

NW CHD Board Meeting Summary Notes

28th June 2021

Chair: Nayyar Naqvi, Consultant Cardiologist, Wrightington Wigan & Leigh NHS Foundation Trust



Table of Contents

Item 1 - Welcome & Apologies	3
Item 2 - Board Notes	4
Item 3 - Action Tracker	4
Item 4 - Regional Updates	5
Item 5 - Paediatric Partnership Update	5
Item 6 - Data Update	6
Item 7 - New agreed governance structure & Maturity Matrix	6
Item 8 - Risk Register (Risks above 12)	8
Item 9 - Single ACHD PTL (Patient Treatment List)	10
Item 10 - Patient Representatives	9
Item 11 - Commissionior Update (ACHD Audits)	9
Item 12 - Finance Underspend Update	10
Item 13 - Ratification	11
Item 14 - Any Other Business	11
Date of Next Meeting: Wednesday 13th October 1pm-3pm	11



Item 1 – Welcome & Apologies

Present:

Abby Peters (AP)	Associate Director of Strategy and Partnerships	Alder Hey Children's Hospital NHS Foundation Trust
Bernard Clarke (BC)	Consultant Cardiologist	Manchester University NHS FT
Caroline Jones (CJ)	Clinical Lead & Consultant Fetal & Paediatric Cardiologist	Alder Hey Children's Hospitals NHS FT
Clair Noctor (CN)	Cardiac Specialist Nurse	Manchester University NHS FT
Damien Cullington (DC)	Consultant Adult Congenital Cardiologist / ACHD Clinical Lead	Liverpool Heart & Chest Hospital NHS FT
Daniel Short	Project Manager	NW CHD Network
Helen Sanderson	Network Manager	NW CHD Network
Gopi Vemuri (GV)	Consultant in Neonatology & Paediatrics	Manchester University NHS FT
Gordon Gladman (GG)	Network Clinical Director & Consultant Paediatric Cardiologist	NW CHD Network
Janet Rathburn (JR)	PPV Representative	NW CHD Network
Jemma Blake (JB)	Clinical Data Manager	NW CHD Network
Jill Moran (JM)	Network Support Officer	NW CHD Network
Joe Downie (JD)	Service Specialist - CHD	NHS England
Linda Griffiths (LG)	Lead Nurse	NW CHD Network
Nayyar Naqvi OBE (Chair) (NN)	Consultant Cardiologist & Responsible Officer	Wrightington, Wigan & Leigh NHS FT
Rev Patrick Davies (PD)	PPV Representative	NW CHD Network
Rachael Barber (RB)	Consultant Paediatric Intensivist/Deputy Medical Director/RMCH Paediatric Clinical Lead	Manchester University NHS FT
Rob Johnson (RJ)	Consultant Paediatric Cardiologist	Alder Hey Children's Hospitals NHS FT
Sarah Vause (SV)	Consultant Obstetrician in Fetal & Maternal Medicine	Manchester University NHS FT



Apologies:

Andrea Richards (AR)	Specialised Planner – Cardiac Services	Welsh Health Specialised Services Committee
Matt Sandman (MS)	Consultant Paediatrician	Ysbyty Glan Clwyd Hospital
Mike Bowes (MB)	Consultant Paediatric Cardiologist	Alder Hey Children’s Hospital NHS FT
Rengan Dinakaran (RK)	Consultant Paediatrician	Lancashire Teaching Hospitals NHS FT
Reza Ashrafi (RA)	ACHD Consultant Cardiologist	Liverpool Heart & Chest NHS FT
Rafael Guerreo (RG)	Consultant Congenital Cardiac Surgeon	Alder Hey Children’s Hospitals NHS FT
Vasileious Papaioannou (VP)	Consultant in Neonatology & Paediatrics	Liverpool Heart & Chest Hospital NHS FT

Declarations of Interest: None

Item 2 – Board Notes

Meeting notes from NWCHD Network Board meeting on 26th March 2021 were circulated prior to the meeting. No comments or amendments to record and all agreed accurate record.

