

Minutes of Lead Nurses Group

Tuesday 13 December 2022
10.00am – 12.30pm

Via Microsoft Teams

Present:

Linda Hunn (LH), Director/Lead Nurse, EMNODN (Chair)
Judith Foxon (JF), Deputy Lead Nurse, EMNODN
Cara Hobby (CH), Deputy Lead Nurse, EMNODN
Wendy Copson (WC), Deputy Lead Nurse, EMNODN
Rachel Wright (RW), Ward Manager, Lincoln County Hospital
Louise Bakin (LB), Senior Sister, Queen's Hospital, Burton
Rhian Cope (RC), Matron, King's Mill Hospital, Mansfield
Michelle Hardwick (MH), Matron, Northampton General Hospital
Kelly Marriott (KM), Ward Manager, Northampton General Hospital
Sarah Kent (SK), Matron, Kettering General Hospital
Kevin Sylvester (KS), Ward Manager, Leicester Royal Infirmary
Nichola Rawson (NR), Senior Sister, Royal Derby Hospital
Lorraine Collins (LC), Unit Manager, King's Mill Hospital, Mansfield
Heather Cutts (HC), Homecare Lead Nurse, Nottingham University Hospitals

In Attendance

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

	Subject	Attachment	Action
1.	Apologies for Absence Cathy Franklin, Cheryl Griffiths		
2.	Declarations of Interest None.		
3.	Minutes from the Previous Meeting The minutes from the previous meeting were accepted as an accurate record.	A	
4.	Matters Arising 4.1 Car Seat Audit Work is still underway to identify a solution to the issue. LH has attended meetings with car seat manufacturers, Bliss and BAPM, where this has been discussed, but as yet there has been no agreement. There has been some discussion about the possibility of insets being produced to make the seats safer for babies less than 3.5k		

	<p>4.2 Fresh Eyes WC explained the tool called ‘fresh eyes’ which was produced by NHS Resolution and encouraged everyone to look at the tool, and to consider how effective it would be. WC will cover this at the Network event on 01 February 2023.</p>		
<p>5.</p>	<p>5.1 Nurse Staffing Audit A copy of the nurse staffing audit was circulated and discussed.</p> <p>5.2 Nursing Workforce Data Collection Data has been collected from all trusts with the exception of ULHT, which is still awaited. JF will produce a summary gap analysis for each service. The challenges are primarily around QIS numbers (with exception of PHB who meet the standard). Each service has a trajectory for when they might reach the standard. JF and the PDN group have been looking at pre-QIS competencies for the Band 5 registered nurses to provide them with the skills to care for high dependency babies in the interim.</p> <p>LH reported that the LMNSs have been made more aware of their responsibilities towards the delivery of the NCCR, and quality, within neonatal services. They may therefore start to request some staffing data. If anyone would like their own data, please contact the ODN team.</p> <p>JF collects workforce data twice per year as per the national guidance. This is next due in April.</p> <p>Anyone not familiar with the workforce tool please contact JF so that she can provide explanations on how to use it correctly.</p> <p>5.3 Quality Roles There is some national work underway to develop standards for quality nursing roles. Priorities will be around education, governance, and FiCare roles. There is now some question as to how much funding will be available for these roles due to pressures in the system at a national level. JF will share the recommendations as soon as they have been developed and agreed nationally.</p> <p>The recommendation for education is likely to be 1WTE per 50 head count of staff.</p> <p>5.4 Nursing Associate Job Descriptions Susan Chisela has produced a role outline which is just being finalised and formatted and will then be sent out for review/comment with the intention of creating some generic</p>		

	<p>role outlines which can then be incorporated into JD and Person Specs.</p> <p>5.5 Recruitment Days/Video Recordings Some of the ODN Team attended a careers fair in Lincoln in June which generated a lot of interest from the second-year students who visited the stand. Their details were collated and passed on to the relevant units.</p> <p>The Team also attended the University of Nottingham careers fayre in November for 3rd year students, and again there was lots of interest in neonates.</p> <p>If there are any local careers events, please inform the Network team and they will try to support if possible.</p> <p>A recruitment video is still required and will be completed as soon as possible.</p>		ALL
6.	<p>Education & Practice Development Update</p> <p>6.1 QIS Training Charlotte Dolby to the Network team started with the Network yesterday and was welcomed to the team. Charlotte has joined on secondment from NUH for a year.</p> <p>JF was in conversation with the PDNs yesterday and no one highlighted any current issues with QIS funding or placements.</p> <p>6.2 Foundation Programme Cohort 4 IS now well underway, and a face-to-face day is planned for January. Feedback from all the cohorts has been really positive. The Foundations course is open to nursing associates, non-registered staff, newly qualified nurses and those new to neonates.</p> <p>Bookings are now being taken for Cohort 5 which will commence in April 2022.</p> <p>6.3 Education/Training Programme JF is in the process of developing a Network education/training programme and is hoping to circulate a calendar of events everyone soon.</p> <p>On 01 February the Network will be holding the Nurse Leadership day. This day is aimed at the Lead Nurse group or anyone in a management/leadership role. The day will be repeated sometime in March for those who cannot be released for the February session.</p> <p>There will be more compassion focussed techniques training next year.</p>		

