



## Terms of Reference

### **Family Integrated Care (FiCare) Steering Group**

#### **Aim**

The aim of the East Midlands Neonatal Operational Delivery Network (EMNODN) FiCare Steering Group (FiCSG), is to provide advice to constituent units on the maintenance, development and analysis of FiCare standards aligned to the national agenda. The FiCSG will maintain oversight on FiCare projects across the region to support delivery and ensure achievement. The FiCSG will be co-chaired by the Deputy Lead Nurse for FiCare and Patient Public Involvement (PPI) and a parent representative, once appointed.

#### **Membership**

A minimum of 4 out of the 7 Trusts covered by EMNODN should be represented in attendance at meetings where decisions that impact the whole Network are being made, for the meeting to be declared quorate.

Membership comprises of the following roles within EMNODN;

#### Required parties:

- Chairs of East Midlands based Neonatal Voices Partnership groups
- FiCare Link Nurses from each of the neonatal units
- Infant Feeding Leads for each of the neonatal units
- Medical leads for FiCare from each of the neonatal units
- EMNODN Care Coordinator
- EMNODN Deputy Lead Nurse (FiCare & PPI)
- Network Allied Health Professionals

#### Optional parties (all to receive minutes):

- Parent Advisory Group (PAG) chair
- Other interested parents/carers
- EMNODN Director/Lead Nurse
- Ward Managers/Matrons from each of the Neonatal units

#### **Remit**

The FiCSG is a sub-group of the PAG and is a mechanism through which national policy and recommendations relating to FiCare are discussed and interpreted. The FiCSG will lead on the reduction of unwarranted variation in family experience across the region and work in collaboration with unit and parent representatives to improve and enhance the FiCare offering throughout EMNODN. The FiCSG will ensure that PPI is incorporated into all aspects of its work.

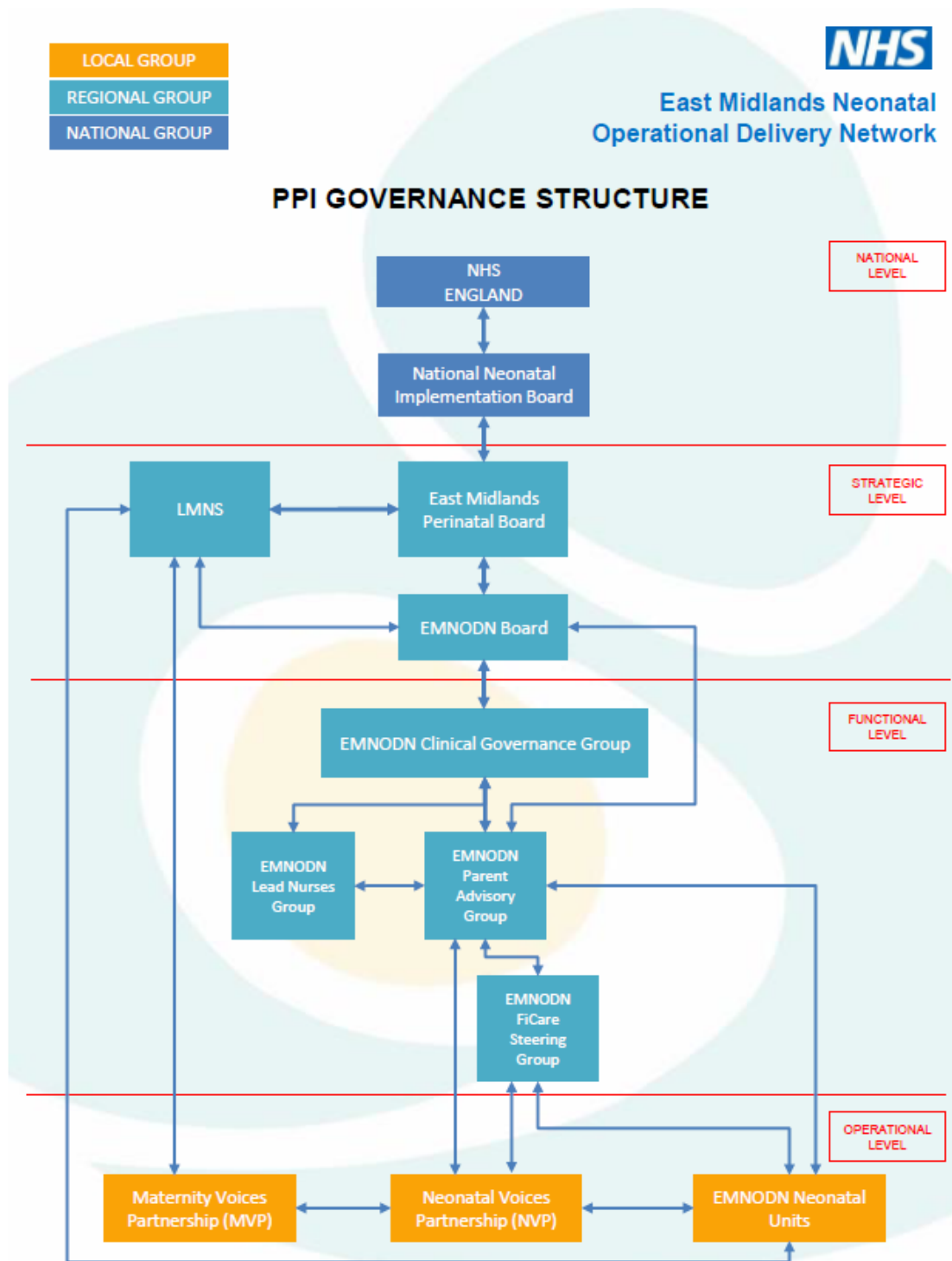
The Group reports to the EMNODN Board via PAG. The EMNODN board ultimately holds responsibility for monitoring progress and ensuring that there is demonstrable improvement

