

Minutes of Lead Nurses Group

Wednesday 23 October 2024
10.00am – 12.30pm

via Microsoft Teams

Present:

Judith Foxon (JF), Deputy Lead Nurse, EMNODN (Chair)
 Wendy Copson (WC), Deputy Lead Nurse, EMNODN
 Michelle Hardwick (MH), Matron, Northampton General Hospital (joined at 12:15)
 Kelly Marriott (KM), Ward Manager, Northampton General Hospital
 Vicki Harris (VH), Transitional Care Lead Nurse, Northampton General Hospital (joined at 10:48)
 Claire Inglis (CI) Homecare Lead Nurse, University Hospitals of Leicester (joined at 10:30)
 Rachel McCoy (RM), Ward Manager, University Hospitals of Leicester
 Julie Needham (JN), Matron, CenTre Neonatal Transport
 Lynn Slade (LS), Lead Nurse, University Hospitals of Derby & Burton
 Sarah Bray (SB), Ward Manager, King’s Mill Hospital
 Sarah Jenkins (SJ), Matron, King’s Mill Hospital (joined at 11:35)

In Attendance

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

| | Subject | Attachment | Action |
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| 1. | Apologies for Absence Linda Hunn, Cara Hobby, Jane Lafferty, Adi Patterson, Ellen Cutler, Elsie Kumar, Rachel Wright, Vicki Baldwin | | |
| 2. | Declarations of Interest None. | | |
| 3. | Minutes from the Previous Meeting The previous minutes were agreed as an accurate record of proceedings. | A | |
| 4. | Matters Arising 4.1 Car Seat Update A car seat insert has been created for smaller prem babies and is currently being trialled in Newcastle. There has been no update following the trial. There was an incidence of parents who were refused a car seat, based on the information that the parents provided to the store around baby’s measurements. This is the only incident of this kind that has been reported to the Network that we are aware of. | | |

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| | <p>4.2 Opel and Escalation Policy A number of occasions recently where the network has been at OPEL 4, part of the Network agreed process of being at OPEL 4 is to offer a capacity huddle via the Lead Nurse WhatsApp group, usually there is no response and so JF asked is this the best way to call a meeting and asked for any alternative suggestions. Those present asked to continue with the current process.</p> <p>WC added that the Network team are available for support even if a huddle isn't called.</p> | | |
| <p>5.</p> | <p>Workforce</p> <p>5.1 Nurse Staffing Audit A copy of the nurse staffing data was circulated.</p> <p>The tertiary centres are still struggling particularly with QIS. JF is hoping to meet with all at trust level to look at workforce data but will also be creating workforce action plans where not already in place, most of this is around meeting trajectories and capturing vacancies. JF is trying to make sure all have a fairly consistent approach and that we're capturing the data we need to and escalating any risk issues in the right way.</p> <p>5.2 Q2 Workforce Data Collection JF has sent out workbooks with an ask for completion by mid-November at the latest. Please all get these back as soon as possible so that JF can get the necessary reviews carried out. JF is happy to meet face to face with anyone who isn't familiar with the workbooks, answer any queries and go through local data. Please all let JF know availability for meetings.</p> <p>5.3 Quality Roles Funding The governance and education posts have all now been recruited into from funding. There is still a little bit of education funding for UHL and currently exploring how this can be spent, but recruitment is in progress.</p> <p>5.4 Recruitment Days Education team have been involved in several recruitment events over the last few months. One event at Lincoln University, with lots of interest generated, Susan Chisela has sent a list to of interested students to the units they expressed an interest in. Please offer insight days or visits to units.</p> <p>University of Nottingham recruitment event was held last week. There was lots of interest in NUH, from registered nurses and physios so hopefully more contact details coming out of that shortly.</p> | | <p>ALL</p> |

