

# MINUTES OF THE NNA EXECUTIVE MEETING

FRIDAY, 12<sup>TH</sup> JANUARY, 2018 | ELSEVIER OFFICES, LONDON

## ATTENDEES:

Pam Boyd (PB), Breidge Boyle (BB), Liz Crathern (LC), Denise Evans (DE), Sara Harris (SH), Cath Holder (CH), Andrea Mayes (AM), Róisín McKeon-Carter (RMC), Claire O'Mara (CO'M), Julia Petty (JP), Patrick Turton (PT)

ITEM		ACTION
1	<b>APOLOGIES</b> Sharon Nurse (SN) –Breidge Boyle deputising for her. Stacey Harwood (SH)	
2	<b>REVIEW OF PREVIOUS MINUTES</b> Minutes of executive September meeting reviewed and agreed by executives.	
3	<b>MATTERS ARISING NOT COVERED ON AGENDA -</b> 1. Performa for minutes RMC 2. Introductions including: a. Incoming chair Claire O'Mara – Lead ODN East of England & Chair ODN National lead nurses b. ANNP rep Andrea Mayes – ANNP NEST c. Dr Breidge Boyle – Editor in Chief JNN, Lecturer Belfast university, NNA rep maternity & peri-natal audit NHSE d. Dr Julia Petty – Chair SIG & co-chair LEARN, NNA COINN rep e. Patrick Turton – Lead NEST & NNA Transport rep f. Pam Boyd – outgoing vice chair (last NNA Executive meeting) g. Cath Holder – Sr Calderdale NNU, Treasurer NNA, administrator & link to website lead Kirsty De Wet h. Dr Liz Crathern – ANNP educator, i. Sara Harris – Community lead nurse Cambridge / NN outreach j. Róisín McKeon-Carter – CD tertiary NICU/Nurse Consultant, NNA lead for Transitional Care 3. Stacey Harwood – communications, administrator (minutes), maintaining spreadsheets with lists of members and lead nurses 4. Kirsty De Wet – Website designer	
4	<b>JNN</b>	
4.1	Editor in Chief draft contract – DE presented the draft, however this was first sight for BB and therefore executive decision was for her to review and reply to executive chair if there are any amendments POST meeting amendment to contract to include co-editor responsibilities to be for alternate editions.	BB & CO'M
4.2	Elsevier contact for NNA & Editors is now VIJALA KIRUVANAYAGAM Co-editors Dr.Lesley Laltimier & Breidge Boyle are already in contact & have made contact with previous editor Dee Beresford & have had handover from her and Sarah Davies (Elsevier)	BB & CO EDITOR

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4.2	<p><b>DISCUSSED:</b></p> <ul style="list-style-type: none"> <li>- NNA employ editors</li> <li>- JNN is a limited company – CH explained clearly that the NNA chair is the director but there is no personal risk as it is a limited company and share is 1p.</li> <li>- Elsevier pays NNA £8000 advance payment each January &amp; remainder in March – details available from Treasurer's report</li> <li>- Editors are paid out of JNN account.</li> <li>- Budget for BB to attend conferences to 'market' and engage with nurses DE informed the meeting that it was Dee Beresford role as Executive officer that allowed her funds to promote the NNA not as Journal editor. This role has since been undertaken by exec members.</li> <li>- CO'M requested BB to engage with all neonatal communities to increase engagement with JNN / NNA               <ul style="list-style-type: none"> <li>- Community/outreach</li> <li>- Transport</li> <li>- Transitional Care</li> <li>- Educational – those delivering ANNP/ENNP/QIS training</li> </ul> </li> <li>- BB -JNN peer reviewers list needs to be updated</li> <li>- BB - Executive board expected to be more involved</li> <li>- DE – New journal banner – ongoing &amp; ensure strapline is on for COINN</li> <li>- CO'M requested that BB be included in distribution list for meeting minutes etc</li> </ul>	<p>JP &amp; LC</p> <p>CH/SH DE</p> <p>DE</p> <p>CH</p>
4.3	<p><b>February journal is to be Dee Beresford's' last journal to edit.</b></p> <ul style="list-style-type: none"> <li>• Denise to write formally to Dee including details of final settlement payment and to thank her for her commitment to the JNN as the editor for the past 12 years.</li> <li>• CH (NNA treasurer) to issue final settlement payment</li> </ul>	<p>JNN editors plus executives</p>
4.4	<p><b>Journal content feedback from executives:</b></p> <ol style="list-style-type: none"> <li>1. SN – Lengthy research articles &amp; little clinically based case studies, not what students appreciate / need.</li> <li>2. Student section – discussed at previous executive meetings – not resolved</li> <li>3. LC – guidance from editors would be useful / pertinent</li> <li>4. BB - offered a crib for staff wishing to submit articles – process difficult at present and may put nurses off submitting</li> <li>5. JP – suggested that there should be a strict word limit</li> <li>6. LC – JNN needs to address 'Policy, Practice, Education &amp; Research'</li> <li>7. BB – A 'students corner' would be acceptable to include in the JNN</li> <li>8. JP – suggested producing fact sheets and requested help from LC</li> <li>9. LC - white space must be reduced and suggested that the editors have 'editorial' permission to tweak submitted articles to 'fit the page'</li> <li>10. JP – stop the 'letter from New Zealand' – not pertinent or current</li> <li>11. LC – Reflections are useful for readers</li> <li>12. JP – JNN affiliation with COINN</li> </ol>	

