

Critical Care 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&SCCN) Practitioners that can provide clinical expertise and leadership to support critical care rehabilitation activities, improvements and associated care delivery for the critical care patient pathway.

The forum may be time limited depending upon the need and related rehabilitation improvement activities for the Network.

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 the Network and beyond.
- To utilise expertise and leadership to inform and make recommendations on best practice and future developments, that support quality Rehabilitation practices and services.
- To lead and support the implementation of robust rehabilitations tools and pathways across the Network.
- 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 rehabilitation targets and recommendations.
- To develop Network-wide rehabilitation standards / guidance where this appropriately supports a quality service.
- To make recommendations on equity of access to 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 as appropriate.

ROLES AND RESPONSIBILITIES

Chair

The Chair will ideally be a healthcare professional from one of the Network Provider organisations and be responsible for setting the agenda in collaboration with the Network and forum members. The term of office will be for a minimum of 2 years or as agreed with the Network/Forum members.

Deputy or Co-Chair

The Deputy Chair role will be covered by the ODN and 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 hospital teams and organisations.

- Members are expected to attend the meetings as agreed over the year or send appropriate deputies where possible.
- 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 NHS organisations.
- Representation from the Network will be provided 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 forum 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 or requested for information via email etc.
- 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 4 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 Preston Business Centre or other location as agreed by 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.
- Acknowledgement of attendance or non-attendance at meetings should be made to the Network Administrator.
- Meetings may be cancelled via email or text notification failing insufficient attendance; Mobile phone numbers will be provided by members to facilitate this.

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.

DATE AGREED: April 2018

REVIEW DATE: 2020

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

AUTHOR: A Baldwin

RESPONSIBILITY FOR REVIEW: Network Director & Forum members

Final