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| | <p>Leicester School recruitment event held last week and was more focussed on sowing the seed of neonatal nursing as a career. A reminder that the Education team are available to support with any of these days in future, so please do get in touch.</p> <p>5.5 Recruitment Video The final version will be shared with Derby and Leicester and their comms teams to make sure they are happy in the first instance. Once that has been done it will be shared widely so that all can use in their recruitment.</p> <p>Also looking at using some of the content filmed over the 3 days to make some additional short films that could be posted on our socials and website.</p> <p>5.6 Neonatal Nurse Standard Framework QIS now have a standard framework, there has been lots of work reviewing and restructuring the framework, this is now complete and going through the formal formatting/publication route. It is anticipated that the new framework will be out very soon and there will be some meetings organised to raise awareness.</p> | | |
| 6. | <p>Education & Practice Development Update 6.1 QIS Training and Funding Update On the back of the new framework, each ODN will have some funding to look at supporting implementation. It isn't a huge amount of money and JF unsure what the constraints around how it can be spent are. JF will be meeting with NHSE to further discuss.</p> <p>Main change is that all staff on QIS have placement on a NICU.</p> <p>More money given to provide additional QIS places, JF asked a couple of months ago who could use additional QIS places or additional education hours. Most of the money and most of the commitment has come from NUH and JF is working with them to see how can and extra cohort can be delivered in March 2025. Will share further information on the extra cohort when available in case other units can and would like to support additional places.</p> <p>Final pot of money particularly for pastoral support for QIS, to support students and staff on units' delivering QIS. Example could this be used to support PNA time? Not huge amount of money around £15,500, so couple of thousand per unit. JF meeting with NHSE to discuss how we might use this then speak to all to ask if anything in particular own trust could benefit from.</p> | | |

SB asked if this could be used around confidence building and gaining experience in a NICU.

6.2 Foundation Programme Update

The first 3-month cohort started in September. Will be delivering the same days but weekly rather than fortnightly. The next 3-month cohort will then start in January 2024. The education team will then review evaluation and feedback from these two cohorts to decide whether to continue with the 3-month programmes.

The foundations programme continues to evaluate well, and the QI and posters presented at the end of the courses are really amazing, JF has been really impressed by quality of work and students understanding.

6.3 Leadership Training

The first Leadership in Neonates (LiNs) course started in September 2024, the course runs over 3 consecutive days and will conclude with a final day in November. 12 staff attended and majority of feedback so far has been good. Next year's programme will be adjusted based on evaluation and feedback. 2025 dates will be shared shortly, likely to be March time.

WC & JG have been really impressed with engagement and contribution from those who attended these days.

6.4 Education/Training Programme Annual Conference

The Network annual conference was held on Wednesday 02 October 2024 with a focus on extreme preterm births.

100 people attended and feedback primarily excellent.

Any thoughts/ideas for future conference please get in touch with JF.

Roadshows

These will be practical education/training days that the Network team will bring out to Trusts.

Originally planned for September 2024, there were issues around room/faculty availability therefore the roadshows have been postponed until spring next year.

Podcasts

A podcast platform has been purchased and Kellie Fraser has lots of plans for this. This will be another teaching tool but also used to share news. These will start to be recorded over the next few months.

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| <p>7.</p> | <p>Parents</p> <p>7.1 Update on FIC Progress to Date No update as CH not present.</p> <p>7.2 Unit 360 Virtual Tours Filming and initial edits for 8 of our units and transport have been completed. Most units have now seen these, with the last few happening imminently. These will hopefully then be ready to share with trust comms teams.</p> <p>The team are looking forward to filming the remaining 3 units very soon and being able to showcase the 2 new units within our region!</p> <p>7.3 Parent Videos (HIEM Funded) No update as CH not present.</p> <p>7.4 Family Transfer Prompt Document There have been numerous conversations regarding challenges with discussing transfers and the appropriateness of the transfers. Each unit addresses this differently and the conversations around the decision-making process are documented.</p> <p>A draft prompt was devised and circulated for comment. There were lots of comments and the Network team are in the process of reviewing/revising the document. A further draft will be shared once available.</p> | | |
| <p>8.</p> | <p>Bliss Update</p> <p>8.1 Accreditation Units are making steady progress. 1 unit has registered intent, 7 units are currently at bronze with 2 of these almost at silver and 3 units at gold.</p> <p>NGH waiting for silver.</p> <p>RDH submitted silver, expecting interviews January/February time</p> | | |
| <p>9.</p> | <p>UNICEF Update</p> <p>9.1 Unit Assessments No update as CH not present.</p> | | |
| <p>10.</p> | <p>National Projects</p> <p>10.1 Neonatal Critical Care Review Implementation & Oversight The new unit with additional cots in Nottingham will be complete in December 2024. We hope that this will help with some of our current capacity challenges.</p> | | |