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5 5.1	<p><b>CONFERENCE</b> LC outlined feedback from 2017 conference –see appendix - and <i>headlines are that venue was excellent, content of conference continues to be scored high by attendees and there is definitely an appetite from the nursing community for these annual conferences.</i></p>	
5.2	LC will write to all speakers including evaluation and thanks for their input & ask for agreement to publish their PPPs on the NNA website	
5.3	RMC suggested that the NNA website should have annual conferences folders including programmes, feedback and PPPs if possible – 3 conferences to date	CH to liaise with KDW
5.4	<p><b>PLAN FOR 2018 CONFERENCE:</b></p> <ol style="list-style-type: none"> <li>1. Venue – executives agreed that the 2017 venue should be used again – Hilton Hotel, East Midlands, Darby – CH will liaise with venue re available dates in November</li> <li>2. Date – avoid world prematurity day date, that is 17th November</li> <li>3. Topic – ‘CARING FOR OUR FUTURE’ agreed by exec</li> <li>4. Conference dinner – feedback indicated that attendees did not want dinner</li> <li>5. Speakers dinner – executive agreement to offer speakers a dinner night before conference</li> <li>6. Conference feedback document – LC will amend to capture the discourse analysis</li> <li>7. Call for posters               <ol style="list-style-type: none"> <li>a. Must be published on website and cascaded to all managers in April 2018. NNA executive educator leads (JP &amp; LC) to compile a poster for KDW to publish</li> <li>b. Demographics/Titles – crib for poster outline</li> <li>c. Poster prize – 1st £100 2nd £50</li> </ol> </li> <li>8. Speakers for CARING FOR OUR FUTURE NNA Conference:               <ol style="list-style-type: none"> <li>a. Parent – PB suggested a good parent speaker whose baby had PPHN. Exec agreed that PB could approach this speaker</li> <li>b. CO’M offered to present an overview of ODNs to inform attendees of pathways etc for babies / parents which often includes several units</li> <li>c. Siblings – Lynn Wainwright has recent information</li> <li>d. Workforce – RMC suggested speaker Katie Oakes, recent FNF scholar, to speak about opportunities for staff joining neonatal units and to include recruitment and retention</li> <li>e. Nurse of the Year, Colm Darby must present his project as part of conditions of the prize awarded in 2017</li> <li>f. Case studies e.g. management of term baby during transition to prevent PPHN (nursing input) AM suggested George Brookes ANNP lead in Wansbeck</li> </ol> </li> </ol>	<p>CH</p> <p>Executives to agree date ASAP</p> <p>LC</p> <p>LC/JP &amp; KDW/SH JP</p> <p>PB</p> <p>CO’M</p> <p>JP to ask LW RMC to ask KO</p> <p>BB to remind CD AM to liaise with GB</p>
6 6.1	<p><b>NURSE OF THE YEAR</b> CO’M led on this &amp; reported that only 4 nurses were put forward last year, suggests NNA should open to non-members too. LC suggested that there has been an increase year on year which she suspects will increase this year. DE does not support non-members for Nurse of the Year and suggests that if there are worthy nurses put forward, the proposers should be aware that they will not be considered if they are not members – most of the executive members present supports DE’s opinion but needs to be reviewed if the uptake is not good this year.</p>	

