

Stillbirth and Neonatal Mortality Audit – Meeting Minutes and Action Items Form

Institution: _____		
Date of meeting: [dd]/[mm]/[yyyy]	Start time: [hour: min]	End time: [hour: min]
Chairperson: _____	Month and year being reviewed: [mm]/[yyyy]	
Number of reviewed neonatal deaths : []	Number of reviewed stillbirths: []	

Main causes of antepartum stillbirths:

Main causes of intrapartum stillbirths:

Main causes of neonatal deaths:

Modifiable factors identified:

Modifiable factors identified	Specific actions to address modifiable factor	Responsible person	Time frame	Follow-up (this section to be completed at the next meeting)

Date of next meeting: _____

Date minutes ratified: _ _____

Proposed by: _____ **Seconded by:** _____

Chairperson's signature: _____

Guidance for completing

“Stillbirth and Neonatal Mortality Audit – Meeting Minutes and Action Items Form”

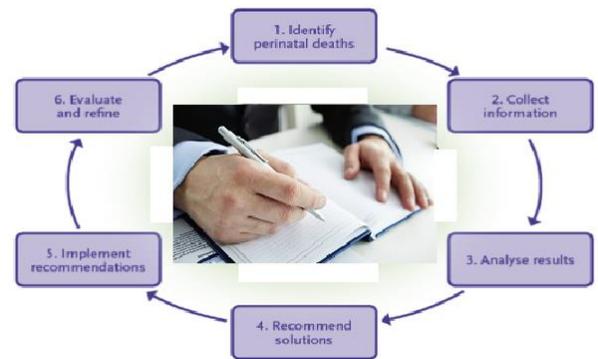
1. This form should be filled by the chairman of the death review committee to summarize the causes of deaths reviewed each month.

2. The meeting chairperson is responsible for ensuring that the minutes are taken, and that the form is filled in at the end of the meeting. Do not leave the filling of the form for a later time. For the minutes to be a functional document, the filling of the form needs to be part of the meeting process.

3. The chairperson should allocate at least 5 minutes at the end of the meeting to summarize the key problems that have been identified during the meeting

4. Based on these problems, action plans can be drawn up, as outlined in the form. The task list should be clearly allocated and agreed upon at the meeting.

5. At the end of the meeting, the chairperson should ensure that the minutes form is fully complete. Only the follow-up section of the table should be left blank.



6. Within 72 hours of the meeting, paper-based minutes should be typed up and stored electronically. This should not be a long task if the format of the template is adhered to. The typed minutes should be verified by the chairperson, and then circulated as draft minutes by email to all members on the attendance list for the meeting, J-SANDS team and anyone with responsibility for one of the tasks in the action plan. The distribution of the draft minutes should be completed within a week of the date of the meeting.

7. At the following perinatal mortality audit meeting, the chairperson should allocate some time for reviewing the draft minutes of the previous meeting, preferably at the start of the meeting. If a task has not been completed, this should be noted in the follow-up column and the task can be carried over into the action plans table for the current meeting. Once the follow-up column from the minutes of the previous meeting has been filled in, those final minutes can be ratified, with a proposer and a seconder.

8. The meeting can then proceed with new case presentations.