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From: Williams Sian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)
Sent: 14 July 2016 12:39
To: Hodkinson Sue (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)
Subject: IS THIS OK RE_NNU
Importance: High

Hi Eirian

Thanks for taking the time to meet Sue and I today.

As agreed, we all thought it would be helpful summarise the points discussed and the actions we all agreed to do.

It was helpful that Sue shared the slides today that with you, that the medical team have already seen. The slides gave an overview of the results of the information gathered so far from the clinical and data review.

Following the review of the information to date, the Trust believe it should now do the following actions whilst waiting for the external review which is planned for August.

Competency/Training of staff

We all agreed that LL is to be supervised in practice on all of her shift time initially until the 31st August 2016. To be clear- **she must not be allowed to care for a baby unsupervised**- I outlined my expectations that she works solely with the PDN or equivalent. The time scale will be determined by the external review findings and any other information that is obtained in due course. During this time LL will need to complete a full re-training as if she were a new starter. You pointed out that LL has already been moved off nights in February but that she was undertaking extra shifts as overtime. I agreed that any salary reduction as a consequence will be supported.

Staffing

We discussed in detail the staffing within the unit and the current skill mix. With a particular reference to the current amount of Band 4 staff, I made the suggestion that we may need to expedite turning the current post to band 5s. To help determine the pace, you agreed to look at this in detail and make some recommendations after reviewing the 'Old' ITU definitions alongside the new ones that are now used on Badgernet.

- **Action – Eirian to review asap**

Security

Sue outlined the proposal to install cameras in the NNU following a recent security review

Can you please make sure that you meet with Tim Lister to discuss the best place to put them. You rightly raised the issue re mums feeding etc and I suggested to assess the further need to purchase the screens for privacy.

- **Action/EP to meet with TL**

Sue agreed to meet with Gill Galt from communication team to agree a sensitive way of communicating of the use of cameras to parents in the unit.

- **Action SH**

IT equipment

I recalled to you that you had informed me there was a basic lack of IT equipment that is not helping the workload. To be more effective you feel you require more laptop/tablets etc but you are conscious of the space. I suggested you invite Trish Reilly (IT Lead) to the NNU next week and do a walkabout to appraise what you currently have and then this will enable her to make an informed recommendation that can be picked up by the Division.

- **Action EP to meet with Trish**

Incident Reporting

You informed us of a number of incidents this week that you feel relate to the understanding that clinicians have with regards to the babies and some delays in the response times from the medical staff when being called to the unit. I emphasised the need to ensure that all of these are reported via Datix- this will allow the patient safety team to pick up trends and also enable you to