

Revised: 14 September 2017

Review Date: September 2018

SOUTHERN WEST MIDLANDS
Neonatal Operational Delivery Network

&



Staffordshire, Shropshire & Black Country
Neonatal Operational Delivery Network

TERMS OF REFERENCE OF THE JOINT CLINICAL GUIDELINES GROUP

The group is responsible for overseeing the production and implementation of a collection of neonatal clinical guidelines across the networks. Key functions are:

- To identify the clinical guidelines required
- To oversee the production of the guidelines in an agreed, consistent format
- To ensure the implementation the guidelines across the networks
- To monitor the use of the guidelines
- To undertake the review and update of the clinical guidelines every two years

OBJECTIVES

- To oversee the review and production of the revised version of the neonatal guidelines
- To review the formal adoption of the neonatal guidelines and look at incorporating any minor alterations where appropriate in the next edition
- To receive feedback on the format and usefulness of the Network Neonatal Clinical Guidelines
- To incorporate the neonatal services in Coventry, Warwick and Nuneaton in the use and production of the next edition of the neonatal guidelines and widen circulation of the guidelines nationally

DEVELOPMENT OF THE GUIDELINES

- The group will oversee the development of the guidelines in keeping with the methodology of the Bedside Clinical Guidelines Partnership (BCGP)
- Individual authors will be responsible for the guideline they volunteer to write or review
- The guidelines will be based on whatever evidence is available including from librarian searches
- Editorial control will be effected through the BCGP process
- Editorial responsibility is not part of the work of this group

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Clinical Guidelines Group will be accountable to the Network Boards and are responsible for providing progress reports to the Boards.
- The Joint Chairs of the Clinical Guidelines Group will be nominated from within the Group, with one Chair from each of the Networks.
- The Joint Chairs of the Group will be accountable to the Network Boards for the effective performance of the Group.

MEMBERSHIP

- At least one Representative from each Provider Trust (the Guidelines Group must ensure it has multidisciplinary representation from medical, nursing and ANNP.)
- Network Lead Clinicians
- Network Educators
- Network Clinical Effectiveness and Audit Leads
- Quality Improvement Lead
- Network Manager/Lead Nurses
- Bedside Clinical Guidelines Partnership
 - Kate Palmer, BCGP Neonatal Editor
 - Matthew Stone, Clinical Effectiveness Librarian
 - Kathryn McCarron, Clinical Guidelines Co-ordinator

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Venue will be rotated. Dates will be set one year in advance.
- All meetings shall be arranged and serviced by the Network Administrator
- Group members will receive written 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 CBGP and the network 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.
- Deputies will be encouraged.
- The group is accountable to the constituent members of the Networks. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Boards