

Terms of Reference

East Midlands Neonatal Operational Delivery Network (EMNODN) Neonatal Homecare Steering Group

Purpose of the Group

The East Midlands Neonatal Operational Delivery Network (EMNODN) Neonatal Homecare Steering Group is a subgroup of the EMNODN Clinical Governance Group (CGG).

The group reports directly to the EMNODN Clinical Governance Group chair. All minutes will be circulated to the EMNODN CGG members and will be tabled at the CGG meetings.

The purpose of the group is to lead on and oversee the development and standardisation of community outreach services across the EMNODN. It will approve and implement any key service delivery changes and share any good practice and learning.

Membership

The members shall comprise of:

Standing/Core Members

- Lead Nurse Neonatal Homecare for Nottingham University Hospitals
- Lead Nurse/Matron Neonatal Homecare for University Hospitals Leicester
- Consultant Lead for Nottingham University Hospitals
- Consultant Lead for University Hospitals Leicester
- EMNODN Clinical Leads
- Director/Lead Nurse EMNODN
- Deputy Lead Nurse EMNODN
- Matrons for each of the EMNODN Constituent Trusts
- Parent Representative
- Deputies of appropriate seniority are welcomed and encouraged to ensure that all organisations are represented

Optional Members

- Discharge Coordinator (or equivalent role)
- Other members will be co-opted as required

Responsibilities

The core responsibilities of the group are as follows:

- To guide and advise the CGG on all matters relating to EMNODN Neonatal Homecare services
- To provide a forum for discussion and sharing of good practice
- To develop neonatal homecare practice based on common national standards which are evidence based and deemed as good practice

- To advise and conduct outreach audit and provide reports to the EMNODN CGG
- To ensure that decisions made by the group are effectively communicated to the relevant staff members in each neonatal unit and actioned where applicable
- To review any incidents pertaining to outreach services, and to share any learning across the Network
- To standardise outreach delivery to ensure consistency of clinical practice and parent experience across the Network
- To review outreach data and KPIs
- To review parent feedback
- Approval of key changes in outreach service delivery
- To ensure that the key requirements of the approved East Midlands neonatal homecare business case are met

Group Chair

The Regional Neonatal Homecare Steering Group will be chaired alternately by the North & South Hubs.

It is the responsibility of the Chair to ensure that agendas and minutes are circulated to the group, and that meetings are arranged with reasonable notice.

Voting

As a non-statutory group, there are no formal requirements for quoracy. Where consensus is required, this will be carried by a majority vote of those in attendance at the meeting.

Meetings

Meetings will be held three times a year with administrative support provided through the EMNODN.

Meetings will predominantly be held via Microsoft Teams. Advance notice will be given of any face-to-face meetings.

Date ratified: 23 April 2025

Date to be reviewed: April 2027