	<p>The Network has put in a successful bid for HEE funding to enhance education provision. JF encouraged the group to release staff to attend and benefit from these opportunities.</p>		
<p>7. Parents</p>	<p>7.1 Review of PAG Function & Membership CH is in the process of updating parent resources, including leaflets, posters, social media and exploring how to reinvigorate the PAG group.</p> <p>Work is also underway to revise the parent passport.</p> <p>The group were asked to advertise and promote the PAG and to send any ideas/suggestions for increasing engagement to CH.</p> <p>CH is working with Anita D'Urso to develop a screening tool, to use prior to parents joining the PAG.</p> <p>7.2 Update on FIC Progress to Date CH and HB have been working with the units to advance their FiCare offering, and have been teaching on the Foundations programme and the DMU QIS course. They have also developed a FiCare module on Moodle. The Cot side visits are underway, with a visit to KMH scheduled later this week. Once all the cot side visits have been completed, these will culminate in a report which will be shared with the units.</p> <p>7.3 Parent Engagement/Neonatal Voices Four of the five LMNSs now either have an NVP chair in place, or have one identified to start imminently.</p> <p>Action: CH to reach out to NVP chairs, to encourage them to make contact with their local units.</p> <p>7.4 Parent Information Leaflets CH reported that there are no new parent leaflets share. Continuing to work through the existing leaflets to ensure that they are updated and translated into the top 5 languages and made available on the Network website.</p> <p>7.5 Unit Slide Shows/Virtual Tours CH enquired if any of the units have managed to develop a virtual tour for their unit.</p> <p>The ODN Team are still keen to have consistent tours across the network which are available on the Network website. Network Team to have a discussion with SWNODN around how they produced their tours and overcame the governance.</p> <p>HC confirmed that the NUH virtual tour has now been filmed.</p>		<p>ALL</p> <p>CH</p> <p>CH</p> <p>CH</p>

<p>7.6 FiCare Bids LH issued a final plea to ensure that the appropriate invoices from the successful bids are sent to the Network for payment. If these are not received by the end of the financial year, the funding will be lost.</p> <p>7.7 FiCare Link Nurses Funding for these roles will cease at the end of March 2023. It is important to impress that these roles have been vital, and all were encouraged to explore the possibility of accessing internal trust funding to fill the gaps. CH is happy to support with any business cases.</p> <p>7.8 FiCare Survey Results A survey was undertaken last February to obtain feedback from inpatient and discharged families. A copy of the survey results were circulated.</p> <p>There was a lot of positive feedback but there is still some work to do around parent craft, promoting inclusivity and diversity.</p> <p>7.9 Parent Videos (AHSN Funding) The Network were successful in bidding for funding from the East Midlands AHSN, to produce 4 educational videos. The videos will be aligned to some of the drivers from the MatNeo SIP and will include a video on each of the following:</p> <ul style="list-style-type: none"> • Skin to skin at time of delivery and its role in promoting normothermia • Importance of early maternal breastmilk • Introduction to Neonatal ODNs including how we operate, levels of care and reasons for transfer • Introduction to Family Integrated Care <p>The University of Northampton, Film and Media students will be producing the videos.</p> <p>If anyone has any staff who would like to be involved, please get in touch with CH.</p> <p>7.10 Family Transfer Prompt Card/Risk Assessment The Network team have received recent reports of potentially inappropriate transfers in terms of family suitability, and some discussions regarding this were undertaken at the Network Optimisation Conference. CH enquired if there is an appetite for creating a tool to support decision making around capacity transfers to ensure a standardised approach across the network. It was agreed that this work should be undertaken at the FiCare Steering Group, as it will be important to involve from each unit at nursing, medical and family level.</p>		<p style="text-align: center;">ALL</p> <p style="text-align: center;">ALL</p>
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<p>8.</p>	<p>Bliss Update 8.1 Accreditation Bliss have informed the Network of changes within their Baby Charter Team which may lead to delays in responses to audits that are submitted, particularly during January/February time. Bliss are progressing well with a pilot project on FiCare at Luton & Dunstable, and if any others units wish to get involved they should email Chelsie at Bliss chelsiel@bliss.org.uk</p> <p>All units continue to work towards gold accreditation where this has not already been achieved.</p> <p>CH been encouraging the FiCare Link Nurses to get involved with their Bliss Baby Charter audit leads. Time has been cited as a barrier to progressing with the audits.</p> <p>Congratulations were extended to Burton who have recently achieved their Silver award.</p>		
<p>9.</p>	<p>UNICEF Update 9.1 Unit Assessments (Initial and Level 1) The Network Team are supporting the process to BFI accreditation for the neonatal standards. There are slightly more limited funds in this area but each unit is being supported to have at least a planning or implementation visit, and then to have their stage one assessments when ready. For those units who have already achieved stage one the funds can be put towards progressing towards whatever stage is being worked towards, and the infant feeding leads are aware of this.</p> <p>CH and HB have been supporting units to get protected infant feeding time. They are helping to write business cases and HB is gathering a good body of evidence to support the need for these posts. HB has access to an Infant Feeding Lead Nurse band 7 job description if anyone would like a copy.</p> <p>The Network have been supporting staff to attend the annual BFI conference. A new course was highlighted at the conference which is designed specifically for infant feeding leads. It centres around infant feeding, and maternal and infant health. Information is available on their website.</p> <p>In terms of assessments, the units reported that they are struggling with progress due to a lack of protected time.</p>		
<p>10.</p>	<p>National Projects 10.1 Neonatal Critical Care Review Implementation & Oversight LH provided a brief recap.</p>		

