

West Midlands Neonatal Transfer Service

TERMS OF REFERENCE OF THE WEST MIDLANDS TRANSFER USER GROUP (wmTUG)

The group is responsible for:

- Monitoring the effectiveness of the West Midlands Neonatal Transfer Service (WMNTS)
- Identifying transfer issues and future transport requirements within the Networks
- Identifying investment required to achieve a robust transfer service for the Networks
- Making recommendations to the Network Boards to improve transport collectively within the Operational Delivery Networks (ODN) in line with the recommendations in the Review of Neonatal Intensive Care Services and the Toolkit for High Quality Neonatal Services, and in line with the National Service Specification (2013)
- Implement, review and further develop transfer guideline, protocols and procedures for use across the Networks
- Make recommendations for standardising transport education and training across the Networks
- Continue to contribute to regional and national discussions relating to developments in neonatal transfers

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Transfer Group will be accountable to the ODN Boards and are responsible for providing progress reports to the boards.
- Chair to be rotated between the Transport Consultant Leads, in their absence Transport Nurse Consultant to chair
- The Chair of the group will be accountable to the 2 ODN Boards for the effective performance of the group.

MEMBERSHIP

- WMNTS team members
- One neonatal medical/nurse representative from each provider Trust and deputy
- One obstetric/midwifery representative from each provider Trust and deputy
- A representative from Patient First Ambulance Service
- Network Managers
- Network Practice Educators
- General Manager of Neonatal Services
- WMNTS Administrator (minute taker)
- It is aspirational to have a parent as part of the group
- SCN/ senate members
- Commissioners

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held twice a year. Venue will be rotated between the two networks where possible.
- All meetings shall be arranged and serviced by the WMNTS Administrator hosting the meeting
- Group members will receive written notice of the meeting in the form of a copy of the agenda and relevant papers, which will be circulated at least 5 working days in advance of the meeting.

- Special meetings may be called as necessary by either the Chair or at least 2 members of the group from each of the network if it is determined that there are urgent matters to be considered. In such circumstances the written notice of the meeting may not be less than the prescribed 3 working days.
- Meetings of the Transfer User Group will be deemed quorate if there is 4 representatives from each of the Networks – if response suggests that the meeting will not be quorate the lead transport consultant/ nurse consultant may decide to cancel the meeting at short notice unless there are any issues requiring urgent action
- Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is equal division of votes, the chair shall have a casting vote.
- No matter which the group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting.
- Deputies will be encouraged.
- Regular reports and updates on progress made to the ODN Board