

THAMES VALLEY & WESSEX NEONATAL OPERATIONAL DELIVERY NETWORK

Thames Valley & Wessex Neonatal ODN Governance Group Terms of Reference

1.0 Context

The Thames Valley & Wessex Neonatal Operational Delivery Network (ODN) supports the commissioning and provision of high quality, effective and affordable clinical care with equity of access across a managed clinical network.

The Thames Valley & Wessex Neonatal ODN Governance Group will provide leadership and consensus for the two Network Clinical Forums, Thames Valley Network Clinical Forum and Wessex Network Clinical Forum in developing and supporting high quality services across Thames Valley & Wessex and to include networked services in Milton Keynes, South Wiltshire and West Sussex.

The Thames Valley & Wessex Neonatal ODN acts as a facilitator within a collaborative model where the commissioners remain accountable for commissioning of neonatal services and providers for the delivery of neonatal services. The Thames Valley & Wessex Neonatal ODN will ensure that the whole system works together 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 Thames Valley & Wessex Neonatal ODN reports to the NHSE South Regional Neonatal Network Group through the Network Manager and Network Clinical Leads.

2.0 Purpose of the Thames Valley & Wessex Neonatal ODN Governance Group

2.1 The Thames Valley & Wessex Neonatal ODN Governance Group will ensure that neonatal ODN progress is made by facilitating support and consensus of the two Network Clinical Forums, to deliver Network objectives. It will also provide a monitoring and review role in the ratification of Network clinical pathways, clinical policies and clinical guidelines.

2.2 The Thames Valley & Wessex Neonatal ODN Governance Group will be responsible to the NHSE South Regional Neonatal Network Group via the Chair (Operational Delivery Networks Director).

3.0 Objectives of the Thames Valley & Wessex Neonatal ODN Governance Group

3.1 The Thames Valley & Wessex Neonatal ODN Governance Group will support and advise the Network Manager and Network Clinical Leads in delivering Network Clinical Forum objectives and the ODN Annual Work Plan.

- 3.2 The ODN Governance Group will ensure that the ODN is operating within the responsibilities set out in their 'Governance Framework'.
- 3.3 The ODN Governance Group will have the authority to validate or ratify 'Network' clinical policies, guidelines and clinical pathways or provide consensus of agreements received from the Network Clinical Forum.
- 3.4 The ODN Governance Group will support the Network Manager in the production of a Network Annual Report and will ratify that prior to publication.
- 3.5 The ODN Governance Group will receive items escalated from a Network Clinical Forum by the Network Manager or other member of the ODN Management Team and offer resolution, advice or agree actions with the ODN Management Team or Network Clinical Forum.

