

SOUTH EAST CRITICAL CARE OPERATIONAL DELIVERY NETWORK

Critical Care Network Governance and Clinical Forum

Terms of Reference

1.0 Context

The South East Critical Care Network (SECCN) operating as one of the Operational Delivery Networks (ODN) supports the commissioning and provision of high quality, effective and affordable clinical care with equity of access, across a managed clinical network.

The SECCN Governance and Clinical Forum will provide leadership and consensus for the SECCN to develop and support high quality critical care services across South East.

The SECCN acts as a facilitator within a collaborative model where the commissioners remain accountable for commissioning of critical care services and providers for the delivery of critical care services. The SECCN will ensure that the whole system works collaboratively to optimise high quality patient experience by bringing together patients, commissioners, providers and other stakeholders in the design and delivery of consistent, high quality services.

The SECCN reports to NHSE South and the NHSE South East hub through the Network Manager/Lead Nurse and Network Medical Lead.

2.0 Purpose of the South East Critical Care Network Governance and Clinical Forum

- 2.1 The SECCN Governance and Clinical Forum will ensure that SECCN makes progress, by facilitating support and consensus from the Network critical care providers, to deliver Network work programme objectives. It will provide a monitoring and review role in Network pathways and reports; review the exception reporting of SE Critical Care Quality Reports, Adult Critical Care Specialised Services Quality Dashboard & provider ICNARC reports and undertake the ratification of Network clinical pathways, clinical policies and clinical guidelines.
- 2.2 The SECCN Governance and Clinical Forum will be responsible to NHSE South & South East for assurance and oversight of critical care pathways, service development and outcomes; this will include identification of variation and addressing outcomes where required.

3.0 Objectives of the South East Critical Care Network Governance and Clinical Forum

The SECCN Governance and Clinical Forum will:

- 3.1 support and advise the Network Manager/Lead Nurse and Network Medical Lead in delivering the Network Annual Work Programme
- 3.2 ensure that the ODN is operating within the responsibilities set out in their Governance Framework
- 3.3 review guidance and feedback from national bodies including the Critical Care Clinical Reference Group, National Critical Care Managers Group and Critical Care National Nursing Network and offer resolution, advice or agree actions with the Network Management Team
- 3.4 review guidance and feedback from commissioning partners in NHS South and South East and offer resolution, advice or agree actions with the Network Management Team
- 3.5 review joint projects/working with Critical Care Networks for Thames Valley & Wessex and South West (who along with SECCN form the NHS South Critical Care Networks Group and together aim to align and co-ordinate their work programmes) and offer resolution, advice or agree actions with the Network Management Team
- 3.6 review all Network reports and have the authority to agree exception reports and validate returns
- 3.7 have the authority to validate or ratify Network clinical policies, guidelines and pathways
- 3.8 receive items escalated from the Network critical care providers; Network Professional Leads; SECCN Transfer Group and SECCN Rehabilitation Group and offer resolution, advice or agree actions with the Network Management Team
- 3.9 support the Network Management Team to review incidents reported to the SECCN and disseminate learning
- 3.10 support the Network Manager/Lead Nurse in the production of a Network annual report and will ratify the report prior to publication

4.0 Chair & Meeting arrangements

- 4.1 The SECCN Medical Lead will chair the SECCN Governance and Clinical Forum. In their absence the Network Manager/Lead Nurse will deputise.
- 4.2 The SECCN Governance and Clinical Forum will meet twice a year. Ad hoc meetings or conference calls may be required when there are documents to ratify or the need to expedite timely resolution to a specific issue.
- 4.3 Ratification of Network documents will require a minimum of 9 out of 12 Acute Trusts to be present at the SECCN Governance and Clinical Forum, which must include the Network Medical Lead and the Network Manager/Lead Nurse.

5.0 South East Critical Care Network Governance and Clinical Forum Membership

Membership must reflect representation from all Critical Care Units across South East Critical Care Network.

- South East Critical Care Network Medical Lead – Chair
- South East Network Manager/Lead Nurse
- South East Acute Provider Trusts with critical care services:
Medical Lead, Senior Nurse & AHP/Data/PDN representatives from each Trust

Associate Membership (to receive minutes and invitation to attend as required)

- NHSE SE hub service specialist
- NHSE South Programme of Care Manager – Trauma
- SECCN Independent Hospital Group representative

6.0 South East Critical Care Network Subgroups

- **SECCN Transfer Group**
- **SECCN Rehabilitation group**

The SECCN Transfer group and the SECCN Rehabilitation Group will meet as a subgroup of the SECCN Governance and Clinical Forum.

Other subgroups, including the Data subgroup and Emergency Preparedness Resilience & Recovery subgroup, will be convened as required by the SECCN Manager/Lead Nurse or Medical Lead.

South East Critical Care Network Transfer Group

A South East wide meeting and/or local Kent& Medway, Surrey and Sussex Critical Care Transfer Group meetings will be arranged (a minimum of once annually) when there is a need to disseminate and discuss relevant issues and/or expedite timely resolution to a specific issue.

Purpose

The SECCN Transfer Group will ensure that SECCN makes progress, by facilitating support and consensus from the Network critical care providers, to deliver Network work programme objectives in relation to the safe transfer of patients. This will include the:

- development of clinical policies, guidelines and pathways relating to the transfer of the critically ill
- review of transfer related incidents and dissemination of learning
- development of guidelines to underpin standards for transfer training and handover
- collaboration with transfer services including South East Coast Ambulance Service and private ambulance providers

Membership

- South East Network Manager/Lead Nurse
- South East Network Medical Lead
- Critical Care Transfer Lead and nominated Critical Care Transfer representatives from each SE Critical Care Unit

South East Critical Care Network Rehabilitation Group

A South East wide meeting and/or local Kent& Medway, Surrey and Sussex Critical Care Transfer Group meetings will be arranged (a minimum of once annually) when there is a need to disseminate and discuss relevant issues and/or expedite timely resolution to a specific issue.

