



Yorkshire & Humber Operational Delivery Network Paediatric Critical Care Executive Group

Terms of Reference

The following presents the agreed structure and terms of reference for the Paediatric Critical Care Operational Delivery Network. The standard contract from NHS England requires all providers of paediatric services to participate within the Network and to operate within the protocols and procedures agreed by the Executive Group.

1. Service Area Covered

The main focus of the network is paediatric services which includes: -

- Paediatric intensive care
- Paediatric high dependency
- The resuscitation, stabilisation and transfer of the critically ill and injured child.
- Levels of care:
 - Level 1 – HDU Basic
 - Level 2 – HDU Advanced
 - Level 3 – PICU

2. Aims and Purpose of the Network

Working together to deliver a comprehensive, equitable, integrated and safe service, local where possible, for children and young people when they are critically ill.

The Paediatric Critical Care ODN Executive Group has responsibility on behalf of its member organisations to develop and oversee Paediatric Critical Care pathways at an operational level.

In order to achieve this, the ODN is required to establish a co-ordinated and consistent approach to the provision of Paediatric Critical Care services, ensuring the effective and efficient use of all resources within the ODN.

The ODN Executive Group will be responsible for:

- Improving operating consistency
- Improving outcomes including experience and quality of care for patients and safer service delivery
- Increased productivity and efficiencies across the network
- Improved equity of access to critical care services
- Provision of accessible clinical expertise that delivers analytical capabilities

- to enhance the debate and credibility of decision making for stakeholders
- Development of strategic resilience and capacity management
- Identification and drive towards systemic service improvement
- Increase opportunity for risk sharing between and across provider and commissioner organisations
- Support stronger collaborative networked design and delivery of services
- Ensuring public and patient engagement in the design of services
- Developing clearly identified links to regional and national bodies which support the delivery of the ODN's business
- Ensure consistent application of standards which improve access to and egress from services at the right time
- Providing advice to Commissioners acting as the voice of Yorkshire and Humber

3. Overview of the Network Structure

The Network structure and its inter-relationship with the Neonatal ODN is shown in Appendix 1.

Members of this ODN will work collaboratively to share learning, experiences, knowledge, skills and best practice for the benefit of all within the paediatric environment.

The network governance structure and its interdependent relationship are shown in appendix 2. This outlines the existing relationship between governance structures within provider units, links into the network and escalation and feedback. In addition it recognises the differences between clinical governance processes and those of a more operational type which link directly in to the host organisation.

4. Participating Organisations

Provider Trusts

There are 14 provider NHS Trusts that participate within the overall network:

- Airedale NHS Foundation Trust
- Barnsley Hospital NHS Foundation Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Calderdale and Huddersfield NHS Foundation Trust, Calderdale Royal Hospital and Huddersfield Royal Infirmary
- Chesterfield Royal Hospital NHS Foundation Trust
- Doncaster and Bassetlaw Hospitals NHS Foundation Trust – Doncaster Royal Infirmary, Bassetlaw Hospital and Montagu Hospital
- Harrogate and District NHS Foundation Trust
- Hull and East Yorkshire Hospitals NHS Trust, Hull Royal Infirmary and Castle Hill Hospital
- Leeds Teaching Hospitals NHS Trust, Leeds General Infirmary and St James University Hospital
- Mid Yorkshire NHS Trust, Pinderfields Hospital, Dewsbury Hospital and Pontefract Hospital
- North Lincolnshire and Goole NHS Foundation Trust Diana Princess of Wales Hospital Grimsby, Scunthorpe General Hospital and Goole Hospital
- Rotherham NHS Foundation Trust

- Sheffield Childrens NHS Foundation Trust, Sheffield Childrens Hospital, Embrace
- York Teaching Hospitals NHS Foundation Trust York Hospital, Scarborough Hospital

At a clinical forum level, these trusts are separated into those within the North and South of the Region, consistent with the old clinical networks.

Commissioners

Paediatric critical care services are commissioned by NHS England. HDU services however are commissioned by respective CCGs. The Network's commissioning links will therefore be with both the specialised services team within South Yorkshire and Bassetlaw Area Team and relevant CCGs.

