

National Burns Operational Delivery Network Group (NBODNG)

Terms of Reference (Final – February 2018)

1 Introduction

- 1.1 Operational Delivery Networks (ODNs) focus on operational delivery and aim to ensure that outcomes and quality standards are improved and evidence based, networked patient pathways are agreed. They focus on an operational role, supporting the activity of Provider Trusts in service delivery, improvement and delivery of a commissioned pathway, with a key focus on the quality and equity of access to service provision. This allows for more local determination, innovation and efficiency across the pathway.
- 1.2 The four specialised Burns ODNs are:
- London & South East of England (LSEBN)
 - Midlands Burns ODN (MBODN)
 - Northern Burn Care Network (NBCN)
 - South West UK Burn Care Network (SWUK)
- 1.3 Each of the four Burn ODN Boards recognise the importance of maintaining a national forum for burn care and have agreed to maintain a national clinical and management group, to promote collaborative working and to give a focus for an agreed work programme requiring a national approach.

2 Purpose of the Group

- 2.1 The purpose of the NBODNG is to provide a forum for peer support for Burns Operational Delivery Network (ODN) teams.
- 2.2 The NBODNG will:
- a) Work collaboratively to share information, knowledge, challenges and successes, to support an effective ODN form and function;
 - b) Take an oversight role in the key areas that require a nationally consistent approach across all burns ODNs;
 - c) Work collaboratively to develop a work programme for national projects and topics;
 - d) Provide a formal consultative forum for strategic and management issues related to burns and burn care across the NHS;
 - e) Offer where appropriate, professional expertise and intelligence as requested;
 - f) Work alongside and actively engage with stakeholder groups and organisations including; NHS England, Major Trauma Clinical Reference Group (CRG) and other areas where necessary and appropriate;
 - g) Support NHS England and the Major Trauma CRG on national pathway issues, with specific regard to risk and governance on national issues against the burns specification;

3 Membership

- 3.1 The membership of the NBODNG will consist of:
- The Clinical Lead(s) of each Burns ODN.
 - The Network Managers / Directors for each Burns ODN
 - NHS England Programme of Care Lead Manager for Major Trauma
- 3.2 Membership is not exclusive and additional attendees and stakeholders will be invited as required and when requested by the group.

- 3.3 The Chair and Vice-Chair of the NBODNG will be chosen by the membership and both will serve a minimum 2-year term.

4 Operational principles

The following operational principles will be adopted by the NBODNG.

4.1 Organisational Governance

- The NBODNG should be aligned to each of the Burns ODNs, and referred to as such in their ODN Governance Framework.
- The organisational relationships between stakeholder groups is provided at Appendix 1.

4.2 Meetings:

- Meetings will be held quarterly and dates identified for the year;
- Venues will be in either London or Birmingham to allow equitable distance of travel for members.
- Where possible, meetings should be held within hosting NHS organisations to keep costs to a minimum.
- A request for agenda items will be e-mailed four weeks prior to the meeting and a final agenda circulated to the members a week before the meeting.
- Confirmation of attendance/apologies from all members should be received at least a week prior to the meeting.
- A library of agendas and minutes will be held with the Chair/Vice-Chair of the group.

4.3 Communications:

- At each meeting, ODN Managers will have the opportunity to raise issues related to activities from their regional ODN;
- Leads of National working groups will provide an update on activity, either verbally at the meeting or with a short-written report for circulation;
- Draft minutes will be circulated via the Chair/Vice-chair within three working weeks following a meeting.
- Draft minutes from the previous meeting will be ratified and finalised at the preceding meeting, these will then be circulated along with the draft minutes of the most recent meeting.
- Actions will be allocated to volunteering members and incorporated into the minutes with expected time frame and action lead.
- Members are responsible for sharing and disseminating information appropriately from meetings, to groups/individuals within their own Network.

4.4 Work programme:

- The NBODNG will prepare and publish an annual work programme.
- To ensure consistency and a collaborative approach within each Burns ODN, each network will share their draft and final network work programmes within the NBODNG.

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Appendix 1

NBODNG Organisational Relationships and Communications

