

# Family Care Division Women's Quality Forum

Tuesday 26<sup>th</sup> February 2019 at 1pm

## MINUTES

Present	13/03	10/04	08/05	12/06	10/07	11/09	09/10	13/11	11/12	22/01	26/02
Bim Williams (BW) (Chair) <i>Consultant Obs &amp; Gynae</i>	√ (Chair)	Cancelled	A	√ (Chair)	√ (Chair)	√ (Chair)	A	√ (Chair)	√ (Chair)	A	√ (Chair)
Valerie Clare (VC) <i>Divisional Nurse Director</i>	-		-	-	A	A	-	-	√	-	-
Sally Basu (SB) <i>Deputy Head of Midwifery</i>	-		-	-	-	-	-	-	-	√	√
Liz Lyons (LL) <i>Operational Business Manager</i>	√		√	√	√	√	√	-	A	√	√
Sangeeta Das (SD) <i>Consultant</i>	-		√ (Chair)	-	√	-	√ (Chair)	-	√	√ (Chair)	-
John Tomlinson (JT) <i>Consultant</i>	-		-	-	-	-	√	√	√	-	-
Sophie Kimber-Craig (SKC) <i>Consultant Anaesthetist</i>	√		√	-	A	A	-	√	A	√	-
Anna Lee (AL) <i>Pharmacist</i>	-		-	-	√	-	-	-	A	-	-
Catherine Owens (CO) <i>Midwife Consultant</i>	-		A	-	A	-	-	-	√	√	√
Jackie Smith (JS) <i>Governance Lead</i>	√		√	√	√	√	√	√	√	√	A
Glynis Rands (GR) <i>Governance Support Manager</i>	-		-	√	A	A	√	√	√	√	√
Kath Whitfield (KW) <i>Specialist Midwife clinical standards</i>	√		√	√	√	√	√	√	√	√	√
Nicky Etchells (NE) <i>Matron</i>	-		√	-	A	A	A	√	A	√	-
Tracey Fatania (TF) <i>Matron</i>	-		√	-	A	√	A	√	A	-	-
Heather Rawlinson (HR) <i>Matron</i>	-		A	√	√	A	√	√	√	√	√
Lesley Wilson (LW) <i>Matron</i>	-		-	-	-	-	√	A	√	-	-
Louise Speakman (LS) <i>Practice Educator</i>	-		-	-	-	-	√	A	√	-	-
Lesley Slater (LSL) <i>Practice Educator</i>	-		-	-	-	-	-	-	-	√	-
Tina Gundlach (TG) <i>Ward Manager</i>	-		-	√	√	√	√	A	A	A	√
Heather White (HW) <i>Ward Manager, M4/M5</i>	-		-	√	-	A	A	A	-	-	-
Helen Bailey <i>Governance Secretary</i>	-	-	-	-	-	-	-	-	√	√	
Dawn Thorpe <i>WQF Secretary</i>	√	√	A	√	√	√	√	√	-	-	

<u>Agenda Item</u>	<u>Item Title</u>
1.	<p><b>Apologies</b></p> <p>Jackie Smith John Tomlinson</p> <p><b>Also in Attendance:</b></p> <p>Faye Winstanley</p>
2.	<p><b>Minutes of last meeting – Tuesday 22<sup>nd</sup> January 2019</b></p> <p>Agreed as a true record.</p>
3.	<p><b>Outstanding actions from last meeting</b></p> <p>Categorisation of Caesarean Sections – BW to run by consultants at next constant meeting. (Failed Induction – 3, Planned Elective – 4)</p>
4.	<p><b>Matters arising from Meeting</b></p> <p>SBAR – CPE Hand Wash Basins (signage to be placed over sinks to remind patients and staff)</p>
5.	<p><b>Case Reviews</b></p> <p>There were no finalised Case Reviews this month for review.</p>
6.	<p><b>Speciality Reports</b></p> <p><b>6.1 Maternity</b></p> <p>The speciality report with January Data was reviewed and the following points were noted:</p> <ul style="list-style-type: none"> <li>- 174 Incidents were reported with 10 initially classed at Moderate Harm. However there were all downgraded.</li> <li>- The top reported incident was in relation to lack of suitable trained/skilled staff (9). This is to be looked into in more detail as to whether these are nursing or clinical.</li> <li>- There are 13 ongoing divisional reviews for Maternity.</li> <li>- There are 5 ongoing Rapid Reviews</li> <li>- There are 4 ongoing Complaints</li> <li>- The January FFT was reviewed. In relation to one of the comments we need to look at how 'good practice' around preventing 3<sup>rd</sup> degree tears can be shared.</li> </ul>

