



## **West of Scotland Paediatric Gastroenterology, Hepatology and Nutrition Managed Clinical Network**

### **STEERING GROUP TERMS OF REFERENCE**

#### **Name of Group**

Steering group of the West of Scotland Paediatric Gastroenterology, Hepatology and Nutrition Managed Clinical Network (WoSPGHaN)

#### **Purpose of Group**

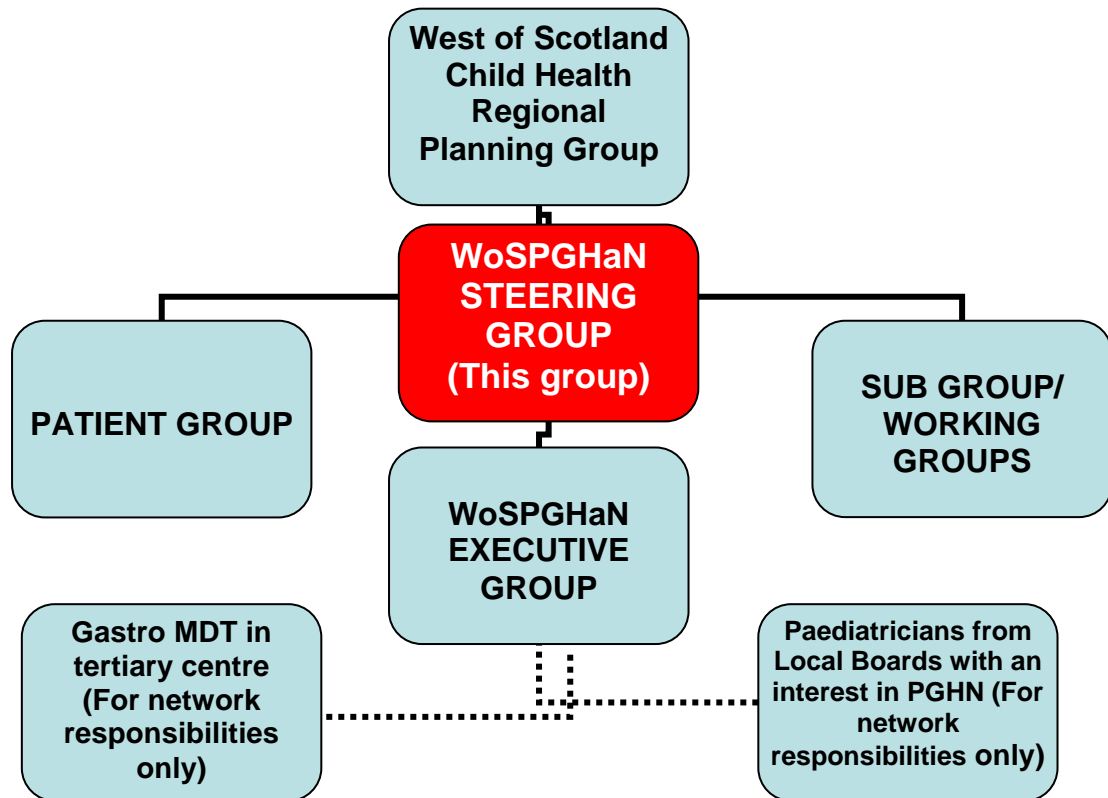
The group will support the development of a managed clinical network for Paediatric Gastro-enterology, Hepatology and Nutrition in the West of Scotland and will ensure that the networks ongoing objectives and work plan remain patient focussed, tangible and achievable and are developed in line with the priorities of specialist children's services both nationally and in the West of Scotland. The group will help to implement and audit the agreed standards for the mcn. The group will also work closely with SSPGHAN to promote and deliver standards of clinical excellence and training across all regions.

#### **Network Objectives**

- To promote equity of access to the best possible gastro-enterology, hepatology and nutrition (PGHN) care for all children in the West of Scotland, regardless of geography, ethnicity, age, sex or disability.
- To promote and support safe and effective PGHN service delivery as local to home as possible.
- To influence service planning and delivery to support best possible care in PGHN.
- To facilitate effective service interfaces and support good practice in multidisciplinary and interagency working.
- Aim to work in partnership with parents and carers in service delivery issues and future planning of services.
- To provide an effective governance framework for all strands of clinical practice within the network.
- To support good service delivery and clinical governance by the delivery of appropriate education and training to all professionals working within the network.

#### **Commissioning and accountability**

The Network has been commissioned by the West of Scotland Child Health Regional Planning Group, who will provide support and agree strategic objectives. This group will also agree the objectives and work plan for the MCN. The Network Lead Clinician will report progress through its objectives to this group twice yearly using annual and mid-year reports. Quarterly updates will also be made available where relevant. The Network Manager will ensure that risks to compliance will be raised in a timely manner with the commissioning group.



### Membership of the Group (The group below labelled \* form the exec group)

Steering Group/Network Chair  
 Network Lead Clinician\*  
 Network Manager\*  
 Network Administrator\*  
 PGHN database manager from Yorkhill\*  
 Nurse Educator for PGHN in Yorkhill\*  
 Dietetic lead for the WoS\*

Representatives from local NHS board areas:

- Ayrshire and Arran
- Lanarkshire
- Forth Valley
- Greater Glasgow
- Clyde/ Highland
- Dumfries and Galloway

Representatives from relevant professional groups:

- Paediatric Gastroenterologist

- Consultant Paediatrician with an interest in gastroenterology
- MCN lead Dietician
- DGH dietician
- Nurse Specialist
- Lead nurse
- Paediatric Psychologist
- General Practitioner
- Service Manager

Representative from WoS Child Health Regional Planning Group

Child representation from either of:

- An associated voluntary organisation (suggest NACC/ CICRA)
- A service user/ family member

In order to ensure that the WoSPGHaN Steering Group is an effective decision making forum, it is likely that members will represent both a board area and a professional group. Each member will have their steering group role and responsibilities explained to them, in writing, prior to the first meeting. This will also be offered to new members on joining the group.

### **Co-opted as required**

The following groups will have representation co-opted as required:

- Speech and Language Therapy
- Adult Gastroenterologist
- Paediatric general surgeon
- The chairs of any working groups will be co-opted onto the steering group to report progress.

### **Frequency of meetings**

The group will meet every 3 months during the network development phase. This should be reviewed in July 2011.

Meeting dates will be available for at least two future meetings.

### **Communication within the group**

A detailed communication strategy will be developed to ensure that all relevant stakeholders receive appropriate and timely communication in a manner that best suits.

The papers for each steering group will be circulated no later than 7 days prior to meetings.

Minutes from each steering group meeting will be disseminated within 3 weeks.

### **Quorum**

In order to ensure effective and transparent decision making at each steering group meeting, the following minimum attendees will serve as quorum.

- Network Chair
- Network Lead Clinician
- Network Manager/ Administrator
- Service User/ Patient representative
- 4 other members or their deputies.

### **Term of Office**

Each steering group member will serve a 2 year term of office. Membership will be reviewed thereafter.

Failure to attend 2 steering group meetings in succession will result in active discussion with lead Clinician around onward role in steering group.