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| | <p>There is still work required in Leicester, a new Womens & Childrens hospital, but this is looking to be about 5 years away.</p> <p>A big part of capacity is about having enough staff for the additional cots.</p> <p>MH asked for advice around information for business case in NGH. WC suggested looking at a NGH PTB case.</p> <p>10.2 BAPM Bereavement & Palliative Care Framework Recommendations have been developed and published in the BAPM document Recognising Uncertainty: An integrated framework for palliative care in perinatal medicine, around each unit having some protected hours for nurses who work on complex palliative and bereavement care. It was recommended that those who haven't already seen the framework take a look at the recommendations within it. There is no funding to support these hours at the moment.</p> <p>JF is hoping to get the bereavement/palliative care nurses from each of the units together to hear about what is happening nationally and share what is happening across the network.</p> <p>10.3 BAPM Outreach Project BAPM have led on this MDT group looking at recommendations for outreach. The first draft is currently going through the BAPM consultation process.</p> <p>A new project is starting to look at transitioning to paediatrics, which is pertinent to the network at the moment. Please all look out for any documents coming out from the working group and input into it, also encourage clinical leads to input too.</p> | | <p>ALL</p> <p>ALL</p> |
| <p>11.</p> | <p>Quality & Governance</p> <p>11.1 Shared Learning WC reiterated any incidents for shared learning please make sure these get escalated through the governance lead nurse group or CGG.</p> <p>There were no incidents for sharing now or at CGG.</p> <p>11.2 Data 3 Trusts are going onto full EPR in the New Year, it will be interesting to see how this rolls out, particularly where they also have maternity BadgerNet. Please do not assume the pull through of data, speak to local IT teams around interfacing.</p> | | |

Data quality reports out from Rachel Salloway now include SPC chart specifically on +44 week information.

WC met with Derby yesterday and was a really good meeting, with some really good suggestions from Angie Burden about how to improve NNAP outcomes.

WC in the process of arranging to meet with Governance Nurses, Lead Clinicians to do a deep dive into NNAP data and exceptions. Will be looking at what to prioritise, action planning and reporting into CGG/Board. This is part of GIRFT requirements. All to respond with dates to WC please.

LS updated that the Data Analyst post in UHDB will be going out to advert next week.

[NNAP Report](#) is available. The usual infographic posters are not out yet. WC has been in touch with NNAP and advised that they are in progress.

11.3 Governance Lead Nurse Group Update

Representative for every unit attended. All really want to move services on.

Designed a quality & safety assurance proforma which will be discussed at tomorrow's meeting, with an ask to complete quarterly moving forward.

To date the group has looked at Martha's Rule, devised a derogation forms. Charlotte Dolby has created some BadgerNet flash cards, and it has been agreed that these will be trialled at KMH and UHDB.

11.4 Optimisation

All units received funding, which was £10k per trust and was applied for by maternity colleagues. WC requested all to have oversight of what the money is being used for.

There is lots of work going on regionally to rollout PERIPrem. BAPM have chosen to reduce the measures, however PERIPrem still includes them. WC advised all to continue to use up copies of passports and parent information they already have.

NGH now send a member of staff to the safety huddle specifically to identify preterm women. This staff member will then visit the women to discuss early breast milk and will hand out colostrum packs. MH will be looking at doing a PERIPrem relaunch to coincide with WPD.

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| | <p>11.5 Safeguarding Audit This audit was developed by the Safeguarding Group, designed to monitor impact of preterm birth where risk of harm to unborn child has been identified. All units were asked to complete for 5 current or recent cases.</p> <p>Thanks to those who have completed and submitted. Forms remain outstanding from NUH and UHL.</p> <p>11.6 IV Antibiotic This really is a ward attender audit. WC to revisit.</p> | | <p>NUH/UHL</p> <p>WC</p> |
| <p>12.</p> | <p>Transitional Care Implementation WC visited QMC last week to meet with the new TC lead there, started some work with them and passed on VH details. WC thanked VH for her help.</p> <p>If anyone wants any support with TC please get in touch with WC in the first instance.</p> <p>Please make sure you are capturing data.</p> | | |
| <p>13.</p> | <p>Homecare 13.1 Update South Hub Past few months suffering with staff shortage due to sickness, mainly at UHL but has impacted all as have had to cover cross site. Things are now improving and were able to maintain service activity which was a really good example of being able to have joined up approach and the ability to cross cover.</p> <p>Home visits are increasing, 700 visits each month across the south hub.</p> <p>Home tube feeding really picking up, between 17/20 babies discharged home tube feeding every month.</p> <p>438 babies received home phototherapy since the service started in January; 380 from UHL, 40 from NGH and 20 from KGH.</p> <p>Been lots of recognition for the service, poster presentation first place at NGH, done abstract for BAPM and won first prize. Last week CI presented the service in Vienna.</p> <p>Fully recruited in UHL. Band 6 joining NGH/KGH team in February which will take them up to full establishment.</p> | | |
| <p>14.</p> | <p>Update from Units/CenTre CenTre From 8:00 am on 01 November the call handling services is going to be hosting through UHL. Posters have been</p> | | |

