

THAMES VALLEY & WESSEX NEONATAL OPERATIONAL DELIVERY NETWORK

Policy on the Development of Network Policies

'Approved by/on'	Thames Valley & Wessex Neonatal ODN Governance Group Approved by the Governance Group on 19 th October 2017
Date of publication	1 st September 2014
Last Reviewed	1 st September 2020
Review date (<i>Max 3 years</i>)	1 st September 2023
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Distribution	Thames Valley and Wessex Neonatal Clinical Forums Thames Valley and Wessex Neonatal Network website Thames Valley and Wessex Neonatal Network e-bulletin
Related documents	<p>DH Toolkit for High Quality Neonatal Services (2009) http://webarchive.nationalarchives.gov.uk/20130123200735/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_107845</p> <p>NICE specialist neonatal care quality standards 2010 www.nice.org.uk/qualitystandards</p> <p>BAPM 2010. Service Standards for hospitals providing Neonatal Care(3rd edition) http://www.nna.org.uk/html/BAPM_Standards_Final_Aug2010.pdf</p> <p>National Neonatal Critical Care Service Specification 2013 https://www.england.nhs.uk/commissioning/spec-services/npc-crg/group-e/e08/</p> <p>The Way Forward: Operational Delivery Networks http://www.england.nhs.uk/wp-content/uploads/2012/12/develop-odns.pdf</p> <p>Operational Delivery Network Governance Framework 2013</p>
Implications of race, equality & other diversity duties for this document	This guideline must be implemented fairly and without prejudice whether on the grounds of race, gender, sexual orientation or religion.

Guideline Title

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1.0 Aim of Guideline

The aim of this policy is to assist the Network in the development & compliance of Network Policies to aid clinical and operational practice. It will clarify the requirements for the development of Network policies for Thames Valley & Wessex Neonatal Operational Delivery Network and the process for corporate agreement of ratified Network policies for provider Trusts within Network.

This policy will ensure that there is a consistent process to facilitate consistency in format, compilation and dissemination of all Network policy documents. This policy will ensure that the Network meets its governance responsibilities and conforms to risk management standards, therefore ensuring a high level of safety and effectiveness in line with the DH/NHS 'Toolkit for High Quality Neonatal Services' (2009), NICE Specialist Neonatal Standards (2010), National Neonatal Critical Care Service Specification, National Service Specification for Operational Delivery Networks and the Operational Delivery Network Governance Framework.

2.0 Scope of Guideline

The policy applies to all Network Policy documents developed, which relate to neonatal units and maternity units covered by Thames Valley & Wessex Neonatal Operational Delivery Networks.

This includes the following hospitals:

Thames Valley		
TRUST	Hospital	Designation
Oxford University Hospitals NHS Foundation Trust	- John Radcliffe Hospital, Oxford	NICU
Buckinghamshire Healthcare NHS Trust	- Stoke Mandeville Hospital, Aylesbury	LNU
Frimley Health NHS Foundation Trust	- Wexham Park Hospital, Slough	LNU
Milton Keynes University Hospital NHS Foundation Trust	- Milton Keynes General Hospital	LNU
Royal Berkshire NHS Foundation Trust	- Reading	LNU

Wessex		
TRUST	Hospital	Designation
University Hospital Southampton NHS Foundation Trust	- Princess Anne Hospital	NICU
Portsmouth Hospitals NHS Trust	- Queen Alexandra Hospital	NICU
Dorset County Hospital NHS Foundation Trust	- Dorchester	SCU
Hampshire Hospitals Foundation Trust	- Basingstoke	LNU
Hampshire Hospitals Foundation Trust	- Winchester	LNU
Isle of Wight NHS Trust	- St Mary's Hospital	SCU
Poole Hospital NHS Foundation Trust	- Poole	LNU
Salisbury NHS Foundation Trust	- Salisbury	LNU
Western Sussex Hospitals NHS Foundation Trust	- St Richard's Hospital, Chichester	LNU

3.0 Guideline Summary (Introduction)

A Network policy is a statement of Network intent. Policies direct Network and National practice in fulfilling statutory and organisational responsibilities. It will be assumed by the Thames Valley & Wessex Governance Group that all ratified Network Policies will be adopted by provider Trusts within Thames Valley & Wessex Neonatal Operational Delivery Network, unless the Medical Director of a provider Trust has completed the 'Opt-Out' form (Appendix 2).

