

Revised September 2017

SOUTHERN WEST MIDLANDS NEWBORN NETWORK
Hereford, Worcester, Birmingham, Sandwell & Solihull



Staffordshire, Shropshire & Black Country Neonatal Operational Delivery Network

TERMS OF REFERENCE OF THE 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 SWMNN in the use and production 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

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- 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