Purpose

The SECCN Rehabilitation Group will ensure that SECCN makes progress, by facilitating support and consensus from the Network critical care providers, to deliver Network work programme objectives in relation to follow up and rehabilitation of patients. This will include the:

- development of clinical policies, guidelines and pathways relating to the follow up and rehabilitation of the critically ill
- audit of process and outcome in relation to follow up and rehabilitation of the critically ill
- development and evaluation of education and training in relation to follow up and rehabilitation of the critically ill

Membership

- o South East Network Manager/Lead Nurse
- o South East Network Medical Lead
- o Critical Care Rehabilitation Lead and nominated Critical Care Rehabilitation representatives from each SE Critical Care Unit

7.0 South East Critical Care Network Associate Group

- Independent Hospitals

The SECCN Independent Hospitals Group serves to promote communication and collaboration between NHS providers of Critical Care services and private providers of advanced ward based and post-operative care that may include patients in designated Critical Care areas; to enhance service delivery and expedite referral and transfer of the deteriorating patient from private healthcare providers to NHS critical care providers.

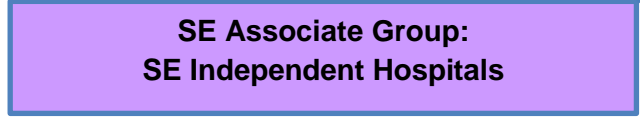
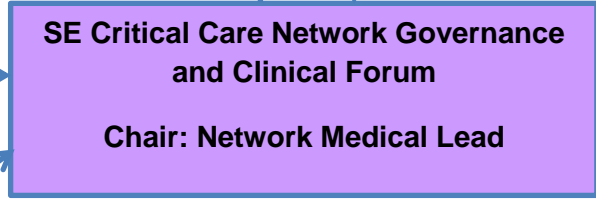
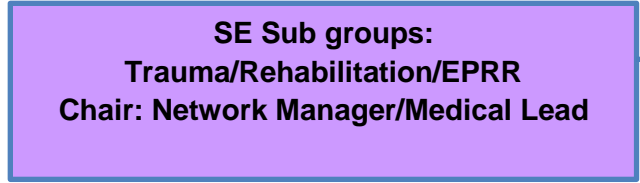
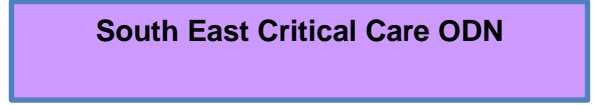
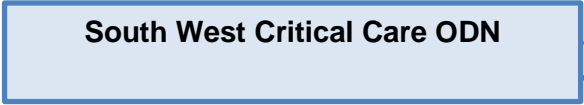
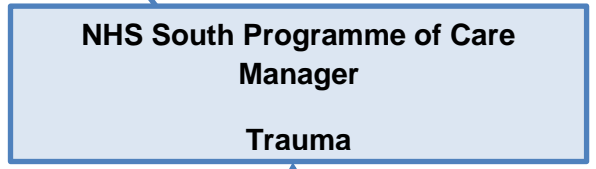
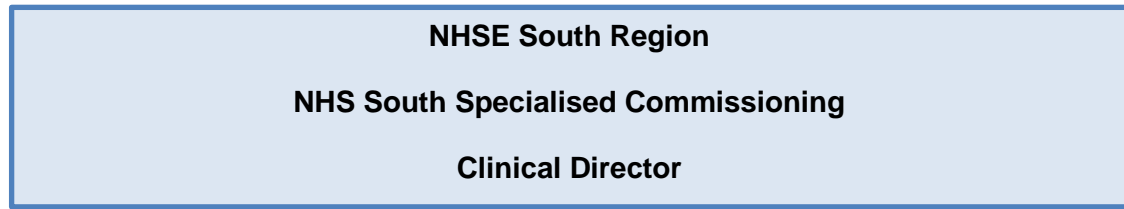
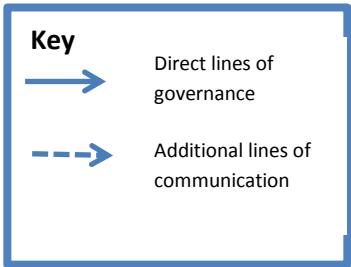
Communication and collaboration will be facilitated by email primarily with the option for any member to request/convene a meeting of the group as required. Priorities for the group include to:

- review service models and pathways for patients receiving critical care or post-operative care/advanced ward based care requiring monitoring or temporary organ support, to ensure alignment with SECCN policies and guidelines
- review processes and staff development for the recognition and management of the deteriorating patient
- review transfer guidelines and staff development to promote safe stabilisation and transfer of the deteriorating patient
- support the development of robust service level agreements between NHS and private providers to promote timely referral and acceptance for transfer of the deteriorating patient

Membership

- o South East Network Manager/Lead Nurse
- o South East Network Medical Lead
- o Representatives from each independent hospital within Kent, Surrey and Sussex that deliver critical care or advanced ward based and post-operative care

South East Critical Care ODN Governance Structure



Version Control

Version	Date	Details	Author(s)	Comments
1	03/04/2017	V1 for consideration	CW	
2	17/04/2017	V2 for consideration	CW	Received Mike Carraretto
3	27/04/2017	V3 reviewed by Associate Group	CW/MC	
4	22/09/2017	V4 reviewed by G&C Forum	CW/MC	
5	05.09.2018	V5 reviewed by G&C Forum	CW/MC	
Ratified by:	SECCN Governance and Clinical Forum 05.09.2018			
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