

Section A : Maternity safety actions - University Hospitals
Birmingham NHS Foundation Trust

Action No.	Maternity safety action	Action met? (Y/N)
1	Are you using the National Perinatal Mortality Review Tool to review and report perinatal deaths to the required standard?	Yes
2	Are you submitting data to the Maternity Services Data Set to the required standard?	Yes
3	Can you demonstrate that you have transitional care services to support the Avoiding Term Admissions Into Neonatal units Programme?	Yes
4	Can you demonstrate an effective system of medical workforce planning to the required standard?	Yes
5	Can you demonstrate an effective system of midwifery workforce planning to the required standard?	Yes
6	Can you demonstrate compliance with all four elements of the Saving Babies' Lives care bundle?	Yes
7	Can you demonstrate that you have a patient feedback mechanism for maternity services and that you regularly act on feedback?	Yes
8	Can you evidence that 90% of each maternity unit staff group have attended an 'in-house' multi-professional maternity emergencies training session within the last training year?	Yes
9	Can you demonstrate that the trust safety champions (obstetrician and midwife) are meeting bi-monthly with Board level champions to escalate locally identified issues?	Yes
10	Have you reported 100% of qualifying 2018/19 incidents under NHS Resolution's Early Notification scheme?	Yes

Maternity incentive scheme - Guidance

RESOLUTION

Trust Name

University Hospitals Birmingham NHS Foundation Trust

Trust Code

T351

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Guidance Tab - This has useful information to support you to complete the maternity incentive scheme safety actions excel spreadsheet. **Please read the guidance carefully.** There are three additional tabs within this document:

Tab A - Safety actions entry sheet - Please select 'Yes' or 'No' to demonstrate compliance with each maternity incentive scheme safety action. Note, entering 'Yes' denotes full compliance with the safety action as detailed within the condition of the scheme. The information which has been populated in this tab, will automatically populate onto tab C which is the board declaration form

Tab B - Action plan entry sheet - This must be completed for each maternity incentive scheme safety action which has **not** been met. If you are not requesting any funding to support implementation of your action plan - Please enter 0. **If cells are coloured pink then please update them.**

Tab C - Board declaration form - This is where you can track your overall progress against compliance with the maternity incentive scheme safety actions. This sheet will be protected and fields cannot be altered manually. If there are anomalies with the data entered, then comments will appear in the validations column (Column I) this will support you in checking and verifying data before it is discussed with the trust board, commissioners and before submission to NHS Resolution. Once the submission has been discussed and approved at trust board, please add an electronic signature into the document. If you are unable to add an electronic signature, the board declaration form can be printed, signed then scanned to be included within the submission.

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Section B : Action plan details for University Hospitals Birmingham NHS Foundation Trust

An action plan should be completed for each safety action that has not been met

Action plan 1

Safety action

To be met by

Work to meet action

Brief description of the work planned to meet the required progress.

Does this action plan have executive level sign off

Action plan agreed by head of midwifery/clinical director?

Action plan owner

Who is responsible for delivering the action plan?

Lead executive director

Does the action plan have executive sponsorship?

Amount requested from the incentive fund, if required

Reason for not meeting action

Please explain why the trust did not meet this safety action

Rationale

Please explain why this action plan will ensure the trust meets the safety action.

Benefits

Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.

Risk assessment

What are the risks of not meeting the safety action?

	How?	Who?	When?
Monitoring			

Action plan 2

Safety action

To be met by

Work to meet action

Brief description of the work planned to meet the required progress.

Does this action plan have executive level sign off

Action plan agreed by head of midwifery/clinical director?

Action plan owner

Who is responsible for delivering the

Lead executive director

Does the action plan have executive

Amount requested from the incentive fund, if required

Reason for not meeting action

Please explain why the trust did not meet this safety action

Rationale

Please explain why this action plan will ensure the trust meets the safety action.

Benefits

Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.

Risk assessment

What are the risks of not meeting the safety action?

	How?	Who?	When?
Monitoring			

Action plan 3

Safety action

To be met by

Work to meet action

Brief description of the work planned to meet the required progress.

Does this action plan have executive level sign off

Action plan agreed by head of midwifery/clinical director?