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| <p>distributed, keeping the same number but in addition to this there are emergency numbers in case of any issues on the day. Please all share this information with your teams.</p> <p>There will be differences in the referral process, hopefully quicker and more streamlined. If there are any issues or sound quality issues, please let JN know.</p> <p>Have had a really busy last 6 months.</p> <p>Continue to get referrals through early. Please make sure staff are requesting parents' consent before transfers. There are still instances where the parents aren't aware their baby is being moved until the transport teams arrive.</p> <p>WC asked how units can escalate concerns that involve transport. JN is happy for units to follow their own trust processes or send information directly to her.</p> <p>UHDB</p> <p>The new unit at Burton should have opened this week, but due to an issue around water quality this has been delayed. It is hoped the issue will be resolved this week, with plan for new opening date of 01 November. Will be renamed SCBU Burton, opposite current unit. Will also be opening TC unit at Burton then.</p> <p>A TC recruitment open day was held which resulted in 68 applicants!</p> <p>The trust right people programme, workforce review across whole organisation, approved by organisation and rectifies headroom uplift. Mat leave is centralised, and sick leave is bank and agency so will need to think about this on the tool and LS will discuss this further with JF.</p> <p>BadgerNet EPR going live on 28 January across both sites.</p> <p>Launching PERIPrem on 30 October 2024.</p> <p>Recruited to outstanding Pharmacy, OT and Psychology hours which just leaves Dietitian, which really struggling with. Katie Hay will be looking at a developing a pathway for less experienced dieticians wishing to join the neonatal service.</p> <p>Bala Subramaniam has taken over as ACD from 01 November. Nigel Ruggins will retain a PA for governance.</p> <p>LS asked for a security review which has highlighted concerns with door intercom, and blackspots. LS flagged that it might be worth all getting reviews done to ensure in line with current regulations.</p> | | <p>ALL</p> |
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| | <p>UHL Finally have free parking for parents, with approval given at the start of this week. Still in discussion re free parents' meals.</p> <p>New band 7 starting Monday</p> <p>BadgerNet EPR going live on 14 January.</p> <p>NGH Establishment looking good, there have been a couple of leavers of last couple of months but now recruited into these vacancies and people starting over the next couple of months.</p> <p>4 nurses started on current QIS programme.</p> <p>Continue with high acuity patients, thanks to transport for supporting.</p> <p>The ROP nurse led service is being presented at a Wessex ODN meeting tomorrow.</p> <p>Peer review received yesterday so will be working on that.</p> <p>AHP lack of, trying to work on business case with network AHP team to progress and recruit into gaps.</p> <p>Continue monthly MDT data meetings to go through data on badger. And this reflects on the SPC charts.</p> <p>KMH New security doors in middle of unit, not sure whether security review was done then so will go back and check that.</p> <p>Maternity doors being reviewed which will then impact on unit.</p> <p>TC 5 new care support workers who are undergoing induction at the moment. Still developing post at the moment, TC Lead still off work.</p> <p>There will be a few vacancies coming up and going to advert shortly.</p> <p>Jane the data clerk is back.</p> | | |
| 15. | <p>Network Update Faye Kitcherside has been appointed to the Administrator post and will be starting on 04 November. Faye will be working 15 hours per week over two days: Tuesday and Thursday.</p> | | |

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| | <p>The Network Pharmacist has now been banded at 8c and has gone out to advert this week.</p> <p>Interview for Project Manager internal secondment post, for a fixed term of 12 months will be held this afternoon.</p> | | |
| 16. | <p>AOB</p> <p>Continued apologies for the delay in getting out the peer review reports, there are currently two trusts outstanding, and it is hoped these be ready next week. Dates for peer review follow up meetings will now be organised.</p> | | |
| 17. | <p>Date/Time of Next Meeting</p> <p>Tuesday 03 December 10:00am – 12:30pm, via Microsoft Teams</p> | | |