Item 3 – Action Tracker

Action 33 – Network MOU – HS to set up a meeting with Andrea Richards – Welch Commissioner and contact Dr Van Der Mere & new PECSIG from IoM. – **IN PROGRESS.**

Action 34 – Patient Backlog Data – This role will be transferred into the Operational Group meeting starting 24th May - **ITEM TO BE CLOSED.**

Action 35 – Network Delivery Group Proposal – delivered at last network board - first meeting 24th May – **ITEM TO BE CLOSED.**

Action 36 – Network Operation Delivery Group – Terms of Reference - First meeting 24th May ToR to be agreed – **IN PROGRESS.**

Action 37 – Full Risk Register - Protocol of sending full Risk Register to Board incorporated into Network processes – **ITEM TO BE CLOSED.**

Action 38 – RMCH Resources. Interviews for admin support were planned week of 3rd May – require update on progress. **IN PROGRESS.**



Action 39 – NCARDS - Being discussed at National CHD meeting 14th June – **IN PROGRESS**.

Action 40 – Annual Report - to be sent out before the end of June – **IN PROGRESS**.

Action 41 – Backlog Data - Data presentation sent out to Board notes (slide 29 onwards) – **ITEM TO BE CLOSED**.

Action 42 – Board Notes – To be sent to Medical Directors going forward at AH & RMCH – **ITEM TO BE CLOSED**.

Item 4 - Regional Updates

Caroline Jones, Consultant Paediatric Cardiologist Paediatric Clinical Lead, Alder Hey Children's Hospital NHS FT

- Level 1 – Surgical & Catheter Activity – waiting list low
- Operating on P1-P4 patients within their triage time frame
- Catheter – no pressures on back-log
- EP & Pacing backlog now back on track
- Outpatients pre COVID-19 backlog continues
- Recently 'overdue' appointment patients being clinical triaged by their consultant – returned to 12 patients per clinic
- Peripheral clinics being run as usual with 10-12 patients per clinic

Damien Cullington, Consultant Adult Congenital Cardiologist / ACHD Clinical Lead, Liverpool Heart & Chest Hospital NHS FT

- Surgery – currently 80 patients on the waiting list, with Tuesday & Wednesday operative lists
- Intervention – up to date
- Workforce – currently 2 members of staff on long-term sick leave. Clinics have been optimised and validated in order to avoid cancelling patient appointments. Patients have been seen at evening or weekend clinics.
- Backlog – progressing steadily with historical backlog
- Manchester – steps being taken to optimise sonographers
- Productive talks taking place with Blackburn to a satellite HD clinic, hopefully starting early 2022
- Work continues for the cardio obstetrics service moving to Liverpool Heart & Chest from the Liverpool Women's.

Clair Noctor, Cardiac Specialist Nurse, Manchester University Hospitals NHS FT

- Workforce – one consultant currently on long-term sick leave
- Saturday clinics for new patient referrals going well with 49-50 patients attending
- Follow-up appointments still behind but slowly catch up to pre COVID-19 numbers



- Respiratory Synthetic Virus patients – 3 cases have been in PICU so far in 2021. Starting clinics from August for 7 months for injections of the Palivizumab vaccine

Sarah Vause, Consultant Obstetrician in Fetal and Maternal Medicine and Medical Director of Saint Mary's Hospital

- No significant changes to report for obstetrics.
- Would all colleagues please encourage women, pre-pregnancy to opt for the Covid vaccine

Professor Bernard Clarke, Consultant Cardiologist, Manchester University NHS FT

- RSV and COVID-19 surge plans have been in place for some time in expectation of increase in cases
- Virtual clinics continue

Level 3 – Gordon Gladman, Clinical Network Director, NW CHDN

- PECSIG group met on 21st June
- No critical issues reported
- Extra clinics being run to support backlogs

Item 5 – Paediatric Partnership Update

- Rachael Barber, Consultant Paediatric Intensivist, Deputy Medical Director, RMCH Paediatric Clinical Lead, Manchester University NHS Foundation Trust
- Abby Peters, Associate Director of Strategy & Partnerships, Alder Hey Children's Hospital NHS Foundation Trust
- Caroline Jones, Consultant Paediatric Cardiologist, Paediatric Clinical Lead, Alder Hey Children's Hospital NHS Foundation Trust



Cardiology ODN
Rachael Barber.pdf

Item 6 – Data Update

Jemma Blake, Clinical Data Manager, NW CHD Network. Please see slides below.