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale

Benefits

Risk assessment

	How?	Who?	When?
Monitoring			

Action plan 4

Safety action **To be met by**

Work to meet action

Does this action plan have executive level sign off **Action plan agreed by head of midwifery/clinical director?**

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale	<i>Please explain why this action plan will ensure the trust meets the safety action.</i>
Benefits	<i>Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.</i>
Risk assessment	<i>What are the risks of not meeting the safety action?</i>

	How?	Who?	When?
Monitoring			

Action plan 5

Safety action **To be met by**

Work to meet action

Does this action plan have executive level sign off **Action plan agreed by head of midwifery/clinical director?**

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action	<i>Please explain why the trust did not meet this safety action</i>
Rationale	<i>Please explain why this action plan will ensure the trust meets the safety action.</i>
Benefits	<i>Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.</i>
Risk assessment	<i>What are the risks of not meeting the safety action?</i>

How?	Who?	When?
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Monitoring			
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Action plan 6

Safety action To be met by

Work to meet action

Does this action plan have executive level sign off Action plan agreed by head of midwifery/clinical director?

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale

Benefits

Risk assessment

	How?	Who?	When?
Monitoring			

Action plan 7

Safety action To be met by

Work to meet action

Does this action plan have executive level sign off

Action plan agreed by head of midwifery/clinical director?

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale

Benefits

Risk assessment

	How?	Who?	When?
Monitoring			

Action plan 8

Safety action To be met by

Work to meet action

Does this action plan have executive level sign off

Action plan agreed by head of midwifery/clinical director?

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale	<i>Please explain why this action plan will ensure the trust meets the safety action.</i>
Benefits	<i>Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.</i>
Risk assessment	<i>What are the risks of not meeting the safety action?</i>

	How?	Who?	When?
Monitoring			

Action plan 9

Safety action **To be met by**

Work to meet action
Brief description of the work planned to meet the required progress.

Does this action plan have executive level sign off **Action plan agreed by head of midwifery/clinical director?**

Action plan owner
Who is responsible for delivering the action plan?

Lead executive director
Does the action plan have executive sponsorship?

Amount requested from the incentive fund, if required

Reason for not meeting action
Please explain why the trust did not meet this safety action

Rationale
Please explain why this action plan will ensure the trust meets the safety action.

Benefits
Please summarise the key benefits that will be delivered by this action plan and how these will deliver the required progress against the safety action. Please ensure these are SMART.

Risk assessment
What are the risks of not meeting the safety action?

How?	Who?	When?
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Monitoring			
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Action plan 10

Safety action To be met by

Work to meet action

Does this action plan have executive level sign off Action plan agreed by head of midwifery/clinical director?

Action plan owner

Lead executive director

Amount requested from the incentive fund, if required

Reason for not meeting action

Rationale

Benefits

Risk assessment

	How?	Who?	When?
Monitoring			

Maternity incentive scheme - Board declaration Form

Trust name University Hospitals Birmingham NHS Foundation Trust
Trust code T351

An electronic signature must also be uploaded. Documents which have not been signed will not be accepted.

	Safety actions	Action plan	Funds requested	Validations
Q1 NPMRT	Yes		-	
Q2 MSDS	Yes		-	
Q3 Transitional care	Yes		-	
Q4 Medical workforce planning	Yes		-	
Q5 Midwifery workforce planning	Yes		-	
Q6 SBL care bundle	Yes		-	
Q7 Patient feedback	Yes		-	
Q8 In-house training	Yes		-	
Q9 Safety Champions	Yes		-	
Q10 EN scheme	Yes		-	
Total safety actions	10	-		
Total sum requested			-	

Sign-off process

Please see pdf attached.

Electronic signature

For and on behalf of the board of University Hospitals Birmingham NHS Foundation Trust

Confirming that

The Board are satisfied that the evidence provided to demonstrate compliance with/achievement of the maternity safety actions meets standards as set out in the safety actions and technical guidance document and that the self-certification is accurate.

The content of this form has been discussed with the commissioner(s) of the trust's maternity services

If applicable, the Board agrees that any reimbursement of maternity incentive scheme funds will be used to deliver the action(s) referred to in Section B (Action plan entry sheet)

We expect trust Boards to self-certify the trust's declarations following consideration of the evidence provided. Where subsequent verification checks demonstrate an incorrect declaration has been made, this may indicate a failure of board governance which the Steering group will escalate to the appropriate arm's length body/NHS System leader.

Name Dr David Rosser
Position Chief Executive
Date 14/08/2019

Maternity incentive scheme - Guidance

RESOLUTION

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