



Terms of Reference

East Midlands Neonatal Operational Delivery Network (EMNODN) Data Group

Purpose

The Data Group is a sub group of the East Midlands Neonatal Operational Delivery Network (EMNODN) and is governed under the respective board's standing orders. The group reports directly to the Neonatal Network Clinical Governance group quarterly meetings. All minutes from the meetings will be tabled at the Neonatal Networks governance group meetings.

The purpose of the Data Group is to work collaboratively to improve upon individual unit, and Network data quality, and to share learning. The group will provide data analysis expertise and advice to the Neonatal Network Clinical Governance group

Core Membership

The standing/core members shall comprise of:

- Data Analyst or equivalent for each of the Network constituent trusts
- Neonatal Network Data Analyst
- Neonatal Network Clinical Lead North hub
- Neonatal Network Clinical Lead South hub
- Neonatal Network Education and Project Lead
- Neonatal Network Acting Director/Lead Nurse

Other members will be co-opted as required

Core members will have the responsibility for distributing the agenda and papers to anyone representing their organisation or anyone else who wishes to attend.

Membership Responsibility

The main responsibilities of the Data Group will be:

- To review individual unit data and to examine ways in which the data quality can be improved.
- Identification of key areas for improvement within own organisation.
- To provide a forum for discussion and sharing of good practice and education, regarding all aspects of data collection and analysis

- To represent each respective organisation and to contribute towards the agreed Network solutions to improve data quality.
- To complete allocated pieces of work within the designated timeframes
- To produce staff information and teaching packages as agreed by the group
- To ensure that the decisions that are made by the group, and ratified by the board, are communicated to the Trust nursing and medical teams and actively support implementation of any agreed strategies for improving data quality across the Network
- To ensure that the role and scope of the Data Group is understood and will be communicated to all the Trust nursing and medical teams

Meetings

Meetings will be held bi-annually with administration support from the Neonatal Network Administrator.

The meeting is open for anyone with an interest in data collection and analysis to attend.

Those who attend as representatives must be in position to provide input and support to the wider group and undertake work in support of the group objectives.

A consensus approach to any decision making will be adopted by the group. Where there is an inability to achieve consensus, the decision will be referred to the Neonatal Network Clinical Governance group.

Documentation Standards

The agenda and supporting papers will be circulated via email to the members at least 14 days in advance of the meeting.

Date ratified: April 2019

Date amended:

Date to be reviewed: April 2021