**Preterm Birth Group**

**Northern England Clinical Network (NECN)**

**TERMS OF REFERENCE**

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| **Group Name** | **Preterm Birth Group** |
| **Accountability** | The group will report to Local Maternity System (LMS) Clinical Advisory Group (CAG) |
| **Chairperson/s:** | Chair: Alexandra Patience  Vice Chair: Gareth Waring  Digital Lead: Gareth Waring |
| **Leadership Term** | Positions to be reviewed 3-yearly  Next review date: September 2023 |
| **Convening support** | Maternity Network Team: |
| **Membership** | **Membership**  Subspecialist and special interest consultant representatives from every provider Trust in NENC  Special interest midwife representatives  Obstetric Lead for LMS/CN NENC (or designated deputy)  Midwifery Lead for LMS/CN (or designated deputy)  MVP representative  **Invited to attend as appropriate:**  LMS/CN Manager  NNN and other Networks  Ambulance Services  Invited professionals with specific expertise e.g. Ultrasonography  **Review of membership**  Membership and attendance will be reviewed annually. Members are asked to nominate a deputy if they are unable to attend, and it is expected that all Trusts are represented at meetings. |
| **Frequency of Meetings** | Monthly |
| **Decision making** | Decisions will be a majority consensus. |
| **Values and principles** | To uphold the values of the NHS Constitution  To optimise outcomes and patient experience through creation of environment for improvement and learning |
| **Purpose**: | To bring together relevant healthcare professionals to:   * Create and participate in a region-wide Learning Health System, contributing and utilising data relating to outcomes (clinical, relational, process and patient reported) and experience for improvements in quality and safety * Endorse/implement specialty-relevant national guidelines and develop regional guidelines where appropriate (e.g. where no national guideline exists or more detailed delivery guidance is perceived to be required) * Oversee a process for reviewing, escalating and learning from concerns identified through Quality & Safety systems within LMS * Agree, adopt and oversee the implementation of standards, guidelines and pathways for the management of patients with relevant problems associated with pregnancy * Operate a learning community of practice to support the effective implementation of best practice, standards, policy and learning * To advise and make recommendations to the LMS (via the CAG) and other stakeholders on requirements and impact of policy, needs and developments on patient care and service delivery * To advise on the commissioning of services for pregnant women with relevant problems * To maximise opportunities for continuity of care for women with relevant problems and to reduce, where possible, the impact of health inequalities * To maximise the capabilities of working digitally |
| Ownership of Group Projects and Initiatives: | All projects, initiatives and outcomes will be owned by each member of the group |
| Ways of Working Together: | All relationships will be handled in an open and transparent manner, which comply with the requirements of guidance issued by the Department of Health.  Healthcare professionals have a responsibility to comply with their own codes of conduct at all times. |
| Communication | It is the responsibility of all members of the group to communicate agreed actions and decisions and share learning and good practice to and from other groups and within their own organisations with senior leadership, locality, front line and other relevant staff.  To ensure engagement with patients, carers and public. |
| Members’ platform | A dedicated MS Teams on-line forum will be maintained by the group convenor on behalf of the group. |
| Administration: | Action Points ☐ Minutes ☒   * Action Points will be circulated to Group members, CAG and Network clinical leads/team. * An Annual Highlight report will be presented to LMS Board * MS Outlook (with MS Teams joining link) calendar invitations will be posted for the year by the end of January annually * Agendas will be published in the group’s MS Teams space at least 2 weeks in advance of the meeting * Action points will be taken and circulated no later than 2 weeks after meeting |
| Declaration of Interest: | The general principle is that all potential or perceived conflicts of interest should be declared. |
| Document information | Draft v1.3 (17.08.21, LW, SCR, ST)  File location TBC |
| Review Date | August 2021 |