

Outreach and Rehabilitation Forum

Terms of Reference

PURPOSE

The core role of this forum is to facilitate a point of contact for Lancashire and South Cumbria Critical Care Network (L&SCCCN) Outreach and Rehabilitation Practitioners, who can provide clinical expertise and leadership to support Outreach activities and the introduction of initiatives for 'Rehabilitation after Critical Illness' (NICE CG 83 www.nice.org.uk/CG83), and other activities associated with the critical care patient pathway.

OBJECTIVES

- Provide peer support between healthcare practitioners functioning within similar roles across Network member organisations.
- To develop and foster good collaborative relationships between critical care units and rehabilitation services across L&SCCCN
- To utilise expertise and leadership to inform and make recommendations on best practice and future developments, that support quality Outreach and Rehabilitation services.
- To lead and support the implementation of robust rehabilitations pathways across the Network.
- Provide guidance for commissioners on the discharge and continuing care needs of patients who have received care in critical care areas.
- To provide the means to achieve consensus views / approaches /opinions on matters relating to the critical care patient pathway.
- To facilitate the coordination of effort towards the achievement of subject specific Network, Regional and National targets and recommendations
- To develop Network-wide standards / guidance where this appropriately supports a quality service.
- To make recommendations on equity of access to both Outreach and Rehabilitation services for patients and carers irrespective of geographical location.
- To facilitate and take part in research and audit activities in relation to specific areas of work.

ROLES AND RESPONSIBILITIES

Chair

The Chair will be responsible for agenda items, the co-ordination of speakers as appropriate and proof reading notes and minutes for the meeting. The Network Director will in the first instance assume the role of Chair.

Deputy or Co-Chair

The Deputy Chair will liaise with and support the Chair and deputise in their absence.

Members

- Members are responsible for the dissemination of information / views between the Forum and their respective teams and organisations.

- Members are expected to attend the 3 annual meetings or send appropriate deputies from their team/service.
- All members of the group will contribute to forum discussions and requests for information at meetings and via email

MEMBERSHIP

- Membership of the forum will include multidisciplinary team representatives from network organisations which include both NHS and Independent Sector organisations. (NHS sites include RPH, BTH, RLI, FGH and RBH).
- Representation from L&SCCCN through the Network Director, Quality Improvement Nurse Lead and/or Medical Lead.
- Membership is not exclusive and additional attendees/stakeholders will be invited as required and when requested/agreed by the group.

REPORTING ARRANGEMENTS & ACCOUNTABILITY

- The forum will report directly to the Lancashire and South Cumbria Critical Care Networks Clinical Effectiveness Group (CEG) and indirectly to the Operational Delivery Network (ODN) Board.
- In line with the Memorandum of Understanding¹ (MOU), any actions or discussions that cannot be resolved by group members, or that requires senior / Executive support will be escalated to the CEG in the first instance, then to the ODN Board and/or through ODN Board members, to Acute Provider Governance Committees/Executive Boards, where appropriate.
- All members will be responsible for carrying out any allocated actions from the meetings

CODE OF CONDUCT

- To fully participate in meetings
- Respect others at all times
- Mobile phones off or on silent during meetings
- Normally, views and opinions expressed during meetings will be kept confidential until members agree to wider disclosure.