The delivery of Best Practice is essential in the Modern Health Service. The development of Network Policies is not only a way in which stakeholders can identify assurance of Network Governance and provider compliance but also the delivery of evidence-based practice. The drivers for the delivery of evidence-based healthcare originate not only from within the Department of Health via Clinical Governance but also from practitioners within the health service.

The development of Network Policies is based on a number of precursors e.g. the need to:

- Meet legal requirements (eg Equal Opportunities Policies)
- Comply with National Guidance
- Improve patient care
- Incorporate new research/evidence into practice
- Clinical audit recommendations
- Proactive and Reactive Risk Management
- Standardisation of practice (benchmarking)

4.0 Guideline Framework

4.1 Best practice principles for Network policy development

- The development of Network Clinical Policies should be focused on the patient-care group rather than on a professional staff group
- The driver for Network Policy development should be identified as one of the following:
 - Research and Audit findings
 - Management of Network clinical risk
 - New evidence-based practices
 - Standardising best practice for the benefit of patients
 - Adherence to changes in legislation/national guidance
- All policies and procedures should be produced on the basis that they can be achieved
- All policies should be underpinned with current evidence
- The management, including ratification of policies, should be overseen by a multi-professional forum, which preferably has a clinical governance remit.

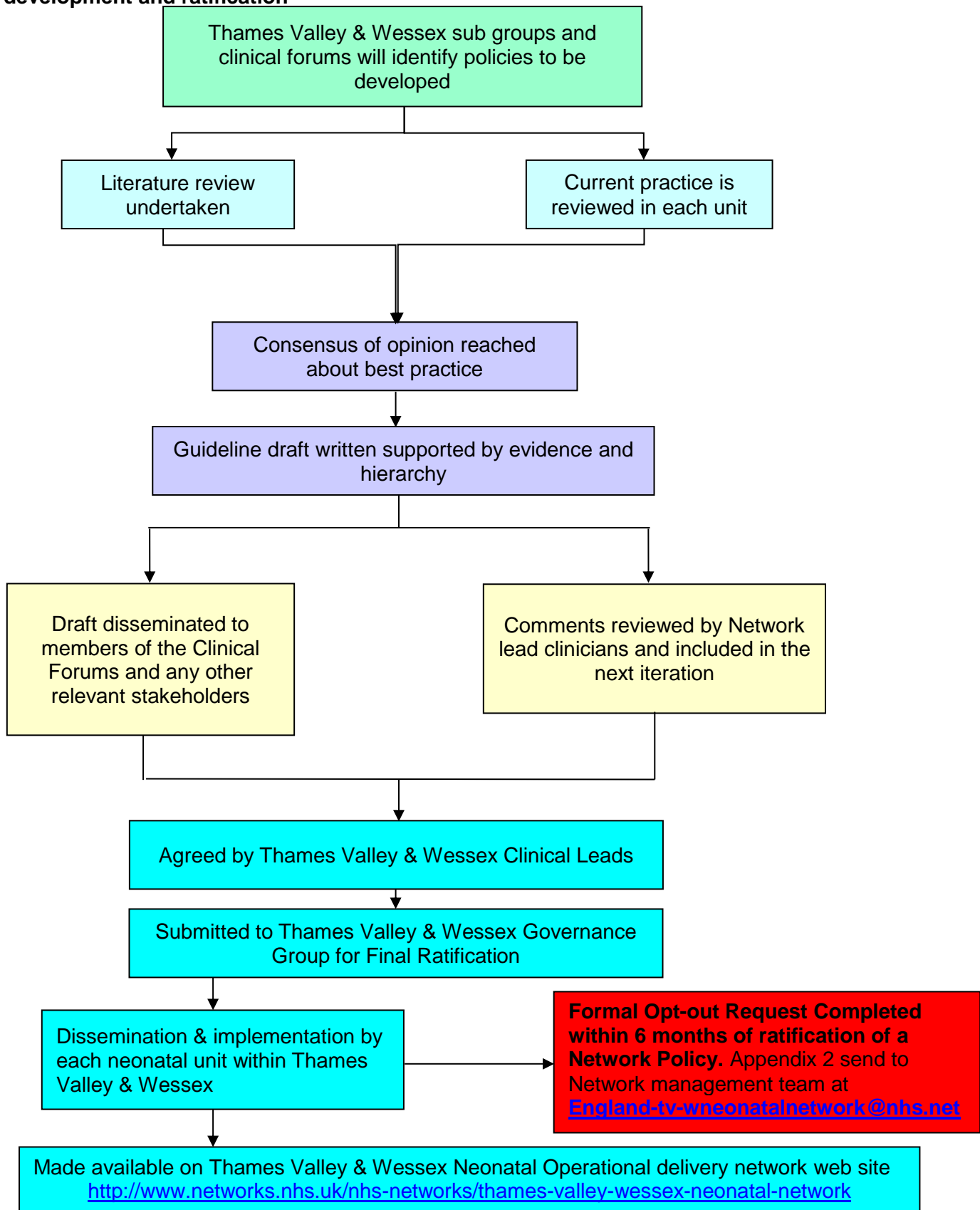
4.2 Process for Network Development

If no suitable National Guideline is available then Network Policy development will be necessary. Network development of policies promotes ownership and collaborative working.

The Thames Valley & Wessex Neonatal Operational Network Management Team & Clinical Advisory Groups will identify Network Policies for development and implementation. The Network clinical leads, lead clinicians, lead nurses and Network Management Team will be responsible for policy development, supported by a defined lead.

- Current practice reviews will help to identify practice in the Network.
- A comprehensive literature review should be undertaken to establish the evidence base.