4.0 Chair & Meeting arrangements

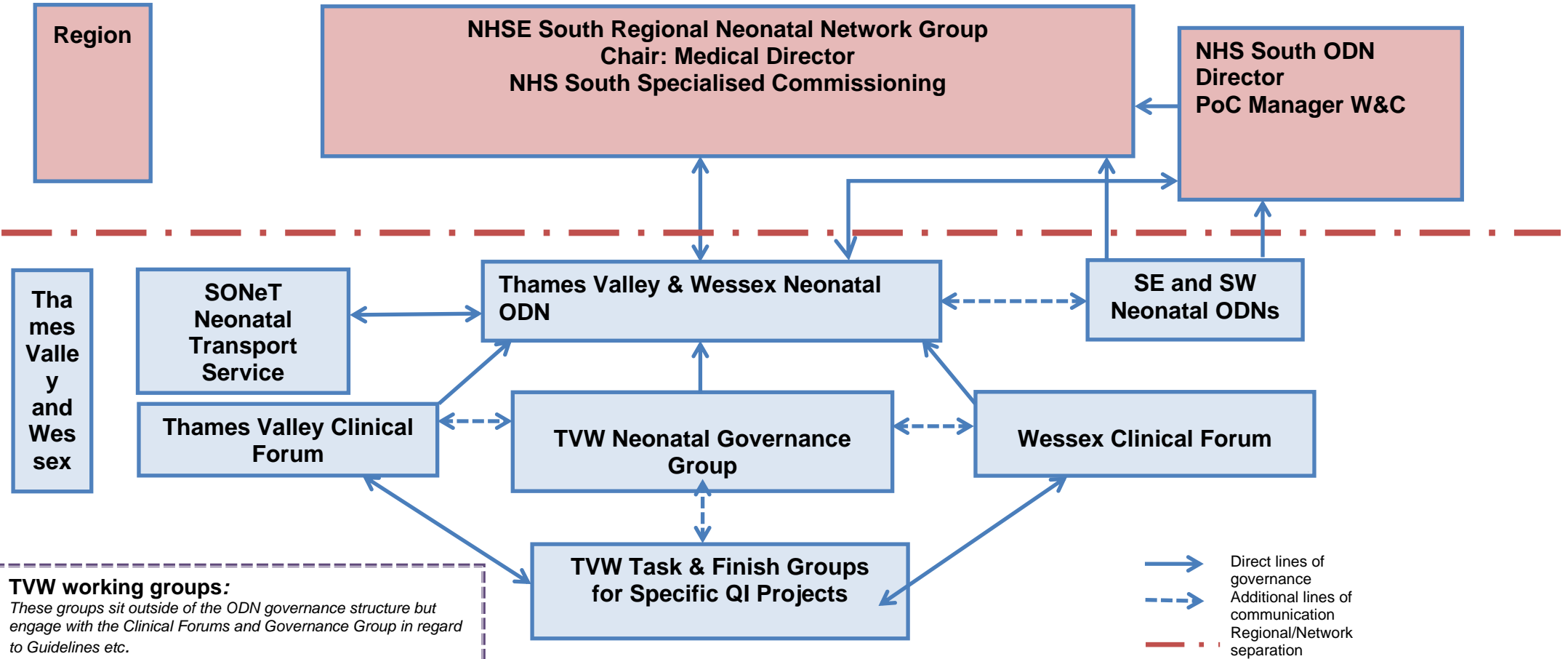
- 4.1 The Thames Valley & Wessex ODNs Director or nominated deputy will chair the Thames Valley & Wessex Neonatal ODN Governance Group.
- 4.2 The Thames Valley & Wessex Neonatal ODN Governance Group will be a virtual group, meeting quarterly or as necessary via WebEx. The Chair has the right to call a 'face to face' meeting should a specific situation determine.
- 4.3 Meetings will be in the main carried out via conference calls/WebEx and be arranged 'ad hoc' when required to ratify clinical documents or offer timely resolution. These will be called by the Director or Network Manager if deemed necessary.
- 4.4 Ratification of Network documents will require a quorate of two thirds of the Thames Valley & Wessex Neonatal ODN Governance Group membership, which must include the Network Clinical Leads and the Network Manager.

5.0 Thames Valley & Wessex Neonatal ODN Governance Group Membership

Membership must reflect representation from all NICUs across Thames Valley & Wessex Neonatal ODN. If membership of the appointments listed below does not reflect this, additional Neonatal Consultants(s) will be invited to join by the Chair. Thames Valley LNU consultant representation will be decided by the Thames Valley LNU consultants and Wessex LNU consultant representation will be decided by the Wessex LNU consultants.

- Operational Delivery Networks Director – Chair
- Thames Valley Clinical lead – Deputy Chair
- Wessex Clinical Lead – Deputy Chair
- Thames Valley Clinical Forum Chair
- Wessex Clinical Forum Chair
- Thames Valley & Wessex Joint Lead Nurses & Practice Educators Group Chair
- Thames Valley LNU/SCU consultant representative
- Wessex LNU/SCU consultant representative
- Network Education Lead
- Network Data Analyst
- Network Manager

Thames Valley and Wessex Neonatal ODN Governance Structure



TVW working groups:

These groups sit outside of the ODN governance structure but engage with the Clinical Forums and Governance Group in regard to Guidelines etc.

- Lead Nurses and Practice Educators Leads
- Developmental Care
- Breast Feeding
- Hospital At Home Outreach
- Family Centred Family Integrated Care
- Palliative Care
- Evidence Based Guidelines

Neonatal ODN Governance Group – Final October_2018 v3
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neonatal website: <https://southodns.nhs.uk>

Version Control:

Version	Date	Details	Author(s)	Comments
1	08.05.2015	Ratified	TG	
2	01.10.2017	Draft following review and update for ratification	JS/EA/VP	Ratified pending minor changes for review 12 months
3	Oct 2018	Reviewed and updated	GO	Ratified
Ratified by:	Neonatal ODN Governance			
Review date:	October 2021			