<p>The NCCR was published by NHSE in 2019, with a requirement for the neonatal ODNs to produce a response to the National Team by March 2020. There were particular areas to address: capacity, workforce (nursing, medical, AHP & Psychology, and FiCare). There was also the requirement to work closely with LMNSs and Maternity Clinical networks to drive the forward the changes identified within the document.</p> <p>Network met with the Unit Managers, Clinical Leads and also the LMNSs to devise action plans. Action plans were also devised for the LMNSs, as it is their responsibility is to monitor progress for the units they which are responsible for.</p> <p>Following on from this additional capacity at QMC site has been agreed which will provide an additional 9 critical cots by the end of 2024.</p> <p>UHL had been promised funding as part of the HIP 1 scheme for a new Womens & Children’s Hospital. However, this scheme is now paused which means that there still will not be enough critical care capacity in the East Midlands.</p> <p>The Network also has huge workforce gaps, particularly in the AHP & Psychology workforce.</p> <p>The National Team provided some funding, as part of the NHS long term plan, which was allocated to NUH, UHL and RDH for nurse staffing. The Network are responsible for monitoring expenditure against the allocations and are required to report progress to the National Team on a quarterly basis.</p> <p>The neonatal voice from units into the LMNS is still lacking.</p> <p>LH was asked to escalate the concerns into the midlands wide perinatal board. In response to this the Network have been asked to repeat the response to the NCCTR to check that the recommended number of cots is still correct. The nurse staff, medical staff, AHP and psychology requirements will also be calculated along with the indicative costs. This will be available by Christmas. LH encouraged everyone to ensure that they have a seat at their local LMNSs where they will be required to report in progress against the Trust plans.</p> <p>10.2 Transformation Funding National Nurse staffing and AHP funding has been allocated and all will have received an email to confirm the amounts and next steps.</p> <p>The Network AHP team are working with the units. All to liaise with the AHP team around utilisation of the underspend.</p>		<p style="text-align: right;">ALL</p>
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<p>10.3 East Midlands Capacity Oversight Group This group was made up of the ODN, Commissioning Team and both lead centres to look at, and address, the capacity issues across the Network. LH hopes that the group will be reinstated in the new year.</p> <p>11.4 Optimisation The Network Optimisation Conference was held in September 2022 to discuss optimising outcomes for extreme preterm babies in order to reduce morbidity and mortality within the cohort. WC has also been meeting with the Trust optimisation leads. The Network Team plan to introduce a passport for optimisation.</p> <p>WC asked all to ensure that the first breastmilk feed is inputted on Badger.Net</p> <p>Intrapartum antibiotic compliance appears to be very poor across all Trusts. Please could neonatal staff speak to the perinatal optimisation lead in their individual Trusts to ascertain where this information is recorded and whether there is a system that could be put in place to ensure that the data is captured on BadgerNet.</p> <p>Badger.Net Data is pulled through into NCCR, NNAP, and GIRFT so it is vital that it is correct.</p> <p>11.5 CNST Year 4 On 2 February at noon, Trusts will be required to submit CNST board assurance papers to provide assurance on the following:</p> <p>Safety action 1 – PMRT review take place Safety action 3 – Can units demonstrate that transitional care is in place? Safety action 4 – Neonatal medical and nursing standards are met Safety action 8 – NLS training is provided for neonatal and midwifery staff Safety action 9 – Safety Champions are in place</p> <p>11.6 GIRFT Deep Dives GIRFT support for region has currently ceased due to a change in their priorities. However, work should continue against the action plans. WC advised all to revisit their GIRFT action plans, to gauge progress and to identify priorities. The Network will be looking at these again in the new year.</p> <p>10.7 Kirkup Report This is a report into the findings from the review into the maternity service in East Kent. LH urged all to read the report and the Network response which was included in the meeting</p>		<p>ALL</p> <p>ALL</p>
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	papers. LH urged all the units to produce a similar response and if required the Network response can be used as a template.		
12.	<p>Quality & Governance</p> <p>12.1 Shared Learning In the new year WC and RS will be producing a 'Quality Counts', quarterly newsletter. If anyone has anything to add to the newsletter, please contact WC and RS.</p> <p>12.2 Peer Reviews The peer reviews have now been completed. LH extended thanks to all for their hospitality. LH will write an overarching peer review report which will be circulated before the next lead nurse group meeting.</p> <p>12.3 Data The dashboards have been revised into SPC format. An SPC guide is being circulated when they are sent out. If teams would like a meeting to go through the individual unit data, please get in touch with WC and RS.</p> <p>12.4 Identification of Trends in Sudden Deterioration In response to the Lucy Letby trial, CF at ULHT has devised a document to identify trends. In CF absence this is to be deferred to the next meeting. LH to email CF to ask for document to see if it can be circulated.</p> <p>12.5 Octopus Toys Network wide discussions took place in 2018 regarding knitted octopus' toys and several safety concerns were identified. At the time all EMNODN units agreed that these should not be used. Since then a few Octopus toys have appeared in some of the units. All remained in agreement that these should not be used in cots/incubators in the Network and that parents and staff would be informed and any toys removed accordingly.</p> <p>12.6 Unisept Chlorhexidine 0.05% JF raised a query from one of the National groups, regarding unit plans now that the Chlorhexidine 0.05% is no longer available. RW reported that the ULHT Pharmacy team have a working group and are currently looking into alternatives.</p>		<p>LH</p> <p>ALL</p>
13.	<p>Transitional Care Implementation</p> <p>WC has been supporting Derby to set up a TC unit. WC asked if NUH needs any assistance to get in touch.</p> <p>HC explained that Helen Budge is going to be the TC lead in NUH. WC will get in touch with her.</p> <p>RW to contact WC about TC staffing in LCH.</p>		<p>WC</p> <p>RW</p>

