

Yorkshire & Humber Long Term Ventilation Working Group

Terms of Reference Updated July 2020

1. Aims and purpose of the group

The working group was established in January 2019 in response to the NHS England National Paediatric Intensive Care Review and engagement with the membership of the Yorkshire & Humber Paediatric Critical Care ODN, as part of the on-going work programme of the Network.

The group will work collaboratively to support the management of children requiring long term ventilation in Yorkshire & Humber. This includes children requiring invasive and non-invasive ventilation.

The aim will be to:

- Improve equity of access to local and specialist services, including critical care
- Ensure consistent application of standards across the region
- Enable and facilitate the provision of safe, high quality care as close to home as possible
- Agree pathways for acute illness and injury for children on long term ventilation
- Improve outcomes including experience and quality of care for patients
- Enhance collaborative networking throughout the region
- Ensure public and patient engagement
- Engage with commissioners to support the process

2. Membership

The group is open to all relevant stakeholders across Yorkshire & Humber. Members of all units providing specialist services should be represented on the working group and will be consulted when work is being undertaken.

The group should consist of:

- Executive lead
- Chair
- Network representation - Paediatric Critical Care, Neonatal, Palliative Care
- DGH representation - ideally one from each Trust, either medical or nursing
- Children's Hospital representation for Sheffield and Leeds - ideally from each linked specialty (paediatric critical care, respiratory, neuromuscular) and long term ventilation teams from both Trusts
- Allied Health Professional representation - including physiotherapy, occupational therapy, speech and language therapy

- Embrace Transport Service representation
- Commissioning representation
- Parent/carer/patient representation or consultation fed back into the group

3. Accountability

Individual group members will report back to the chair. Subgroups will develop work with representation from each tertiary unit and with DGH representatives where possible. Consultation as any work is developed will be achieved by email circulation within the subgroups and working group, and then more widely by the YHPCCODN and other regional channels of communication which will need to be identified by the group.

The YHPCCODN will have overall responsibility for consultation with the regional membership, signing off work produced, dissemination of relevant information via the Networks, and for review of relevant guidance in the future.

Commissioning accountability for long term ventilation sits with both the Clinical Commissioning Groups and Specialist Commissioning. A Task and Finish Group has been set up with oversight from the Children’s Hospital Partnership Board (Sheffield and Leeds), which will feed into the Working Group.

Accountability at board level will be provided by the Executive Lead.

4. Working methods

- The group will meet face to face to discuss overall strategy and action plan.
- Members volunteering to contribute to work will report back to the chair. Consultation as the guidance is developed will be achieved by email circulation within the working group, and then more widely via the YHPCCODN and others as appropriate.
- Trust representatives have responsibility for consultation within their own trusts as appropriate.
- Decisions will normally be achieved through consensus.
- Meetings will be held every 6 months with input into the YHPCCODN board as a standing agenda item.
- Administration and management support will be provided by the YHPCCODN.
- Minutes will be distributed via a link to the YHPCCODN NHS website.

5. Review

The terms of reference and membership of the group will be reviewed on a yearly basis.

Definition of terms

ODN	Operational Delivery Network
DGH	District General Hospital
YHPCCODN	Yorkshire & Humber Paediatric Critical Care ODN