Minutes of Governance Lead Nurse Group

Thursday 28 November 2024
2:00pm – 3:00pm

Via Microsoft Teams

Present:
Wendy Copson (WC), Deputy Lead Nurse (Quality & Service Improvement) EMNODN (Chair)
Charlotte Dolby (CD), Education & Clinical Effectiveness Nurse, EMNODN
Rachel Salloway (RS), Project Manager, EMNODN
Christina Pembleton (CP), Governance Lead Nurse for Neonates & Paediatrics, King's Mill Hospital
Hayley Gatens (HG), Neonatal Clinical Governance Nurse, United Lincolnshire Hospitals
Rebecca Lambdon (RL), Lead Neonatal Educator, Northampton General Hospital
Charlotte Baylem (CB), Neonatal Clinical Governance Matron, Nottingham University Hospitals
Rebecca Harwood (RH), Neonatal Quality Sister, Nottingham University Hospitals
Rina Chauhan (RC), Neonatal Clinical Governance Matron, University Hospitals of Leicester

In Attendance:
Faye Kitcherside (FK), Administrator, EMNODN (Minutes)
Linsay Hill (LSH), Office Manager, EMNODN

Item	Subject	Attachment	Action
1.	**Welcome & Apologies** WC welcomed those present. Apologies were received from: Nicole Malazzab (NM), Neonatal Clinical Governance Nurse, Northampton General Hospital Lisa Kelly (LK), Neonatal Clinical Governance Nurse, University Hospitals of Derby & Burton		
2.	**Declarations of Interest** None		
3.	**Minutes from the Previous Meeting** The previous minutes from the previous meeting were agreed as a true record of proceedings.	**A**	
4.	**Matters Arising** **4.1 BadgerNet Resource Update** CD has devised BadgerNet quick reference flash cards, these will initially be trialled at Derby and King's Mill. King's Mill have already received their copies and CD will be visiting Derby next week to deliver theirs. CD offered and is available to provide further support for anyone who may need it.		

	4.2 Midwifery Administration of Antibiotics Booklet CD has almost completed a registered midwives competency booklet for checking and administration of IV medication for transitional care babies. Once some final changes have been made this will be circulated initially to the Network team for comment. CD will share with the group once finalised. **4.3 QI Updates** WC explained that there are a number of positive QI projects happening across the network and suggested 5 –10 minute presentation slots at future meetings to allow everyone to share and give an insight into any projects they are running.		
5.	**Quarterly Quality & Safety Assurance Proforma** A draft copy of the proforma was shared with the group. Information provided only needs to be a brief high-level overview. WC talked through the different sections of the proforma and explained that the information provided will be used in future to produce a report for the Network Clinical Governance Group. WC requested that each governance lead nurse complete and email over the proforma prior to the next meeting on the 19 December 2024. WC and RS will then review and formulate a report of these findings to provide a summary for the clinical governance meeting in January 2025. WC reiterated that the proforma is still in draft version and so would welcome any comments/feedback after initial completion.	**B**	**ALL** **WC/RS**
6.	**Spotlight on Data** RS confirmed that anyone can now access NNAP on the [Power BI Dashboard](). RS demonstrated how annual reports can be viewed for each unit or network and how to look at the data for specific measures. RS informed the group that is no longer possible to download the data as a PDF, but it is all still available via the website. RS highlighted the usefulness of 'Spine Plots' of NNAP via the RCPCH site which give an overview of all NNAP measures and shows the national average compared to where the network/individual units sit. This indicates which measures units are doing well in and highlights areas for improvement. WC reiterated how helpful this is and encouraged all to use. RS explained that the NNAP Unit Posters function is currently not available but will keep checking on these and advise once it is available again.		**RS**
7.	**Clinical Effectiveness Update** CD reiterated that she is available for support via MS Teams or to meet in person. CD will be doing some work alongside		

	the Network FiCare team exploring a project on parent ward rounds.		
	CD asked RC about parent ward rounds at UHL. RC confirmed that there are now daily parent ward rounds. CD suggested that this might be a QI project RC could present to the group in future.		**RC**
	WC asked if any units use the Network ward round prompts. RL confirmed these are currently placed in patient bedside folders at NGH. Although she does not think parents physically write on them, she feels they help prompt parents to ask questions and gives suggestions.		
	CD asked if any unit provides leaflets for parents regarding ward rounds and how parents can be actively involved. **RL** and RH said their units have some posters. CD will look into this alongside the network FiCare team.		**CD**
	CD asked LSH to share the Network ward round prompt information already in existence.		**LSH**
8.	**PERIPrem Update** WC has sent the units the recently revised PERIPrem passports but advised not to print too many as there are currently region wide discussions as to how these will be used going forward and so potentially could be changed to a region wide passport. WC advised that the Network will need to audit how often the PERIPrem passports are being used likely in spring or summer. WC said there are currently fortnightly meetings taking place to decide how the passports will be rolled out.		
9.	**AOB** WC advised all of 'NHS Elect' and explained it has training modules which may be of interest from a QI/teaching perspective. RS provided the link in the meeting chat. NHS Elect page WC reminded HG and RC to get in touch with some potential dates to meet to discuss NNAP.		**HG/RC**
10.	**Date & Time of Next Meeting** Thursday 19 December 2024, 2:00pm – 3:00pm, via Microsoft Teams		