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	<p><b>PLAN:</b></p> <ol style="list-style-type: none"> <li>Chair will select senior NNA member to judge 2018 submissions for Nurse of the year</li> <li>Call for proposers for Nurse of the Year to be cascaded through website, facebook and twitter ASAP</li> <li>Prize - £1000 (Dräger sponsorship) &amp; one year's free membership to NNA               <ol style="list-style-type: none"> <li>NNA must be clear to winners re evidence from them on what prize money was spent on</li> <li>BB to liaise with 2017 winner Colm Darby re what he plans to spend his prize money on &amp; feedback to NNA exec</li> </ol> </li> </ol>	<p>CO'M</p> <p>CH/KDW/SH</p>
7 7.1	<p><b>NATIONAL UPDATE</b></p> <ol style="list-style-type: none"> <li>NHSE Peer reviews – DE updated the meeting on process and progress of ongoing peer reviews. DE was sceptical initially, however the reviews are going well and all units are benefiting</li> <li>CRG – DE attends as chair of NNA and will hand over to CO'M. Feedback from Chair via email to all executives if there are any salient updates</li> <li>Maternity &amp; Neonatal Collaborative – RMC outlined that this is a NHSI innovation led by secretary of state Mr J Hunt and which neonatal services are included               <ol style="list-style-type: none"> <li>Local Maternity Services – Neonatal representatives on each LMS</li> </ol> </li> <li>STP evolved into Acute Paediatric Services Review which includes many neonatal units – LNU/SCUs and which is ongoing including consideration for further centralisation of services</li> <li>BAPM published framework for Neonatal Transitional Care in November 2017 – RMC was NNA representative on the working party</li> </ol>	<p>CO'M</p> <p>CO'M &amp; RMC to update executives</p> <p>CO'M &amp; RMC to update executives</p>
8 8.1 8.2	<p><b>COINN</b></p> <p>Report from JP – nothing new from recent executive meeting</p> <p>RMC highlighted that NNA not listed on the recent COINN affiliation email. DE suggests NNA is COINN, however RMC feels that having NNA listed along with NANN (American neonatal nurses) etc. to raise our profile as a credible and active organisation. JP will address at next COINN meeting</p> <p>COINN conference New Zealand 2019</p> <ol style="list-style-type: none"> <li>NNA financially supports 2 attendees – chair and CH this year</li> <li>RMC suggested that all executives submit a poster / speaker abstract as collectively we have a lot to offer the conference</li> <li>RMC suggested that we (NNA) seek support for travel from companies               <ol style="list-style-type: none"> <li>Chair CO'M to write to Chiesi (Rachel Wakley), Dräger Fisher &amp; Paekel &amp; Inspiration Healthcare</li> </ol> </li> <li>RMC suggests NNA executives seek support from Florence Nightingale Foundation for monies</li> </ol>	<p>JP</p> <p>All executives</p> <p>CO'M</p> <p>RMC</p>