Board data update
June 2021 Jemma Blal



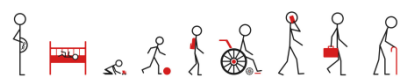
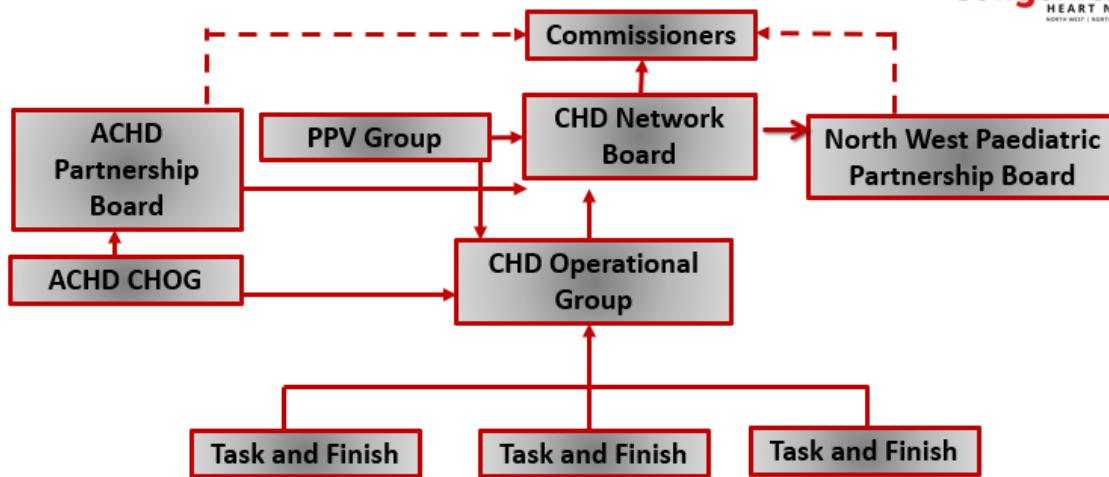
Item 7 – New agreed Governance Structure & Maturity Matrix

Helen Sanderson, Network Manager, NW CHD Network.

- The structure is still under debate, a possible structure (see slide) was discussed.
- Consensus was that this structure remains overly complicated and more work is needed to streamline and refine.
- Helen to review structure and send out for comment.

ACTION: Structure to be reviewed and updated version sent to Board for comments.

Governance Structure



North West, North Wales and the Isle of Man Congenital Heart Disease Network

Maturity Matrix Review

24th May 2021

Priority 1

<p>Purpose & Direction Current Level = 2/3 Target level = 3 (end March 2022)</p> <p>Target level description The network has an agreed charter, clearly stating purpose, scope, and ways of working. Most members have a good understanding of the purpose of the network and could articulate it to others. There is an agreed plan for developing the network for the next year.</p> <ul style="list-style-type: none"> > Network to produce operation Framework > Network to produce regular newsletters (3 times a year) > Network to communicate structure and scope to all network members, by sharing appropriate documents via email, website and utilising twitter > Network to develop a communication and engagement strategy <p>Review Date: November 2021</p>

Priority 2

<p>Governance & Structure Current Level = 3-2 Target Level = 4 (End March 2022)</p> <p>Target Level Description Network membership is well rounded, with actions in place to fill any gaps. Relationships with other networks are clear. They work to share and learn beyond the boundaries and with external stakeholders wherever appropriate. Governance is fully effective and is valued. Healthy membership turnover – few '<u>passengers</u>'.</p> <p>Actions</p> <ul style="list-style-type: none"> > Network to streamline governance, with a well-defined structure, membership and the ability for decisions to be actioned without going to further boards or groups. > Network groups to be able to affect change > Governance structure well defined in Network operational policy/ framework > The Network will hold members to account for attendance and their responsibilities. > Network engagement outside of network detailed in operational framework <p>Review Date: November 2021</p>