## 6.2 Gynaecology

The speciality report with January Data was reviewed and the following points were noted:

- 13 Incidents with no moderate harms reported.
- The top incident reported was due to Clinical Care (5)
- There is one ongoing SI
- There are 4 ongoing Divisional Reviews
- There is one complaint ongoing.

## 7.

### Documents for Validation

**7.1** The following documents were Validated at today's Quality Forum.

- Management of Pregnant Women with Pre-Existing & Gestational Diabetes
- Labour Epidural Decision Tree as part of the Regional Analgesia Guideline
- Governing Safe Staffing levels for Obstetric Anaesthetists and Assistants on the Labour Ward.
- (GMEC) Smokefree Pregnancy Guideline
- Sepsis in Gynaecology
- Management of Obstetric Haemorrhage
- (GMEC) SROM Guideline
- (GMEC) PROM Guideline
- (GMEC) Induction of Labour Guideline
- SOP – Maternity Bleep Holder Escalation Process
- SOP – Helicopter Bleep Holder
- Leaflet – Congratulations on your Twin Pregnancy
- Leaflet – Your Twin Delivery: How, When and Why
- Management of Twins and Higher Order Pregnancies

The SOP – Retained Swabs was discussed in relation to the Green Wrist Bands. It was felt this should be applied to all areas and the SOP will be sent round for circulation and discussed.

**7.2** Expired Documents – a separate meeting will be held to discuss the out of date documents.

8.	<p><b>Dashboards</b></p> <p><b>8.1 Maternity</b>  The Maternity Dashboard was reviewed and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Late Neonatal Deaths: 1</li> <li>- Perinatal Mortality Rate: 7.5</li> <li>- Eclampsia: 1</li> <li>- Failed Instrumental Deliveries: 6.33% (to be broken down and looked into in more detail)</li> <li>- 3<sup>rd</sup> and 4<sup>th</sup> degree tears: 3.3% (Heather is going to Wigan to observe at their practices).</li> </ul> <p><b>8.2 Gynaecology</b>  The Gynaecology Dashboard is currently being looked at in regards to red flags and monitoring, however from the todays meeting the following points were noted:</p> <ul style="list-style-type: none"> <li>- Inpatient Discharge Summaries: 31.1%</li> <li>- Outpatient Discharge Summaries: 37.7%</li> <li>- FFT: Issues coming through are relating to length of clinic wait.</li> </ul>	
9.	<b>Statistics</b>	
10.	<p><b>Maternity Survey Action Plan 2017 – 2018 (C. Owens)</b></p> <p>Please find attached the report as was presented at today’s Quality Forum and has also been presented to Divisional Board, Patient Exclusion and the Inclusion Committee.</p>	
11.	<p><b>NICE Action Plan Update</b></p> <p>No update</p>	
12.	<p><b>Maternity Quality Improvement Programme</b></p> <p>No update</p>	
13.	<p><b>Ingleside</b></p> <p>No update</p>	
14.	<p><b>GIRFT (Information from B. Williams / M. Higgin)</b></p> <p>No update</p>	
15.	<b>Minutes of Meetings (for information)</b>	
	Labour Care Forum (J Tomlinson)	None available
	Perinatal meeting (N Singh)	

	Antenatal Newborn Screening Group	
	Colposcopy Operational/ MDT Meeting	None available
<b>16.</b>	<b>Items for Escalation to Divisional Board</b>	
	As per sheet	
<b>17.</b>	<b>Any Other Business</b>	
	- HR – The Revalidation for BFI Level 3 is being undertaken in July.	
<b>18.</b>	<b>Date &amp; Time of Next Meeting</b>	
	Tuesday 26 <sup>th</sup> March 2019 at 1pm Maternity Seminar Room (Postnatal Ward)	