recruitment for bank, and have limited use of agency staff, with varying degrees of success.</p> <p>KS said that a number of unit staff from UHDB have signed up to the bank, which has the bonus of weekly payment with some Band 6's covering Band 5 bank shifts.</p> <p>Staff were undertaking bank shifts, but they were then being taxed heavily on their substantive pay and so they stopped wanting to work extra shifts through the bank.</p>		



	<p>reported that the team are awaiting the home phototherapy equipment, and CI is currently putting together the associated SOPs.</p> <p>BL reported that NUH have recruited a community nurse into post, with one band 6 vacancy going back out to advert.</p> <p>The Billi blankets have been received and are with medical physics at the moment. Bilirubinometers have not arrived yet.</p> <p>The team is still to be recruited in UHDB and is currently being dealt with by the management team. The Band 7 post has been recruited to. Band 6 posts going out to advert.</p> <p>CF reported that they have re-advertised in Lincolnshire, with a closing date of Thursday. There has been some interest this time round which is potentially due to the fact that the posts will rotate and will still have some extra duty hours.</p> <p>LH reported that a Regional Outreach Steering Group has been formed to ensure consistency across the region, to have an oversight of recruitment, and to review the data.</p> <p>Due to the well documented regional capacity issues the Network have been asked by Specialised Commissioning if it is possible to increase the outreach services to a 7-day service. CI/LP will meet with LH to write a business case to secure funding for this. LH will continue to provide updates on any progress.</p>		<p><b>CI/LP</b></p>
<p><b>8.</b></p>	<p><b>Transitional Care Implementation</b></p> <p>LH asked for updated from all regarding progression with introduction of TC services;</p> <p>UHDB – KS reported that there has not a lot of progress. A meeting is planned with Maternity next week. A Business case has been started, however t LS reported that she has not yet had sight of it. There is a new General Manager for Paediatrics and Neonates who is supportive of driving this forward.</p> <p>Meetings being held with Architects for unit re-design at Burton.</p> <p>UHL – CH reported that the Trust are still working on a virtual model of TC. Meanwhile audit is undertaken each month to ensure that the CNST requirements are being met.</p> <p>KGH – CN reported that they trust have implemented part of TC service. The team are holding regular meetings with maternity, and will be discussing increasing pathways.</p> <p>ULHT –CF reported that the Trust continue to provide TC up to 8 cots which is staffed from NNU 24/7. The service has</p>		

	<p>experienced significant capacity issues over the last few weeks.</p> <p>NUH – starting to pick up. New interim director for Maternity. New governance and operation improvement groups. Raised TC here. LP is meeting to discuss TC and plans going forward.</p> <p>NGH - Monday –Friday Band 7 cover between neonatal sister and midwife. Staff all feel supported. Still sending a B5 per shift from Gosset establishment. Model remains the same</p> <p>LH reiterated the importance ensuring delivery of CNST action plans.</p> <p>CN enquired if anyone is using the midwifery support worker role as a model for TC and all confirmed that they were not BL that confirmed the midwifery teams and homecare team at NUH go up to TC to provide support.</p>		
<p><b>9.</b></p>	<p><b>Education &amp; Practice Development Update</b></p> <p><b>9.1 QIS Training</b></p> <p>The courses are running in Nottingham and DMU. There are some staff currently on the course in Sheffield and Bedford. There has been some very good feedback for the new DMU course.</p> <p>There have been some issues raised around the support on the Sheffield course.</p> <p>BL reported that NTU and Nursing institute at NUH started a new course yesterday. Some staff from NUH and KMH have enrolled.</p> <p>CN enquired about funding for the courses. LH suggested having some internal conversations about funding availability as this has not previously been an issue. LH requested that CN contact her if this becomes an issue. CW said did have issues with funding which are taken from the apprenticeship pot. CN to further discuss with SC.</p> <p>HEE Commissioned RSM to undertake a national review of QIS training. The project is now coming to an end, and a draft report has been produced and shared with LH. LH will circulate final report once available.</p> <p><b>9.2 HEE Foundation Programme Development</b></p> <p>The foundation project is being developed and a business case to run the course is being produced. If there is sufficient funding available, the ODN team are planning to pilot some sessions.</p>		<p><b>CN</b></p> <p><b>LH</b></p>