- The evidence base will be augmented by the group reaching a consensus of opinion about 'Best Practice'.
- The practice recommendations incorporated in the policy should be supported by the NICE Hierarchy of Recommendations.
- The draft policy should be disseminated to relevant stakeholders for comment.
- Comments will be reviewed and added as agreed to the draft document.
- Ratification will be by Thames Valley & Wessex Governance Group.
- A multi-professional dissemination and implementation strategy should be agreed at each unit.
- All ratified policies will be made available on the Neonatal Network Web site. Ward-based computers should have a shortcut to this site for ease of access.
- **Opting out** – units wishing to opt out of the policy will need to complete opt out form and provide rationale for opting out. Appendix 2 within 6 months of ratification of a Network Policy.

Appendix 1: Thames Valley & Wessex Neonatal Operational Delivery Network process for policy development and ratification



Appendix 2: Formal Opt - Out Form for Thames Valley & Wessex Neonatal Operational Delivery Network Policies

<p>To be completed by the provider Trust Please complete in BLOCK CAPITALS</p>	
<p>Provider Trust:</p>	
<p>Guideline, Policy Opt – Out Title :</p>	<p>Rationale for Opt Out :</p>
<p>Signature of Clinical Lead :</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p> <p>Email address:</p>	<p>Medical Director Trust :</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p> <p>Email address:</p>
<p>Date Received by the Network Team :</p>	
<p>Send signed copy to: Thames Valley & Wessex Neonatal Operational Delivery Network Tidbury Farm Bullington Cross Sutton Scotney SO21 3QQ Or email scanned signed copy to: England-tv-w-neonatalnetwork@nhs.net</p>	

Version Control (add when final draft agreed and ready for ratification):

Version	Date	Details	Author(s)	Comments
1	1 st September 2014	New Policy	Una Vujakovic – Network Manager Teresa Griffin - Deputy Network Manager/Lead Nurse Dr Victoria Puddy- Wessex Lead Clinician Dr Eleri Adams – Thames Valley Lead Clinician	
2	10 October 2017	New Format/contents updated to reflect new governance process	Jo Snape	Ratified by Governance Group 19 Oct 2017
3	1 st September 2020	Update of ODN Management team and review of process for development and ratification	Gina Outram Dr Victoria Puddy- Wessex Lead Clinician Dr Kenny McCormick –Thames Valley Lead clinician	Ratified at governance 09.09.2020
Review Date:	<i>September 2023</i>			