

Terms of Reference

Clinical Governance Group

Aim

The East Midlands Neonatal Operational Delivery Network (EMNODN) Clinical Governance Group will ensure equitable standards of care for babies, their parents and families in the East Midlands by promoting and developing continuous quality improvements from all Neonatal service providers within the EMNODN.

Remit

The Clinical Governance Group is a subgroup of the EMNODN Board and is governed by the Boards Standing Orders. The group have authority to appoint work groups as required under the direction of the Board. The Group reports directly to the EMNODN Board through the Clinical Governance Group Chair. All minutes from the meetings will be presented to the Board.

Objectives

1. Guide and advise the EMNODN Board on all matters of clinical governance and clinical excellence.
2. Provide a clinical forum for discussion and sharing of best practice by developing, ratifying, reviewing and modifying clinical guidelines.
3. Direct and review clinical practice issues within the EMNODN.
4. Develop clinical practice based on common ODN standards that are evidence based and best practice.
5. Ensure that the EMNODN has appropriate risk reporting and analysis in place to function as an organisation with a memory. The EMNODN Clinical Governance Group under the guidance of the Board will ensure findings are appropriately disseminated and reported as appropriate.
6. Receive incident reports and associated learning from the Acute Provider Trusts and agree on Network wide actions to mitigate further risk.
7. Receive national reports on neonatal governance and incidents and provide advice on required actions as appropriate.
8. Advise on Network wide clinical audit and provide benchmarking reports to the Board.
9. Develop implementation plans in support of any agreed clinical developments and or Network clinical guidance by monitoring progress and success and report to the Board through the Group Chair.
10. Ensure that any decisions by the Group are communicated, implemented and monitored effectively across the ODN
11. To receive information regarding National or Regional priorities, and to discuss implementation of these priorities across the Network, as required

Composition

This shall be compliant with the EMNODN Board standing orders.

Each Acute Provider Trust to have responsibility to agree and appoint its group membership

The members shall comprise:

- Chair – Network Clinical Lead
- Network Director/Lead Nurse
- Network Deputy Lead Nurse (Education & Workforce)
- Network Deputy Lead Nurse (FIC and PPI)
- Network Deputy Lead Nurse (Quality and Service Improvement)
- Network Data Analyst
- Clinical Lead appointed by each Hospital Trust
- Nursing Lead appointed by each Hospital Trust
- CenTre Neonatal Transport representative
- Clinical Research Representative
- East Midlands Specialised Commissioner
- Network AHP or Psychology Representative
- Representative from each of the Network Steering Groups
- Trainee Representative
- Midlands Perinatal Network representative
- Representative from each of the five LMNSs

Other members will be co-opted as required if they have the relevant skills for specific work which is in progress.

Meetings

Meetings will be held quarterly with administration support from the EMNODN Office Manager.

These meetings will be held one month before the EMNODN Board meeting.

The meeting is open to anyone with an interest in Clinical Governance to attend (but requires formal application and agreement by the group)

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

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

If voting is required, then the meeting will be quorate when there is a clinical or non-clinical representative from 4 of the 8 Acute Provider Trusts in the Network in attendance.

Date ratified: 12 July 2023

Date to be reviewed: 12 July 2025