across the Network. Progress will be reported annually within the EMNODN Annual Report and in quarterly update reports to the PAG, who will hold the FiCSG to account with regard to coproduction.

As a functional group, the FiCSG has the ability to create task and finish groups where appropriate.

### Governance

The below organisational chart demonstrates where the FiCSG sits in terms of governance within the EMNODN patient public involvement structure.



## Objectives

- Review accommodation provision across the region for parents and develop initiatives to advance facilities available for parents to be resident with their child
- Establish initiatives to develop integration of the family as the primary carer (e.g. Family Integrated Care, Bliss Family and Infant Neurodevelopmental Education (FINE) programme or Neonatal Individualised Developmental Care) to promote parental confidence in caring for their baby, reduce stress and adverse effects on maternal mental health
- Support neonatal services to seek and acquire accreditation under the Bliss Baby Charter Scheme and the UNICEF Baby Friendly Initiative
- Address gaps in availability of information on emotional wellbeing and provision of psychological support for all parents whose baby experiences a period of critical care in a neonatal unit (including transition out of care and subsequent follow up), and staff training needs
- Co-production, review and monitoring of EMNODN FiCare strategies, projects, initiatives and non-clinical standards
- Review current service provision for parents and families and recommend changes in line with national strategy and guidance in order to ensure high quality care for babies and families
- Identify key issues to prioritise, such as access to services, local facilities, communication, equality and service development, making recommendations for changes across the Network
- Neonatal Voice Partnership chairs from across the region, in collaboration with EMNODN FiCare team, to maintain contact with local parent support groups, and LMNS maternity voice partnerships, to ensure that relevant, up to date feedback is provided
- Identify evidence of good local services for parents and families and promote these as exemplars for implementation across the EMNODN as appropriate
- Review and revise all EMNODN FiCare parent and family informational literature, and communication technology to ensure fitness for purpose
- Support EMNODN nursing and medical education programs by giving parent feedback at education events and including FiCare on both nursing and medical inductions and curriculums
- Produce parent teaching session outlines to ensure consistency across the EMNODN

## Group Chair

The FiCSG will ordinarily be chaired by the Deputy Lead Nurse (FiCare & PPI) with a parent co-chair. In the absence of the Deputy Lead Nurse (FiCare & PPI) the meeting will be co-chaired by an appropriate delegate.

It is the responsibility of the chair to liaise with the parent co-chair, and to ensure that agenda and minutes are circulated to the group, and that meetings are arranged with reasonable notice.

## **Voting**

If there is multiple interest in the parent co-chair role then the successful candidate will be decided by-way-of voting.

## **Meetings**

Meetings will be held quarterly, with administrative support provided by the Network Office Manager.

Meetings will be face-to-face when possible, at a venue central to the Network, with the ability for members who are not able to attend to dial in using Microsoft Teams. If face-to-face meetings are prohibited or discouraged due to Covid-19 then Microsoft Teams will remain the preferred platform.

## **Expenses**

The EMNODN will reimburse parent members of the FiCSG for reasonable expenses incurred during the course of their activities as a member of the group. This will include travel and parking costs, and sustenance and hotel charges if an overnight stay is required.

All claims will need to be submitted using the [EMNODN Parent/Carer Expenses Claim Form](#).

## **FiCSG Member Support**

A support system is in place for all members of the group if required.

This comprises of the following;

Director/Lead Nurse EMNODN  
Deputy Lead Nurse (Workforce & Education) EMNODN  
Deputy Lead Nurse (FiCare & PPI) EMNODN  
Deputy Lead Nurse (Quality & Service Improvement) EMNODN  
Care Coordinator  
LMNS Neonatal Voices Partnerships  
EMNODN PAG Chair and Vice Chair

Date ratified: 14 December 2021

Date to be reviewed: