

Women's Health Directorate
Maternity Unit

MATERNITY SERVICES LIAISON COMMITTEE

Minutes of the meeting held on Monday 14 July 2003

Present:	Kerry Harris	Chair
	Arash Bahmaie	Consultant
	Gillian Smith	TAMBA
	Jane Pickett	Midwife
	Mary Bell	Consultant Midwife
	Michaela Morris	General Manager Family Services/Head of Midwifery
	Trisha Whisker	NCT
	Gail Soliman	Notetaker

Apologies Anna Roland-Price

1 Minutes of the last meeting/Matters arising

The minutes were agreed.

Michaela reported that Facilities were in the process of advertising for Housekeepers -Maternity would be one of the first departments to benefit.

2 CHI

Michaela said that the action plan was forwarded to CHI on 1 July as required. CHI had responded with some comments which Michaela will be discussing with Joyce Winson Smith. However the organisations responsible for the final five recommendations had been allowed more time to complete their plans. The final action plan was therefore not expected on the website until the beginning of August.

3 Home-from-Home - Midwifery Led Unit

Mary explained that a few pieces of equipment were still awaited but it was envisaged that the unit would begin operating soon. Work continued on preparation of guidelines but she was keen to bring the area into use to help ease the pressure on the Labour ward. She will be communicating to Community midwives and shift leaders.

Mary also confirmed that following discussions with Health and Safety, the pool was still available. She was working on guidelines for its use.

4 Information on Internet

Michaela said that Catherine Townsend, the recently appointed Assistant General Manager Women's Health, would be overseeing the posting of information on the Internet. She will be starting with us in September.

5 Handouts and information sheets

a) Questionnaire

The draft revised Maternity Services Questionnaire form was discussed. Q10 and General Information do not apply and should be removed. Q9 Sleep and Rest - Mel said that she had been speaking with Trish Watt recently. Plans were under discussion to amend the visiting times to 3pm to 8pm so that 1pm - 3pm could be confirmed as rest time and controlled. It was agreed that there should be comment areas within each question and that the questions required rearranging with the suggested order and amendments as follows.

- Q6 becomes Q1 - take out reference to feeding
- Q8 becomes Q2
- Q5 becomes Q3
- Q2 becomes Q4
- Q1 becomes Q5 - heading changed to 'Communication' - first line changed to 'on

arrival in Unit' - add 'outside hospital - verbal information - involvement of partner's in decision making'

- Q3 becomes Q6
- Q7 stays Q7
- Q4 becomes Q8
- Q9 stays Q9
- New Q becomes Q10 - 'Feeding - Breast feeding - were you offered and did you use any of the following' - tick list with two columns 'offer' and 'use' - list 'skin to skin - hand expression - breast feeding in parentcraft classes - breast feeding workshop - help on the ward - breast feeding clinic' - separate section 'Bottle feeding - were you given enough information and advice' - tick list 'range of formulas - sterilisation - preparation'

Feedback stays at end with the option of providing a name and address.

It was agreed that Gail would arrange a further draft to be prepared and circulated with the minutes - comments should be returned to her by 27 August.

Birth plans

There was discussion on the birth plan and it was suggested that it should be a full A3 page which could fold out. Of the four different plans available, it was felt that the birth plan (page 21 at the bottom) was an excellent discussion list for the midwife to follow. However it was felt that the NCT plan (page 12/13 at the bottom) gave greater scope for the mother to write her thoughts and fears. Again Gail agreed to provide a draft - comments again by 27 August.

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Any other business

Maternity Questionnaire Audit - 1 April 2002 - 31 March 2003

The Committee noted the audit results for the previous year. It was felt that the current questions did not give opportunity for mothers to comment in each section, which would be rectified by the amendments to the form already discussed. It was noted that the audit for 2003/2004 would have to be split into two 6-month sections. It was suggested that the new form be brought into use on 1 October.

Going Home booklet

There was praise for the new Going Home booklet. Immediate comments included:

- add Joan Booker telephone number as out of hours contact
- the information that a woman can contact the midwife up to 28 days after delivery
- add information on MSLC

Again any further comments back to Gail by 8 August.

Essence of Care

Mel reported that she had been asked to join a group considering Essence of Care - discussions were on-going and she would report at the next meeting.

Group e-mail

Mary suggested that a group e-mail be set up to facilitate speedy communication between members. Gail to arrange.

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Date of meetings for the remainder of the year

15 September

17 November

all 12.30 - 2pm in the Parent Education Room, Abbey Wing

Dates for 2004 will be set at the meeting in September.