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9	<b>Education</b>	JP
9.1	JP – SIG (special interest group) re-branded as LEARN (Link Education And Research Neonatal). <ul style="list-style-type: none"> <li>• London based meeting – good numbers and well attended</li> <li>• AHPs included</li> <li>• BB hosting Belfast LEARN June 2018</li> <li>• KDW working on NNA web page for LEARN</li> </ul>	
9.2	Associate / apprentice nurse not discussed at the meeting DE waiting to see what transpires from Lead Nurse meeting on Thursday (on the agenda) Claire will feed back.	
9.3	QIS Local workforce action not discussed as this will be closely linked to what happens with apprenticeship. DE informed the meeting that all outstanding available credits 17/18 had been given to QISA in Sheffield to run a second course in May 18.	
10	<b>Website/Facebook/Twitter</b>	RMC
10.1	Website looks great and KdeW will upload any documents / notices for us – just email her the links, for example the NTC BAPM document	
10.2	CH informed the meeting that she has been in discussion with KdeW re investment in NNA website to improve and facilitate on-line payments etc Phase 1: uploading the new NNA site (simplified version)	CH
10.3	Phase 2: joining BC Phase 3: adding forms to the website for the new database to function (this is something I will have to setup with all the elements you will be needing) as well as online membership signup	CH to liaise with KG
10.4	Phase 4: addition of the payment functionality (for conference and joining fee) Phase 3 and 4 will need to be done one after the other as you can't have the one without the other.	CH to liaise with KDW to put greetings up
	<b>BUSINESS CATALYST</b> What would the monthly fee be? Monthly fee (Gold) of £29.56 / month Do we get a discount for paying for a year upfront? 30% discount on the yearly amount (as a non-profit) if you pay upfront which is £248.30 What is added to the site if we pay this fee? 1. Membership going online 2. Online payments for membership fees as well as conference payments 3. Database (I have been in touch with the guys at BC and they have assured me we can copy the info from the existing database and move it over to the new database which has the same features if not more from what you have already.) 4. Newsletters / email campaigns 5. Sell products (books maybe that other members have written or promo items)  <i>RMC asked if all executives could have administrative rights for the NNA FB page. DE says that Katie Gallagher is the owner of the FB page and needs to be asked. POST meeting DE contacted Kirsty Gallagher she will add any of the exec. However Kirsty says she can. NOTE Kirsty Gallagher now returned to UK and happy to be active for NNA in any manner. RMC enquired whether there is a generic NNA greeting for events, eg Christmas, Neonatal Nurses Day, World Prematurity Day International Nurses day which is published on FB and Twitter. This is result in 'marketing' of the NNA as the younger nursing population will see and cascade.</i>	

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<b>11</b>	<b>MEMBERSHIP</b>	
<b>11.1</b>	CH - Membership is at steady state - some new and some retiring - 440 at present. RMC asked if the online membership is active and CH informed the meeting that KdeW will have this sorted with the updated website. The executives feel that the NNA will capture more membership if the process is easy	AM & RMC
<b>11.2</b>	ANNP membership - AM & RMC have been marketing through our ANNP FB page & ANNP forum	
<b>11.3</b>	Student membership - QIS / ANNP educators encouraging students to join with little success. RMC suggested that the poor economy may have an impact but educators plan to continue to ask/encourage	JP/LC/BB
<b>11.4</b>	AHPs - SH suggested that AHPs are integral in neonatal care as part of the MDT and should be encouraged on NNA as members. Is there a process to liaise with the AHPs	
<b>11.5</b>	DE discussed extending executive membership to include B5 nurses. RMC cautioned about inviting staff on executive without them first having some insight/investment in the NNA at local level and suggested that through ODN Lead nurses, local NNA groups be formed which would lead into recruitment at exec level. All executives broadly in agreement. CO'M to bring to the lead nurse meeting to engage with ODN lead nurses to action.	CO'M
<b>12</b>	<b>FINANCE</b>	
<b>12.1</b>	Total funds stand at £85,900	CH
<b>13</b>	<b>ANY OTHER BUSINESS</b>	
<b>13.1</b>	Communications Officer - No agreed job description for Stacey Harwood. DE & CO'M to compile and cascade for comments DE - need a contingency plan for succession planning for our treasurer CH. RMC suggested a period of 'buddying/coaching' as CH has a wealth of experience / knowledge which must be cascaded over time  DE will remain as the NNA member representative on the CRG costing/pricing group as this is a niche area and one which she has in-depth knowledge	DE & CO'M
<b>14</b>	<b>DATE OF NEXT MEETINGS</b>	
<b>14.1</b>	Friday, 9th March, 2018, Days Inn, Leicester Friday June Friday September	

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# APPENDIX: FULL CONFERENCE 2017 EVALUATION

