

## **Terms of Reference**

### **Lead Nurses Group**

#### **Purpose of the Lead Nurses Group**

The Lead Nurses Group is a subgroup of the East Midlands Neonatal Operational Delivery Network (EMNODN) Clinical Governance Group and is governed under the EMNODN Board's standing orders. The group has the authority to appoint nursing working groups as required under the directions of the Board. The group reports directly to the Chair of the EMNODN Clinical Governance Group. All minutes from meetings will be tabled at the EMNODN Clinical Governance Group as a standing item.

The purpose of the Lead Nurses Group is to oversee and lead on the development and modernisation for nursing across the EMNODN. The group will provide nursing leadership to the EMNODN Clinical Governance Group. It will approve and implement any key nursing delivery changes.

#### **Membership**

The standing / core members shall comprise of:

- Network Director/Lead Nurse
- Network Deputy Lead Nurse (Workforce and Education)
- Network Deputy Lead Nurse (FIC and PPI)
- Network Deputy Lead Nurse (Quality and Service Improvement)
- Lead Nurse and/or Matron appointed by each hospital Trust, or their representative
- Matron for the CenTre Neonatal Transport Service
- Other members will be co-opted as required

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

#### **Responsibilities**

The main responsibilities of the Lead Nurses group will be:

- To guide and advise the EMNODN Clinical Governance Group on all nursing matters
- To guide and advise the EMNODN Board on nursing matters via the Director/Lead Nurse
- To provide a forum for discussion and sharing of good practice and nursing guidance
- To develop nursing practice based upon common national standards which are evidence based, and deemed as best practice

- To have an oversight of the EMNODN Education & Practice Development Group and to provide guidance for the work and activities of that group
- To advise on, and conduct, Network wide nursing audit and provide reports to the EMNODN Clinical Governance Group
- To ensure that decisions made by the group are communicated to the Trust nursing teams, and MDT's, and are implemented effectively across the EMNODN
- To ensure that the role and scope of the EMNODN is understood and well communicated to all the Trust nursing teams
- To update the group on any national guidance or priorities

### **Frequency of Meetings**

Meetings will be held 3 monthly with administration support from the Network Office Manager.

The meeting is open for anyone with an interest in nursing to attend.

Those who attend as representatives must be in a position to make a decision on behalf of their organisation.

### **Quoracy**

The group will be considered to be quorate if half of the trusts are represented at the meeting.

### **Voting**

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

### **Documentation Standards**

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

Date ratified: 12 July 2023

Date to be reviewed: 11 July 2025