

Terms of Reference

Neonatal Governance Lead Nurse Group

Purpose of the group

The Neonatal Governance Lead Nurse Group is a subgroup of the East Midlands Neonatal Operational Delivery Network (EMNODN) Clinical Governance Group (CGG). It will bring together healthcare professionals from the EMNODN who are working in, or who have an interest in, neonatal governance. The role of the group is to share information and data, and to provide mutual support to deliver high quality care to neonates within the Network hospitals by encompassing clinical effectiveness, safety, patient (family) experience, efficiency, timeliness and equity of care. The group will aim to support all levels of staff within the region to achieve a culture of continuous sustainable service improvement and high-quality performance. The Neonatal Governance Lead Nurse Group will report into the EMNODN Clinical Governance Group (CGG).

Membership/Structure

The standing / core members shall comprise of:

- Network Deputy Lead Nurse for Quality and Service Improvement
- Network Education and Clinical Effectiveness Nurse
- Network Deputy Lead Nurse for FIC and PPI
- Network Data Analyst
- Governance Lead Nurse for each Provider Trust within the EMNODN
- Other members will be co-opted as required following discussion and agreement by a majority of members.

Responsibilities

The main responsibilities of the Neonatal Governance Lead Nurse Group will be:

- To maintain a respectful, confidential, and professional manner at all times.
- Provide a forum for discussion and sharing of good practice for quality matters and service improvement.
- Provide information and data as requested and agreed in a timely manner, and by agreed deadlines.
- To monitor data information and request additional data information to inform future initiatives across the EMNODN.
- To develop quality initiatives and improvement projects based on Network data, learning from incidents, audit, and national standards.
- To guide and track trajectories of improvement projects.
- To ensure that learning from incidents and audit are embedded within each unit.
- To inform and update the EMNODN Clinical Governance Group on all Governance Lead Nurse matters.

- To report to the CGG with regard to any projects/work programs which have been directed by them
- To advise on, and conduct, Network wide audit under the guidance of the CGG, and provide reports and associated learning when requested.
- To ensure that the role and scope of the EMNODN is understood and well communicated to all members of the Provider Trust MDT.
- To discuss any requirements identified by national guidance or priorities.

Frequency of Meetings

Group members will jointly agree frequency of meetings and deadlines.

Group members will receive minutes/agendas no later than 2 weeks after or before a meeting.

Meetings

Meetings will generally be held online. Face-to-face meetings may be arranged with the agreement of the group. Administration support will be provided by with the EMNODN Office Manager or Administrator.

Date ratified: January 2025

Date to be reviewed: January 2027