Priority 3

<p>Integrity & Vitality Current Level = 2 Target Level = 3-4 (end March 2023)</p> <p>Target Level Description Level 3 - The network makes use of voice, data-sharing and social media tools where possible. Contributions come from a wide range of members and people's expertise is appreciated. Most questions receive responses, but some go unanswered. Leaders sometimes work 'behind the scenes' to find responses to unanswered questions. Level 4 - Leaders ensure regular, effective, animated virtual meetings and '<u>events</u>'. People make this a priority and participation levels are high. Contributions come from the full of members. Members know about each other's expertise and experience. Diversity and cultural differences are well utilised. Leaders ensure that interactions stay focused and forward thinking.</p> <p>Actions</p> <ul style="list-style-type: none"> > Network to continue to develop website > Network to disseminate info around website, twitter and network videos > Network to investigate NHS Future Platforms as an information sharing tool across organisations > Network to continue to develop communication and engagement strategy > Network to plan engagement events and communicate these to the Network > Network to embed itself as a leader in the development and improvement of CHD services. > The Network will promote data sharing between providers <p>Review Date: November 2021</p>
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Priority 4

Impact & Value

Current Level = 2 Target Level = 4 (End March 2023)

Target Level Description

The Network tracks, captures and shares success stories, with evidence of benefits and impact. These stories are celebrated and communicated to an external stakeholders and audiences. Stakeholders understand the impact the network is having, and actively promote this.

Actions

- > Network to produce regular newsletters
- > Network to produce and annual report
- > Network to work with the PPV group to look at patient journeys and patient experience.
- > Network to develop and utilise the website as a communication tool
- > The Network will evidence outcomes of actions/ projects/ workplan and feed into relevant groups.
- > Network to regularly review successes and determine areas that need additional support
- > Network to ensure regular and open communication with stakeholders and tackle areas were improvement is needed
- > The Network will undertake a maturity matrix review at least annually

Review Date: November 2021

Item 8 – Risk Register (Risk Score >12)

Discussion of risks included:

1. (2332): Single service approach is being led by the Paediatric Partnership to develop a single service. Now meeting monthly to progress work.
2. (2383): The Network does not currently meet the NHSE standards for the minimum number of psychologists. Even with controls in place it is felt that only crisis work being maintained with limited preventative work happening with patients and families.
3. (2284): Update provided from MFT. New PACS system is due to go live across Greater Manchester in next few weeks. Once that is in place RMCH will be getting ISCV which will facilitate sharing of echo's etc.
4. (2331): Business case now being worked on at RMCH for more nurse specialist support. Concern raised that needs to be designated Fetal Nurse Specialist funding.

Concern raised that the imminent retirement of Dr Ian Peart will affect the delivery of the of cardiac maternity service at The Liverpool Women's. It is anticipated that the cardiac maternity clinics will be moving to LHCH and that the ACHD Cardiologists will be covering the service in the future. Agreement made that the cardiac maternity service should be on the Network risk register until Dr Ian Peart has left and there has been a successful transition.

ACTION: Cardiac Maternity service at TLW's to be added to Network risk register



Item 9 – Single ACHD PTL (Patient Treatment List)

Helen Sanderson, Network Manager, NW CHD Network.

- The ACHD Partnership board agreed the need for a single ACHD patient treatment list
- The Network has supported the project by writing a PID
- The PID is going to the ACHD Partnership Board at the end of July

We will keep the board updated on the progress of this project.

Item 10 – Patient Representatives Update

Janet Rathburn, PPV Representative & Chair of PPV Group & Father Patrick Davies, PPV Representative.

- Updates on the structure of the PPV Group and how it will operate going forward
- Four new members recently joined
- Currently meeting every two weeks, from September will change to monthly
- Working on going with patient information leaflets
- On-going liaison with RMCH to improve services
- Operational Group PPV attendance
- Administrative changes
- Hoist issues at Alder Hey

Item 11 – Commissioner Update

- Joe Downie, Service Specialist – CHD, NHS England
- Received two of the three Review Reports for MFT
- Quality team carrying out a tabletop exercise – awaiting outcome
- Awaiting Mersey Internal Audit Review of systems & processes



Item 12 – Finance Underspend Update

Helen Sanderson, Network Manager, NW CHD Network.

