

**MINUTES OF THE EAST MIDLANDS CONGENITAL HEART NETWORK  
 OPERATIONAL BOARD MEETING**

**10<sup>th</sup> June 2022, 10.00-12.00, The National Space Centre, Leicester**

**CONTRIBUTORS IN ATTENDANCE:**

Chris Pallot – Network Chair **(CP)**  
 Aidan Bolger – Network Clinical Director / Co-chair, EMCHN **(AB)**  
 Eileen Peasgood – Network Lead Nurse, EMCHN **(EP)**  
 Gavin Thorpe – Network Administrator, EMCHN **(GT)**  
 Husain Asgerally – Consultant PEC, Nottingham **(HA)**  
 Mark Fenner – Consultant PEC, Nottingham **(MF)**  
 Vicky Elliott – Clinical Psychologist, UHL **(VE)**  
 Claire Westrope – Consultant Paediatrician, UHL **(CW)**  
 Iona McAllister – General Manager, EMCHC **(IM)**  
 Thomas Mukasa – Consultant Paediatric Cardiologist, UHL **(TM)**  
 Charalampos Kotidis – Higher Specialty Doctor, Paediatric Cardiology, UHL **(HK)**  
 Poornima Pandey – Consultant Paediatrician, Kettering **(PP)**

/Agenda Item	Minutes	Owner
1.0	<p><b>Welcome and Introductions</b></p> <p>CP welcomed all to the event.</p>	CP
2.0	<p><b>The Purpose and Benefits of EMCHN</b></p> <p>AB discussed the benefits of networks, citing Educational events and inclusivity as key benefits to the provision of equitable care across the region. AB emphasised the desire within the Network to develop and improve services in each and every centre within the Network, through the sharing of best practices.</p> <p>AB opened to the floor, asking for ideas as to what can be developed within the Network. HA discussed the merits of face to face educational events. HA advised that Nottingham were looking to appoint a Cardiac Liaison Nurse. AB advised that the Network can support business cases for new members of staff within the level 3 Centres. HK discussed difficulties around incoming referrals from the network centres to the level 1 centre, and advised that a new email account had been set up in order to receive. The referral form was discussed, and it was suggested that the Network could assist with the development and circulation of the referral form / contact methods. GT advised that the Network Team could implement a web-based referral form within the Network website.</p> <p>AB discussed weekly MDT Meetings held by UHL, and encouraged</p>	AB

	<p>Network Consultant virtual attendance to aid shared learning.</p> <p><b>ACTION: Network Team to liaise with HK to discuss the development of a web-based referral form.</b></p>	GT/ST
3.0	<p><b>2022/23 Network Programme of Work</b></p> <p>ST discussed the Operational Board citing difficulties around attendance, and highlighted the importance of the board.</p> <p>ST advised that SLAs were under review at the present time.</p> <p>ST discussed the development of the Network Risk Register, advising that a new strategy was being piloted with Network website submission form now being live.</p> <p>ST discussed Network finances, outlining annual budget and spend. ST advised that there was the opportunity for the Network to fund projects within the Network.</p>	ST
4.0	<p><b>Network Quality Data Dashboard</b></p> <p>ST discussed work stream around the collection of Adult data in conjunction with Public Health England.</p> <p>IM highlighted the importance of good quality data submissions from throughout the Network in order for the Level 1 centre to provide appropriate Clinical support based on Capacity and demand.</p> <p>St highlighted difficulties around current format of data collection within the Network, citing inconsistencies in both submission volume and quality. ST asked the group to consider what data the Network should be collecting. ST advised that the Network were planning on making a significant investment into the development of a bespoke data dashboard.</p>	ST
5.0	<p><b>Public and Patient Engagement</b></p> <p>EP discussed plans to improve patient engagement and involvement within the Network, advising that there was a specific work stream pertaining to it on the 2022/23 Network work programme. EP then outlined key benefits to increasing patient involvement within the network with a view to improving patient care. CP highlighted the merits of involving patients in the panning of Service change.</p> <p>A group discussion then followed around the need for Patient Representative training, remuneration, and the merits of ensuring that more than one patient representative were recruited on to the board. Heart Link offered assistance with recruiting representatives.</p>	EP
6.0	<p><b>Standards Assessment</b></p> <p>ST discussed the forthcoming Standards Assessment for each of the centres within the Network. ST gave an overview of the process, emphasising that it was not a scrutiny process, but rather a supportive project in order to help each centre meet the requirements of the Standards.</p>	ST

7.0	<p><b>Network Guidelines</b></p> <p>EP advised that a CPG group was being formed in order to ratify and unify the policies and guidelines available to Clinicians within the network, and confirmed that it was the intention to make a centralised library available within the network website over the course of the forthcoming year.</p> <p>MF underlined the importance of wider network engagement regarding the division and ratification of Network guidelines, and highlighted the end goal of equitable care across the region. MF asked that PECs respond when asked for comment in order to ensure that the whole network is represented.</p>	EP
8.0	<p><b>AOB</b></p> <p>MF discussed the new patient information leaflet written by the Nottingham team in association with the Level 1 Centre around sudden cardiac death. The Network Team agreed to assist with the circulation of the leaflet within the network for comment and ratification, prior to making the information available on the website.</p> <p><b>ACTION: MF to liaise with GT to circulate SCD leaflet for comment within the Network, before uploading finalised leaflet to Network website after any necessary revisions.</b></p> <p>AB discussed the Network intention to host a tour of the Level 1 Centre for Network Clinicians, and advised that it would look to align with the next Network Board Meeting if possible. Further information to be circulated as appropriate.</p> <p>Finally, AB extended well-wishes and farewells to IM, who is to take up a role in NHSE, and thanked her for her achievements and hard work within the level 1 centre and the wider Network.</p>	<p>EP</p> <p><b>GT / MF</b></p>

- **Date of Next Meeting: 30.09.22**