The network also links in with:

- The Yorkshire and the Humber Children's and Maternity Strategic Clinical Network
- The PCC Clinical Reference Group
- Relevant ICS/STPs & LMS's
- The Yorkshire and the Humber Senate
- East Midlands & Yorkshire Ambulance Trusts
- NHS England via the Area Team/ Senate
- Voluntary Organisations/ Charities
- Embrace Reference Group
- Relevant Adult Critical Care ODNs
- Y&H Neonatal ODN
- Y&H Paediatric Specialised Surgery ODN (pilot test site)
- Adjacent Paediatric Networks
- Anaesthetic Networks
- Links with other relevant ODNs ie trauma, burns, congenital cardiac and paediatric neurosciences

5. Membership and Terms of Reference of Group

5.1 Paediatric Critical Care Executive Group

The Executive Group is the key decision making group within the Network. It holds all sub groups to account and is responsible for ensuring the Network delivers against its work programme

Membership:

- Chair (an appropriately experienced leader)
- Clinical Leads (North and South)
- Nurse Educator(s)
- Lead Nurse
- ODN Network Manager
- Commissioning Representation (to be agreed)
- Yorkshire and Humber representative of the PCC Clinical Reference Group
- *Public Health Representation – by invitation to specific project input*

- Embrace Representation
- Parent/patient representation
- A representative from each trust either medical or nursing staff group with a deputy from the opposing staff group with appropriate decision making authority.

Quoracy:

The group is quorate when the Chair or Deputy, at least 1 Clinical Lead, the ODN Manager or deputy and at least 50% of trusts are represented.

Frequency of Meetings: Meetings will be held at least twice yearly.

Admin Service and Management Support: The Executive Group will be supported and serviced by the ODN Network Manager and Administrator.

5.2 Decision making/delegated responsibilities of Executive Group members are:

- Trust representatives i.e. clinical leads, have responsibility for providing specialist clinical advice to the network and taking clinical learning back into their organisations.
- Decisions will normally be achieved through consensus. Otherwise a simple majority vote may be taken, in which only full members of the Executive may participate and provide advice to commissioners.

5.3 Responsibilities

The Executives key responsibilities are to:

- Assure robust governance and accountability arrangements are in place at ODN and local level to conduct the ODN's business
- Develop an ODN Strategy and supporting strategies
- Agree and oversee the delivery of an ODN Annual Work Programme
- Agree and oversee the Work Programmes of the ODN sub-groups.
- Agree an operational model to enable delivery of the National Service Specifications (Network and Provider), standards, targets, national programme of care outcomes and outcomes framework targets. Develop local operational standards where appropriate
- Oversee the ODN's service modernisation and development based on clinical evidence, and through using capacity planning and improvement methodologies
- Assure that systematic clinical governance processes are in place at key stages of the patient care pathway and between organisations. As a minimum, these should aim to identify and manage risk, improve clinical outcomes, and provide information for service, team and personal appraisal
- Make recommendations to commissioners and where appropriate influence service development needs
- Oversee the development and implementation of network-wide patient care pathways, protocols and guidelines
- Oversee and monitor the development and implementation of training and education across the ODN to enhance service provision
- Produce an ODN Annual Report

- Develop and oversee the implementation of an Audit Programme
- Build and maintain effective working relationships and partnerships to support the achievement of ODN business
- To develop and ratify regional guidelines, ensuring appropriate version controls, reviews and updates.

5.4 Responsibilities of Executive Group Members

- To ensure that Executive Group recommendations are strategic in focus, are made in the best interests of the network as a whole and avoid locality bias
- To provide the Executive Group with their personal expertise as informed by professional and locality experience, ensuring their input reflects the breadth of understanding in their locality or specialty, avoiding purely personal opinion
- To understand and be willing to seek additional expertise or knowledge as relevant to the issues being considered
- Individuals to provide the Executive Group with the views of the organisation which they represent
- To have a strong sense of corporate responsibility in communicating accurately the considerations and recommendations of the Executive Group.

5.5 Circulation of Executive Group Minutes

Minutes of Executive Group meetings will be circulated to representatives of member organisations and will be posted on the ODN webpage once approved.

5.6 Review of TOR and Executive Group Membership

These terms of reference and membership of the Executive Group will be reviewed on an annual basis.

6. Network Budget

Review of expenditure and budget report on an annual basis.

7. The Host of the Network

The Operational Delivery Network is hosted by Sheffield Children's NHS Foundation Trust which is responsible for ensuring that the Executive Group is accountable to the organisations represented on its Board.