VENUE		TRAVEL TO SITE	HOSPITALITY	STAFF
(date – no-one mentioned World Prematurity day an issue - but some of executive did think this - need to discuss for next year)	Fully satisfied 59/61 tables good for networking and writing notes  2 commented on too few toilets, cold room; Sound issues in morning lectern needed (2 speakers)	Ease of access Good parking Central venue	Excellent service No long queues Food excellent Plenty of drinks	Very helpful Friendly professional and hotel services good
<b>COST AND LENGTH OF CONFERENCE</b>		<b>COMMENTS</b>  Good to see separate costing for full day Keep day cost separate - x1 self-funded so could not afford dinner	<b>TIMINGS FOR THE DAY</b>  All 61 felt timing just right A few wanted more time for debate	
<b>ATTEND ANOTHER NNA CONFERENCE</b>		Good to attend a conference by neonatal nurses for neonatal nurses	Inspiring day Feel proud and privileged to be a neonatal nurse.	
<b>EXHIBITIONS</b>	<b>STANDS</b>  A lot and varied Plenty of opportunity to visit stands  X1 not happy to see a milk stand (BFI etc)	<b>EXHIBITORS</b>  Friendly Enthusiastic A good mix	<b>USEFULNESS</b>  Visited each stand Booked visits in practice	<b>POSTERS</b>  – scored mostly 4 and 5 but no qualitative comments
<b>ATTENDEE DEMOGRAPHIC</b> (not very robust)	Years in post / includes years in a recent post (note: question not length of time in neonatal nursing but post)  0 - 5 = 15 6 - 10 = 11 11 - 15 = 5 16 - 20 = 5 21 + years = 7	<b>SPECIALISMS</b>  Cardiac CNS Specialist nurse Discharge planning co -coordinator Lecturers	<b>TITLES RECORDED</b>  Manager / matron = 8 Lecturers = 5 ANNPs = 9 Transport = 2 Lead nurse / network lead = 1 Band 7 = 10 Band 6 = 5 Band 5 = 11	<b>STUDENTS</b>  Trainee ANNPs = 4 QIS = non recorded

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# APPENDIX: FULL CONFERENCE 2017 EVALUATION

<b>INFORMATION ACCESSED FOR STUDY DAY AND GALA DINNER</b>				
Gala dinner / event not evaluated	Nurse Manager = 7 Advert = 6 Word of mouth = 7 Email/Facebook =16 (not separated out would have been good to see ) - also ask about Twitter Journal/JNN = 12			
<b>GALA DINNER</b>	Not evaluated or mentioned - I think was embedded in overall satisfaction – but need to look at how to capture this			
<b>SPEAKER EVALUATIONS</b>	<b>ATTAIN; HIE; CARDIAC SESSION; TUMMY TROUBLE; PLANNING FOR THE WORST: AIMING FOR THE BEST</b> - overall really good comments  Scoring 3- 5 with most in 4 – 5 range	<b>EXCHANGE TRANSFUSION;</b> Butterfly project: excellent feedback  Scoring mostly 4 – 5	<b>POSTERS</b> – not all commented but those that did  Scoring 4 - 5	<b>TUMMY TROUBLES</b> - comments include to ref up to date European guidelines Planning for worst good but hard to hear speaker at times  <b>ATTAIN:</b> good speaker but sound problems
<b>FUTURE TOPICS:</b> hard to capture as many individual suggestions so grouped most common occurring	<b>HEART AND LUNGS:</b> Ventilation – all aspects Delayed cord clamping PPHN  Cardiac – PDAs; organ donation  Case studies - St Mary's Hospital Manchester  Cord clamping Liverpool Women's Hospital	<b>ETHICAL ISSUES:</b> Ethics and decision making Withdrawal of treatment (stated care but not appropriate phrase as care not withdrawn) Bereavement  <b>PARENT/ FAMILY PERSPECTIVE</b> – parent speaker Siblings FIC /family nursing	<b>FEEDING</b> Nutrition and feeding GOR  <b>BRAIN</b> Neurological issues  <b>WORKFORCE (MOST COMMENTS)</b> Recruitment and retention Preceptorship Holding on to new staff Preparation for moving up through bandings	Education and competencies  <b>GENERAL COMMENTS</b> More speaker representation across UK XI feedback annoyed that Ireland seen as part of UK. More time for debate More of Michelle A motivational speaker - Steve Head (II)

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# what are people saying...

THANKS TO ALL FOR AN AMAZING CONFERENCE.  
EXCELLENT JOB, WELL DONE.

*"My first neonatal conference and it was fantastic - So many inspirational speakers."*

*"Feel proud and privileged to be a neonatal nurse."*

*"So enjoyed the networking - more from Sheffield next year."*

*"Special thanks to Denise, Cath and Liz (think this may have been a speaker)."*

*"People really liked the surprises in the goody bag and raffle prizes - so thanks to Sara for organizing that - well done."*