Congenital Heart Network Board Meeting 27th January 2021

Paper Title:	CHD Network Finance Report as at June 2021
Report of:	Finance (underspend)
Paper Prepared by:	Helen Sanderson & Kate Mellett

Purpose of Paper:	Decision <input type="checkbox"/> Assurance <input checked="" type="checkbox"/> Information <input type="checkbox"/> Regulation <input type="checkbox"/>
Background Papers and/or supporting information:	
Action/Decision Required:	To note <input checked="" type="checkbox"/> To approve <input type="checkbox"/>

1. Purpose of Report

To provide an update of the 2021/22 CHD network underspend position as of June 2021 and forecast outturn.

2. CHD Underspend Budget 2021/22

The CHD network underspend as of 2021/22 is £293,000
The underspend budget has been allocated as below

Staffing Costs	
Staff predicted for full contract	129,000
Total	
Non-Staffing Costs	
Primary care Budget	22,000.00
Database further development	60,000.00
Lost to Follow Up project - Sarah Elson	14,000.00
Communication & engagement strategy	5,000.00
Website	8,000.00
Audits programme upc NS	10,000.00
Nursing strategy development	12,000.00
Training & Education	18,000.00
Clinical Governance	8,000.00
Other	7,000.00
Total	164,000.00

The month 3 position is a £0 underspend.

The forecast outturn is a zero underspend.

3. Recommendations

To note the financial position year to date and forecast outturn

Finance Report Update

Congenital Heart Network Board Meeting 27th January 2021

Paper Title:	CHD Network Finance Report as at June 2021
Report of:	Finance
Paper Prepared by:	Helen Sanderson & Kate Mellett

Purpose of Paper:	Decision <input type="checkbox"/> Assurance <input checked="" type="checkbox"/> Information <input type="checkbox"/> Regulation <input type="checkbox"/>
Background Papers and/or supporting information:	
Action/Decision Required:	To note <input checked="" type="checkbox"/> To approve <input type="checkbox"/>

1. Purpose of Report

To provide an update of the 2021/22 CHD network finance position as of June 2021 and forecast outturn.

2. CHD Budget 2021/22

The CHD network budget for 2021/22 is £200,000.

Finance Summary Q1 - Total Network Funding 21/22 = £ 200k						
	20/21 Plan £000's	YTD Plan £000's	YTD actual £000's	YTD Variance	FOT	FOT variance
Income	200	50	50	0	200	0
Costs - pay	-188	-47	-47	0	-188	0
Costs - Non pay	-12	-3	-3	0	-12	0
Costs - Total	-200	-50	-50	0	-200	0
Net	0	0	0	0	0	0

The month 3 position is a £0 underspend.

The forecast outturn is a zero underspend.






3. Recommendations

To note the financial position year to date and forecast outturn



Item 13 – Ratification

The Following documents have been through a process of writing and consultation and ratification. They are now ready to be signed off at the NW CHD Network Board

Documents for Final sign off at Network CHD Board 28/06/2021				
Document Reference	Title	Sign off by	Date	Document
NWCHDN_21	Paediatric Cardiology Outpatient Referral Guideline	Paed RT+FG	26/04/21	 NWCHDN_21_Paediatric_Cardiology_Outp
NWCHDN_26.1	ACHD Link Nurse Competencies	CHD Lead Nurses	09/06/21	 NWCHDN_26.1_ACHD_Link_Nurse_Compe
NWCHDN_26.2	Paediatric Cardiac Link Nurse Competencies	CHD Lead Nurses	09/06/21	 NWCHDN_26.2_Paed_Cardiac_Link_Nurse_
NWCHDN_26.3	ACHD Link Nurse Role Description	CHD Lead Nurses	09/06/21	 NWCHDN_26.3_ACHD_Link_Nurse_Role_D
NWCHDN_26.4	Paediatric Cardiac Link Nurse Role Description	CHD Lead Nurses	09/06/21	 NWCHDN_26.4_Paed_Link_Nurse_Role_De

Linda Griffiths, Lead Nurse, NW CHD Network.

Item 14 – Any Other Business

- Database Group Engagement – Discussion
- Items to be added to the agenda for the next meeting:-

CHD Primary Care Update – Support
Database Project Update - Approval

Date of Next Meeting

Wednesday 13th October 2021 1.00pm-3.00pm

