



Staffordshire, Shropshire & Black Country
Neonatal Operational Delivery Network

TERMS OF REFERENCE OF THE DEVELOPMENTAL CARE GROUP

The Group is responsible for overseeing the further development of neonatal developmental care within the SSBCN ODN. The Group will make recommendations for any service developments required to reflect national and local developmental care guidance.

OBJECTIVES

- To audit the current status of developmental care, including the use of developmental care products, in neonatal units and make recommendations for any changes required to standardise developmental care practice across the Network.
- To review and update the Network developmental care guidelines and identify any new developmental care guidelines required in the Network.
- To plan and deliver an annual Network developmental care study day.
- To monitor progress in implementing the changes required to standardise developmental care

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 for a term of 2 years with support from the Network Educator
- A deputy Chair will also be nominated from within the Group with a view to becoming the Chair of the Group at the end of the 2 years
- 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 (one or more representatives from each Trust can attend meetings as and when they are available).
- Physiotherapists
- Speech and Language Therapists
- Network Educator
- Network Quality Improvement Lead

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 from at least 3 neonatal units and at least one member of the Network 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 Network. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Board.