

Terms of Reference

North East and North Cumbria Paediatric Critical Care & Surgery in Children Executive Board

Version Control

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Document Control

The controlled copy of this document is maintained by the North East and North Cumbria (NENC) Paediatric Critical Care (PCC) and Surgery In Children (SIC) Operational Delivery Network (ODN) administrator.

Revision history

Version	Date	Summary of changes
V.1	14/01/2022	Draft TOR document created
V.2		
V.3		

Related documents

Title	Owner	Location

1. Introduction

The Operational Delivery Network (ODN) National standard specification from NHS England and Improvement requires the ODN to be overseen by an Executive Board with formal Terms of Reference (TOR). This document describes the TOR for the Paediatric Critical Care (PCC) and Surgery in Children (SIC) Operational Delivery Network (ODN) Executive Board for the North East and North Cumbria (NENC)

2. Service Area Covered

The focus of the network is paediatric critical care services and surgery in children which includes: -

- Level 3 Paediatric intensive care
- Paediatric high dependency care

Level 1 – HDU

Level 2 – HDU Advanced

- The resuscitation, stabilisation and transfer of the critically ill and injured child.
- Surgery in Children across all specialties (specialised and non-specialised)

3. Aim and Purpose of the Network

The aim of the ODN is to enable a comprehensive, equitable, integrated and safe service, for children and young people when they are critically ill or require surgery, which is delivered as close to home as possible. The ODN will focus on the following key areas:

- Improving patient flow
- Improving outcomes
- Optimizing service provision

4. Participating Organisations

Acute NHS Provider Trusts

There are 8 acute provider NHS Trusts which participate within the Network

- County Durham and Darlington NHS Foundation Trust
- Cumbria Integrated care NHS Trust
- Gateshead Health NHS Foundation Trust
- North Tees and Hartlepool NHS Foundation Trust
- Northumbria Healthcare NHS Foundation Trust

- South Tees NHS Foundation Trust
- South Tyneside and Sunderland NHS Foundation Trust
- The Newcastle Upon Tyne Hospitals NHS Trust

Transport Providers

- North East and Cumbria Transport and Retrieval (NECTAR)
- North East Ambulance Service NHS Foundation Trust (NEAS)
- North West Ambulance Service (NWAS)
- Yorkshire Ambulance Service (YAS)
- Great North Air Ambulance (GNAAS)
- Yorkshire Air Ambulance (YAAS)

NHS England and Improvement

- North East and Yorkshire (NEY) regional specialised commissioning team.
- National specialised commissioning Team

NHS CCGs

- Gateshead and Newcastle
- Tees Valley
- County Durham
- North Cumbria

ICS

North East and North Cumbria

The ODN also links with the NENC Child Health and Well Being Board (CHWB), The Regional Children and Young People's Transformation Oversight Group (CYPTOG), The PCC and SIC National groups, the other ODNs in the NENC in particular Adult Critical Care, Neonatal Critical Care, Teenage and Young Adult Cancer, Major Trauma and Congenital Heart Disease.

Other

- St Oswald's Children's Hospice
- Butterwick Hospice
- Zoe's Place
- Jigsaw

5. Role of the Executive Board

The Executive Board is the key decision making group for the ODN. It holds all of work streams/ task and finish groups to account and is responsible for ensuring that the ODN

delivers against its work programme. The PCC and SIC ODN Executive Board will be responsible for:

- Overseeing and monitoring progress on the ODN work plan
- Ensuring public and patient engagement to inform the strategic direction of services in terms of quality and service delivery
- Ensuring that the following are developed,
 - a quality framework
 - a workforce strategy, training and education plan
 - A communication and engagement plan.
- Identifying what the NENC needs in terms of PCC and SIC
- Developing strategic resilience and capacity management
- Identifying and implementing systemic service improvement
- Enabling collaborative networked design and delivery of services
- Developing clearly identified links to regional and national bodies which support the delivery of the ODN's business
- Providing advice to Commissioners and the emerging ICB
- Ensuring that the ODN responds appropriately to requests from the National Team

6. ODN Executive Board Membership

- Chair
- Host Senior Responsible Officer (SRO)
- Clinical Leads (core ODN team members)
- Lead Nurse (core ODN team member)
- ODN Network Manager (core ODN team member)
- Network Information Manager(core ODN team member)
- Network Administrator (core ODN team member)
- Specialised Commissioning Team Representative
- ICS Representative
- CCG Representative(s)
- A representative from each Trust – this will usually be the identified link colleague (as nominated by individual Trusts)
- NECTAR representation
- NEAS representation
- Parent representation
- Representative from the Child Health and Well Being Board
- Representative from the Children and Young Peoples Transformation Team
- Representative form Adult Critical Care ODN
- Representative from the Neonatal Critical Care ODN
- Representative from Teenage and Young Adult Cancer ODN
- Major Trauma ODN Representative (on invitation)
- Paediatric Palliative Care Network (on invitation)

