

TERMS OF REFERENCE OF THE DEVELOPMENTAL CARE GROUP

The group is responsible for overseeing the development and implementation of a developmental care programme across the units within SSBCNMN. The group will inform the network board of any national changes and make recommendation for implementing the changes across the network.

OBJECTIVES 2014-15

- To identify the clinical guidelines required
- To audit what aspects of developmental care are used currently on the unit and make recommendations for change
- To audit and make recommendations for various developmental care aids for use across the network
- To benchmark against the national recommendations
- To develop in-house training programme to cascade to the staff.
- To deliver an annual Network study day

LEAD RESPONSIBLE

Amber Evans
Fiona Horsnall

Erica Smith

Janine Hanson
Julia Atkins/Deb Underhill
Lynsey Clarke

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Developmental care Group will be accountable to the Network Board and are responsible for providing progress reports to the board.
- The chair of the Developmental Care Group will be nominated from within the group. The nominated deputy chair will deputise as necessary for the chairing of the meetings.
- The chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- At least one representative from each provider trust. Trusts will ensure that one person is able to represent the views of the relevant trust employees.
- Physiotherapist
- Speech and Language Therapists
- Network Educator

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 secretary
- 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 4 or more members present.
- 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 Network. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Board