

Family Care Division Women's Quality Forum

**10th April 2018 at 13.00 – 14.30
M4 Seminar Room**

MINUTES

Present	09/01	13/02	13/03	10/04	08/05	12/06	10/07	11/09	09/10	13/11	11/12
Bim Williams (BW) Chair Consultant Obs & Gynae	C	√ (Chair)	√ (Chair)								
Jayne Coyne (JC) Team Leader, Community Midwifery	A	√	-								
Sue Ainsworth (SA) Acting DND, Women's & Acting HoM	N	-	-								
Sophie Kimber-Craig Consultant Anaesthetist	C	√	√								
Anna Lee Pharmacist	E	A	-								
Liz Lyons Operational Business Mgr	L	√	√								
Catherine Owens (CO) Midwife Consultant	L	√	-								
Jackie Smith (JS) Governance Lead	E	-	√								
Kath Whitfield (KW) Governance Manager	D	√	√								
Matron											
Alison Dean (AD)		√									
Shelagh Tomlinson (ST)			√								
Tracey Fatania (TF)			√								
Nicky Etchells			-								
Heather Rawlinson (HR)		√									

Also In Attendance:

Minutes By: Dawn Thorpe

<u>Agenda Item</u>	<u>Item Title</u>
1.	<p>Apologies</p> <p>Tom Openshaw Tracey Fatania Catherine Owens Sophie Kimber Craig Sue Ainsworth John Tomlinson Tina Gundlach</p> <p>WQF meeting was stood down today as they meeting was not quorate.</p> <p>Bim Williams has sent an email to all attendees. Asking staff to send a deputy if they are unable to attend the meeting.</p>
2.	<p>Outstanding guidelines were reviewed:</p> <p>Guidelines for Ratification</p> <p><u>Body Map</u> – Validated at today’s meeting. Kath Whitfield to send check list to PDOC team for Ratification at the next PDOC meeting. Bim Williams needs to re sign the validation page. Action: Dawn Thorpe to complete.</p> <p>Guidelines amended under Chairman’s approval</p> <p>Latent Phase -Bim Williams to sign updated document as there has been a minor amendment. This will then be uploaded onto Q-pulse and BOB. Action: Dawn Thorpe to complete.</p> <p><u>Reduced Fetal Movements</u> – Validated at todays meeting. To be uploaded onto Q-pulse and BOB.</p> <p><u>Induction of Labour</u> – Validated at todays meeting. To be uploaded on to Q-Pulse and BOB.</p> <p><u>Group B Strep</u> – Validated at today’s meeting. To be uploaded onto Q-pulse and BOB.</p> <p><u>Management of twins and higher order pregnancies</u> – Validated at todays meeting. Just awaiting final comments from John Tomlinson regarding Vitamin D ?</p>

Butterfly Room – Sue Ainsworth to sign off the final copy. This can then be uploaded to Q-pulse and BOB.

Guidelines/SOP (ongoing)

Cervical Screening Leaflet – Discussed and agreed. Leaflet emailed to Thasleam Shahzad on 11.04.18

Fetal Monitoring in Labour – Bim Williams has emailed the comments from Caroline Finch for consideration from John Tomlinson.

Home Blood Pressure Monitoring – Heather Rawlinson and Judith Kundo to send document out for comments. This can then be added to Q-Pulse.

Use of cold / cuddle cots – Kath Whitfield to chase with PDOC.

Surrogacy – It was discussed that there has been a new NICE Surrogacy Guidelines published and it is suggested that we review our Guideline in line with this one. On going.

3.

Risk Register

It was discussed that the Risk register has not been fully updated to be updated and that those with information regarding the risks can review the risks and provide updates rather than wait until the meetings. Individuals also need to be aware of actions that they have been allocated to mitigate risks and they must update their actions.

The Gynaecology Risk register was discussed and updated during the meeting:

2678

Agreed to close

2022

Kath Whitfield to email Janet from Stepping Hill to source training for the units.

2315

Agreed to close.

Maternity Risk Register: A separate meeting has been arranged to review the Maternity risk register.

<p>4.</p>	<p>Any Other Business</p> <p>Alert Organism Table Document was sent to WQF by Infection control. This is to be emailed to Kath Whitfield and she will distribute to relevant areas.</p> <p>Ingleside was opened on 3rd April 2018 and a coffee morning took place on Saturday 7th April 2018.</p> <p>The new Head of Midwifery recruited, and to commence post on 18th June 2018.</p> <p>Perinatal Mental Health interviews to take place on Friday 13th April.</p> <p>Discussed the Antenatal and New-born screening Quality Assurance Visit 15th May. Evidence has been submitted – Kath Whitfield.</p>
<p>5.</p>	<p>Date & Time of Next Meeting</p> <p>8th May 2018 at 1pm M4 Maternity Seminar Room (Postnatal Ward)</p>