- Spinal ODN Representative (on invitation)
- Congenital Heart Disease ODN Representative (on invitation)
- CRG Representative (on invitation)
- Senate Representation (on invitation)
- Potential other key representatives e.g. PCN

7. Decision making responsibilities of Executive Board members are:

- The Chair of the Network Executive Group has responsibility from the Executive Group to recommend decisions on its behalf in relation to PCC and SIC services.
- Trust representatives bring with them decision making authority and have responsibility for providing advice to the ODN and taking learning and decisions back to their organisations.
- Decisions are made through consultation with organisations within the Network and final agreement to any decisions is ratified at the Executive Board
- To ratify and formally sign off of work undertaken on behalf of the ODN by various sub group/forums including guidelines
- To ensure that Executive Board recommendations are strategic in focus, are made in the best interests of the network as a whole and avoid bias.
- To provide the Executive Board with their personal expertise as informed by professional and local experience, ensuring their input reflects the breadth of understanding in their locality or specialty, avoiding purely personal opinion.

8. Quoracy

The Executive Board meeting is quorate where more than 5 of the member Trusts are represented. It is expected that each trust will be represented or delegations made that have appropriate decision making authority.

9. Work streams and Task and Finish Groups

These Groups will be set up to progress the work plan and will have their own TOR and nominated chair. The groups will report back to the Executive Board. Representatives from the ODN core team will be linked to each work stream / task and finish group.

Initially groups will be set up to work on:

Across PCC and SIC

- Education and Training
- Workforce
- Communication and Engagement
- Quality and Improving outcomes / guidelines
- Data and Coding
- Transition

- Recognition of the seriously ill child
- Pathways and Transformation
- Surge and Escalation

Paediatric Critical Care Specific

- Level 2 provision
- Level 3 (relocation of Freeman Hospital)
- Long Term Ventilation

Surgery In Children Specific

- Trauma and Orthopaedics
- Anaesthetics
- Theatre Optimisation / Elective Recovery

10. Governance

The executive Board will report to NHS England Specialised Commissioning Team and is accountable to the NHS England North East and Yorkshire Director of specialised commissioning. The ODN

Will produce:

- A work plan
- An annual report detailing ODN activities and achievements to demonstrate outcomes. This will be shared with all stakeholders.
- A financial report

11. Frequency of Meetings

The meetings will be held quarterly

12. Roles and Responsibilities

Network Chair – see Appendix 1

Host SRO – will have responsibility for ensuring that the ODN activities are aligned with the senior teams within the wider system e.g. Trust Boards

Clinical Leads - As a Clinical Lead for the ODN these post holders have Responsibility for taking forward the clinical development agenda within the ODN

Nurse Lead - As a Nurse Lead for the Network this post holder has responsibility For taking forward the nursing agenda within the Network.

Trust Link – As Trust links members are expected to have Decision-making authority for the clinical/service aspects be

Able to provide independent advice to the network and commit to feedback to Colleagues within their Unit/Trust on key issues. These roles will be involved in the Task and finish / work streams and may be nominated to chair and lead these groups.

ODN Network Manager - will provide senior management input to support the ODN and is employed by the host provider at South Tees NHS Foundation Trust

Data Analyst - manages the Network's information needs and is Employed by the host provider South Tees NHS Foundation Trust

ODN administrator - provides administrative support to the Network and is employed by the host provider South Tees NHS Foundation Trust

The NENC CHWB representative- will ensure that the ODN work and CHWB work are aligned

The NEY CYPTOG Representative will ensure that the ODN work and CYPTOG work are aligned

13. Network Budget

The network has a budget for pay and non-pay costs for the core team.

14. Declarations of interest

If any member has an interest, pecuniary or otherwise, in any matter and is present At the meeting at which the matter is under discussion, he/she will declare that Interest as early as possible and shall not participate in the discussions.

The Chair will have the power to request that member to withdraw until the item under discussion has been concluded. All declarations of interest will be recorded in the Minutes.

15. The Host of the Network

The Operational Delivery Network is hosted by South Tees NHS Foundation Trust who is responsible for ensuring the Executive Group is accountable to the organisations represented on it.

16. Administration

ODN Executive Board minutes will be taken by the ODN administrator. The minutes will be available one week after the meeting.

The agenda and papers for the Executive Board meetings will be sent electronically to the membership one week before the meeting.

Members can request agenda items by liaising with the administrator in a timely way. Appropriate papers and documents will be saved and available on the ODN web site

17. Review

These TOR will be reviewed annually

ACRONYMS

CHWB	Child Health and Well Being Board
CYTOG	Children and Young people's Transformation Oversight Group
CCG	Clinical Commissioning Group
ICS	Integrated Care System
NENC	North East and North Cumbria
NEY	North East and Yorkshire
ODN	Operational Delivery Network
PCC	Paediatric Critical Care
SIC	Surgery In Children
SRO	Senior Responsible Officer

Appendix 1



NENC ODN Chair
role updated Jan 2022