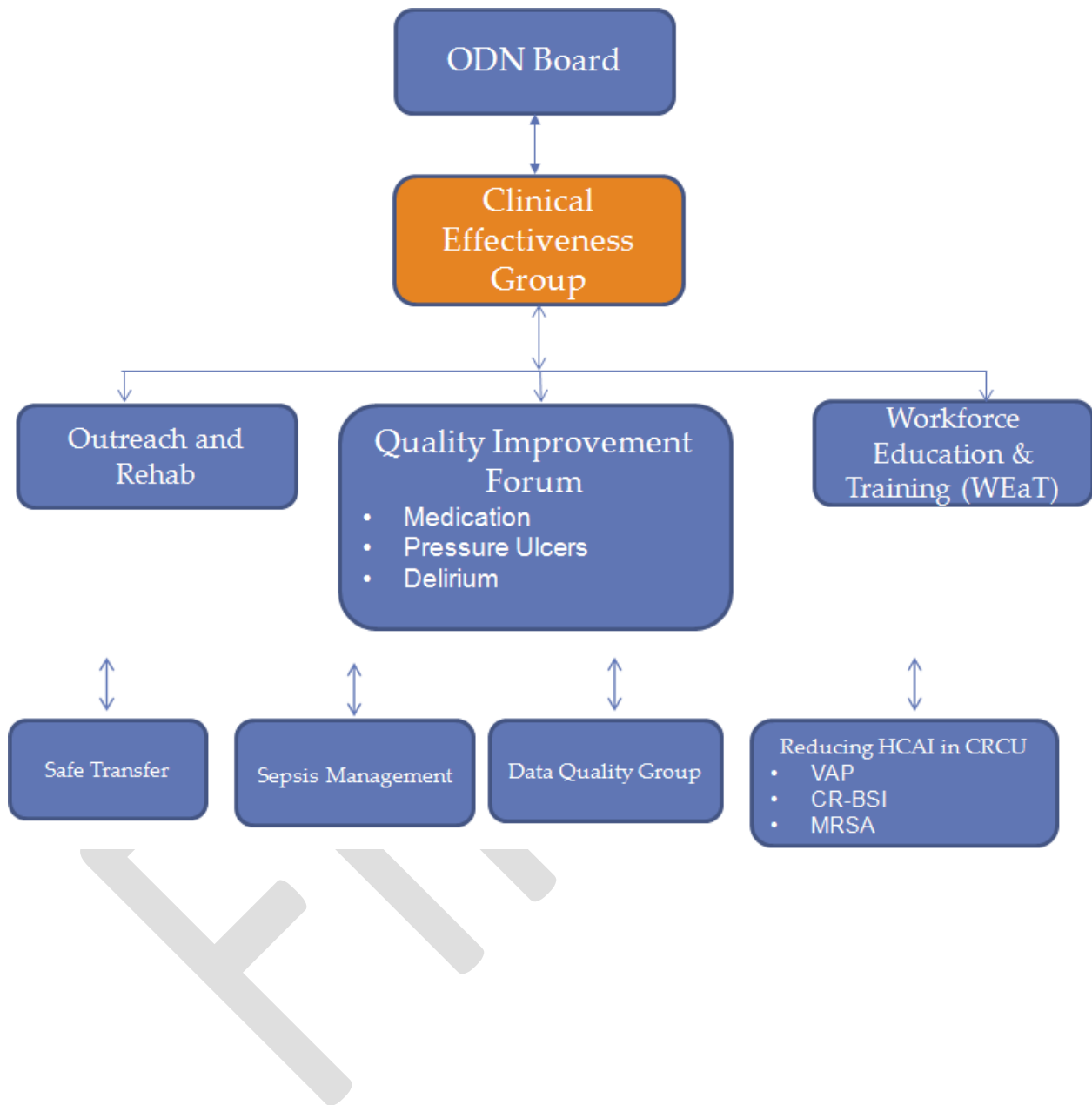
MEETINGS

- The Forum will normally meet 3 times a year unless otherwise agreed by members. Date will be set in advance for the year.
- Meetings will be approximately 2 hours in length, at Chorley and South Ribble DGH or other location as agreed by forum members.
- A quorum of at least one representative from each of the 4 NHS trusts will be required at each meeting, to enable effective decision making.
- Meetings may be cancelled via email or text notification failing insufficient attendance.

ADMINISTRATIVE SUPPORT

- Lancashire and South Cumbria Critical Care Network will provide administrative support to the forum. This will include preparing agendas and papers for the meeting and taking notes and action points.
- The dates, agenda and minutes will be distributed in a timely manner in order to encourage attendance and completion of identified actions.
- A library of minutes will be held by the Network and will be made available to members on request.

COMMUNICATION STRUCTURE



DATE AGREED: October 2016

REVIEW DATE: 2018

DOCUMENT OWNER: Lancashire & South Cumbria Critical Care Operational Delivery Network

AUTHOR: A Baldwin

RESPONSIBILITY FOR REVIEW: Network Director & Forum members