

**TERMS OF REFERENCE OF THE / QIPP GROUP**

The group is responsible for promoting quality and safety in neonatal care taking into account the National QIPP agenda and any other national, local or speciality initiatives which may further this cause. As part of this agenda the group will facilitate audit and research.

- Develop a quality and safety report for the Network Board .
- Monitor serious adverse events across the network and ensure that the network learns from these events.
- Monitor neonatal mortality across the network to ensure that unexplained or unusual patterns of deaths are investigated pro-actively.
- Ensure that the Badger data is used to monitor quality of care and make recommendation regarding which data analysis should be reviewed by this group.
- Monitor the national audit data collected by the network and recommend appropriate actions if the results are not favourable.
- Explore the benefits of the network joining Vermont Oxford to undertake benchmarking of our services and make a timely recommendation to the board.
- Receive develop and create action plan for work streams identified as Network QIPP (Quality Innovative Productivity + Prevention) agenda.
- Provide and identify key lead and predictive timeframe for all work streams
- Promote high quality audit across the network through audit meetings, competitions and prizes.
- Develop cross unit audit projects that support the quality and safety agenda and provide a forum for dissemination of the results.
- Provide support for research and a forum for discussion of whether the network should support national studies..

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the / QIPP Group will be accountable to the Network Board and are responsible for providing progress reports to the board.
- The chair of the group will be nominated from within the group.
- A deputy chair will also be nominated from within the group
- The chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- Network Lead Clinician
- Network Audit Lead
- Network Practice Educator
- Lead Nurse from each provider Trust
- Lead Clinician from each provider Trust OR a deputy.
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- A perinatal representative
- Clinicians, nurses and allied health professionals actively involved or leading for the network on data analysis quality, safety, benchmarking audit or research
- A nominated manager at directorate level.

MEETINGS AND PROCEDURES

- The group shall hold meetings Bi- Monthly to maintain delivery of agenda.
- Venue will be rotated.
- Dates will be set one year in advance.

- All meetings shall be arranged and serviced by the Network Administrator / Secretary
 - Minutes to be taken by group and forwarded to Network Administrator / Secretary within 1 week of meeting
 - In the absence of the Chair the meeting will proceed with the deputy chair.
- Group members will receive e mail notice of the meeting in the form 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 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 3 working days.
- Meetings of the group will be deemed quorate if there are 5 or more members present including at least one member of the management team.
- 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.
- The group is accountable to the constituent members of the Network. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Board