

Title	NWNODN Changes to Cot Base Guideline		
Reference Number	PD-ODN-06		
Author	Louise Weaver-Lowe/ Kelly Harvey		
Target Audience	All Provider Trusts within the North West Neonatal Operational Delivery Network		
Ratified by	SMT		
Ratification Date	22/1/2020		
Review Date	21/1/2023		
Version	3		
Document status	Final		
Document History:			
Date	Version	Author	Notes
Nov 2019	1	LWL	
Nov 2019	2/3	LWL / KH	Additional comments and changes added

North West Neonatal Operational Delivery Network

1. Introduction

Neonatal services aim to deliver a high quality safe effective service for premature and sick newborns and their families. Services within the North West are provided within three localities, Lancashire & South Cumbria, Cheshire & Merseyside and Greater Manchester which form the North West Neonatal Operational Delivery Network (NWNODN).

An activity capacity and demand review is undertaken annually and triangulated with provider contract activity data which is validated through the NWNODN and provider contracting colleagues to inform any discussions/negotiations around contract and cot base.

Whilst commissioners fund neonatal activity either on block contracts or based on activity it is important to note the cot base itself is not commissioned and changes in cot base are recommended by the NWNODN based on the activity, capacity and demand review. These decisions are then supported by commissioners who will not alter cot base without the support of the NWNODN.

2. Purpose

Describe the procedure for changes in neonatal cot base across the NWNODN and to support standardisation of this process.

3. Scope

Applies to all providers of neonatal care in the North West Neonatal Operational Delivery Network.

4. Responsibilities

4.1. Providers:

- To adhere to the described process when requesting a review of current cot base.

4.2. Connect NW Cot Bureau (CNW):

- To maintain cot base in line with NWNODN agreed cot base.

4.3. NWNODN Team:

- Monitor and report capacity within NWNODN responding to any challenges with recommendations.
- Adhere to the described process when recommending a review of any providers current cot base.
- Liaise with and support NHSE Specialised Commissioning and NW neonatal providers to ensure activity and cot base are aligned.

5. Process

Request to review Neonatal Unit Cot base:

- Provider may request a review directly through the NWNODN or via NSG, the NWNODN Director, Clinical Lead and locality QILN will assess impact of any changes on the wider network and review ACD report.
- Following annual review of ACD the NWNODN may approach provider where the activity and cot base do not align
- The provider or unit are able to request a local meeting between the NWNODN and Provider to discuss this review at this stage.

Involving the Commissioners:

- Following initial discussions if it is agreed by both the NWNODN and the provider the change to cot base is appropriate and supported by activity data a meeting should be held with the provider, commissioners and the NWNODN.
- NWNODN advice on the impact to the system of any changes
- Commissioning and Provider review commissioning arrangement and any changes to local contract required.

Ratification of cot base changes:

- Changes to cotbase are then fed back to the Locality NSG with confirmation of a start date for the new cot base agreed.
- Following ratification changes are reflected in Transport/Cot Bureau and data reports from agreed date.
- Written notification of changes will then be sent to all Clinical Leads across the NWNODN.

6. Monitoring Systems Monitoring and or Audit

Monitoring and Audit	Frequency	By Whom	Reported to
	Annually	NWNODN Team	STM, NSGs and NWNODN Board