

Present:

Christina Charlton (CC), Cov PCT; Jackie Daykin, (JD) Sandwell SSS; Ceri Evans, (CE) Sth Worcs PCT; Ann Fitchett (AF), S. Birmingham SSS; Jason Gardosi (JG), Perinatal Institute (Chair); Sue Gill (SG) WQSS; Kathy Lee (KL), HOB PCT SSS; Vicky Masters (VM), Solihull SSS; Kate Morse, (KM) Perinatal Institute; Carmel O’Gorman (COG), N and E Birmingham SSS (Project Manager); Amanda Parkes (AP) Dudley Beacon & Castle; Michelle Pugh (MP), Hereford SSS; Sue Randall (SR), Warwickshire SSS; Emily Robinson (ER) E Staffs PCT; Claire Sweeney (CS), Shropshire County PCT & Sure Start; Natalie Winters (NW) E Staffs PCT; Rabina Ayaz (RA), Sure Start Small Heath

Minutes - Amanda Harrison, Perinatal Institute

1. Apologies

Angie Collard, WMSSHA; Annabel Cooper, Gloucester SSS; Wendy Dudley North Staffs; Pauline Evans, BLT PCT; Paul Hooper GOWM; Heena Jabbar, Eastern Bham PCT; Lynda Jones Sandwell SSS; Terry Lawrence, Independent Consultant; Sue Mckie Wolverhampton SSS; Mary White Hlth Inequal. & Prtnships Cov; Lorraine Williams, Sure Start E, Bham

2. Minutes of Last Meeting

The previous minutes were reviewed and agreed as true record.

3. Matters arising

There were no additional items to report over and above those already covered by an agenda item.

4. Project Manager’s Update

a) Standardised Record

COG reported that the draft had been forwarded to the sub-group for review and the feedback was positive. Samples were handed out to the group. Updates/comments made were:

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- **Personal details** - addition of mother’s phone number.
- **PCT details** - addition of Midwife and Health Visitor details. It was felt that this would assist in cessation letters for the handover postnatally.
- **Health Status** - addition of ‘eating disorders’.
- **Pregnancy Info** - addition of ‘booking’ to weight record. This will assist in working out the customised centile.
- **Social Circumstances** - addition of ‘occupation codes’. (Details were tabled). These are being used successfully in Shropshire and will be useful when feeding info back to the Government.
- **Smoking Details** - addition of ‘smokers in household’ and ‘other forms of smoking’.
- **NRT Replacement Therapy Discussion** - heading changed to ‘Discussion’. Addition of note re provision of information leaflet re data collection. Also addition of tick box for advisor re dissemination of stop smoking advice including use of NRT and provision of information leaflet.

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- **Contacts** - This section provides space to record contact info. Continuation sheets will be made available for extra information. These will work similarly to those provided with the pregnancy hand-held notes.
- **Pregnancy & Birth Summary** - A useful record to make if the mother is seen postnatally which will highlight any problems which have arisen.
- **Smoking Cessation Summary** – DOH are looking to collection 4 week quit rates and CO2 (CO) validation information. Clarification made that month 1 is the 4 week quit date.

- **Family Summary** – Addition of the word 'ongoing' before 'support by local SSS'.

The group were happy with progress of the record and agreement was made for samples to be presented in the WM Tobacco Control meeting later in the week.

Discussion was had regarding the name of the record and it was recognised that this needs to reflect that the form records details of all women who wish to stop smoking and is not just for those utilising NRT.

b) Information leaflets

COG explained that she has been busy producing 2 new Patient Information Leaflets. The first explains the risks and benefits of NRT use and the other explains the use of patient data policy. These have been forwarded to the sub-group and are awaiting comments. JOG to check from a Caldicott guardian perspective. Once feedback is received, these will be forwarded to the network group for their feedback also.

ACTION JOG/SUB GROUP

c) NRT Registry

Standardised Record forms will initially be used as the new paper recording systems for client information. Ultimately, a web-based recording system will be available which will be developed by the Institute. All advisors will be trained on this and will be required to use it moving forward. Next steps will be to decide what information will need to be included in the programme for the tool.

5. NICE Update

COG reported that she has attended a further meeting. A very labour intensive process but interesting and is progressing well. Due to workload, an extra meeting has been organised for 23rd and 24th November which she will be attending.

6. Smoke Free Homes

Amanda Parkes reported on the West Midlands Smoke free homes initiative which she has been working on along with Ruth Olding the Tobacco Control Lead for Dudley. The web-site has been re-vamped and should be finalised by October. The site is split into 2, public and professional areas. In the public area there are games for children and answers to frequently asked questions etc. The professional area has a training site and resources can be downloaded. Amanda is happy to offer support to other network members who want to take Smoke Free Homes forward.

7. Training & Conferences

COG reported having attended the Smoking in Pregnancy Conference in York. It was noted that other areas are working in a similar vein which is good. 'Quit' presented on their pregnancy quit tele-service and she was impressed with the quality of info and training of the staff. The smoking in pregnancy helpline is a very valuable resource and is supporting cessation in pregnancy and offering post natal relapse prevention too.

8. AOB

COG/JOG tabled ideas for a logo for the network which will be utilised on the Standardised Record and as an identity moving forward. Steered away from pictures of people due to ethnicity issues and also costs for printing. AF highlighted the issue of the word cessation and the implementation by the government of the word 'stop' in replacement. Decision was made to keep in line with these guidelines. The group agreed on utilising the 'hands' logo currently used by the Institute. A semi-circle logo was decided upon to read 'Stop Smoking in Pregnancy' and the word Record or Network as appropriate underneath with the 'hands' under the arch. This will be further developed and finalised at the Institute.

ACTION JOG

9. Date and Time of next Meeting

Minuted as Monday 4th December 11.30am, (Peer support group from 10.00), however, altered to 15 January 07 due to diary commitments.