	<p>ZD has seem some real progress in some of the units.</p> <p>LH thanked ZD for all her hard work and contribution to the Network project</p> <p><b>11.2 Care Coordinators</b>  Money has been provided to the Network from the National team as part of critical care review, to implement Network Care Coordinators. LH and JF considered the best utilisation of the available funding and decided to appoint a Deputy Lead Nurse and a Care Coordinator.</p> <p>Cara Hobby has been appointed to Deputy Lead Nurse role. Haddie Borbely has been appointed as the Care Coordinator. Both will be joining the team in May 2021.</p> <p>LH/JF working on induction plan for both and will be contacting units to arrange visits in and around June.</p> <p><b>11.3 Parent Engagement/Neonatal Voices</b>  The PAG meeting was held last week which was a very good meeting. There were several, Lincolnshire parents on the call who are also a part of the NVP, a which is a subgroup of MVP. The ultimate plan is to replicate this model within other LMNS so that there are other parents from other NVPs joining the PAG.</p> <p>Parent engagement from the units is still required, so if there is anyone on the units who is interested, please send their details.</p> <p><b>11.4 Leaflets in Different Languages</b>  LH enquired what Trusts do about translation of patient information? In UHDB it is done through the Comms department, into 6 different languages, although this is extremely expensive.</p> <p>ULHT maternity services have their leaflets in different languages. CF has previously explored this for neonates but has not reached any conclusions.</p>		<p>LH/JF</p> <p>ALL</p>
<p>12.</p>	<p><b>Bliss Update</b>  <b>11.1 Accreditation</b>  LH asked for opinion on using the Network underspend as. notification has been received from the Commissioners that any underspend will have to be returned at the end of the financial year.</p> <p>One possibility is that the Network would provide the funding to enable all units to reach Bliss gold standard accreditation. LH to investigate the possibility with Bliss.</p>		<p>LH</p>

	<p>LH also enquired if the group would be supportive of funding being provided for education for staff regarding the UNICEF BFI Neonatal Standards, BL voiced some reservations that there may not be sufficient staff availability to lead on the project. CF echoed BL thoughts.</p> <p>UHDB is in the process of submitting a BFI application. There is someone identified to lead on this.</p> <p>CH reported that UHL have identified a Band 7 to lead on Bliss accreditation. There would need to be someone additional to lead on BFI.</p> <p>LH asked all to go away and consider the options, and to email LH by tomorrow as to whether they would be supportive of the Network funding Bliss accreditation, and providing money toward BFI accreditation training.</p>		<b>ALL</b>
13.	<p><b>Governance</b>  <b>13.1 Shared Learning</b>  CF reported that there was a ULHT Midwifery SI from last April and that the investigation is still ongoing.</p> <p>BL reported that there had been an incident in NUH where a lumbar puncture was undertaken on the wrong baby from the postnatal ward. In response the service have created a tool which has to be signed by parents, maternity ward staff and neonatal staff before the procedure is undertaken.</p> <p>MH reported an incident where a baby developed compartment syndrome following abdominal surgery. The service now undertake bladder monitoring to observe for increasing pressure and have a policy which can be shared with NUH as the other surgical centre.</p>		<b>MH</b>
14.	<p><b>Update from Units/CenTre</b>  UHDB – There are no vacancies at the moment. The service has undertaken a large piece of work looking at workforce which has been really positive.</p> <p>UHL – The service is continuing to recruit, and are looking at modelling of the workforce to open additional cots. From 29 March the service will reopen the SC cots which were repurposed. MH will be retiring next month and thanks were extended to her from the group for her hard work and contribution. CW has been seconded into the post.</p> <p>KGH – There is only one vacancy which is 0.75 PDN. CN will be leaving next month and was thanked for her hard work and contribution to the group.</p> <p>ULHT –CF reported that the trust are working towards LCH accepting 27 week gestation babies with support from NUH</p>		



	<p>consultants. The service is currently overrecruited to Band 5's on the LCH site.</p> <p>NUH – The nursing institute and NTU have started a new QIS programme. Lots of work has been undertaken with Rainbows over the last few months, with really positive feedback from the parents. BL reported that the service are hoping to start using vCreate. Chief nurse fellows program as restarted and there is one member of staff undertaking the program looking at medicine's management.</p>		
15.	<p><b>Network Update</b></p> <p>LH reported that despite the Covid restrictions the collaboration across the Network has been extremely good and thanked all for their continued engagement and participation. The team hope to be back in the office as soon as restrictions permit.</p> <p>Bereavement training sessions, have been funded and will be led by Bereavement Training International. A Flyer will be circulated shortly.</p>		
16.	<p><b>AOB</b></p> <p>All reminded about BAPM NEWT tool consultation.</p> <p>Thanks and good wishes for the future extended to MH and CN.</p>		
17.	<p><b>Date/Time of Next Meeting</b></p> <p>Tuesday 15 June 2021, 10:00am – 12:30pm, via Microsoft Teams</p>		