<p>14.</p>	<p>Outreach 14.1 Update The North hub has been recruiting nurses for the 7-day service. Work is also underway to implement home phototherapy.</p> <p>ULHT now have a full 7-day service.</p> <p>14.2 Business Case for 7/7 Service Covered under section 14.1</p>		
<p>15.</p>	<p>Update from Units/CenTre QHB – There are continued challenges with staffing due to long term sickness and maternity.</p> <p>NGH – Maternity have already requested the CNST data. Funding has been secured for parent accommodation and hopefully building work will start in March. TC staffing funding has been secured and the team is now fully recruited to.</p> <p>KGH – Five new band 5 nurses were appointed yesterday. There is currently a Music therapy trial underway.</p> <p>KMH – All three parent rooms have been flooded and so are currently out of action</p> <p>ULHT – Currently have some equipment challenges due to items being out of stock, or not available from the suppliers. The procurement team have cited Brexit as the reason for these supply issues.</p>		
<p>16.</p>	<p>Network Update The Network hope to advertise a secondment in new year, for a Perinatal Optimisation Project (POP) nurse. This will be for 12-months 0.4 WTE.</p>		
<p>17.</p>	<p>AOB WC emailed the clinicians' to enquire if they provide ROP cover 52 weeks of the year. This information is required the NNAP action plan. No response has been received yet from NGH, LCH, RDH, QHB and NUH.</p> <p>A Safeguarding survey has been circulated to enquire about link roles, RDH, LCH, PHB, NUH response outstanding. All lead nurses will be invited to the Network Safeguarding meeting.</p> <p>The ODN Team have awarded the first RENS awards. Nomination forms are available on the Network website. Further information can be found here.</p>		<p>LSH</p>

	All were in support of having two of the Lead Nurse Group meetings face-to-face next year.		
18.	Date/Time of Next Meeting Tuesday 21 March 2023, 10:00am – 12:30pm, Via Microsoft Teams		

