

South West UK Burn Care Operational Delivery Network Governance Framework

1. Introduction

- 1.1 This document describes the overall Governance Framework for the South West UK (SWUK) Burn Care Operational Delivery Network (ODN).

2. Background

- 2.1 The SWUK Burn Care ODN is one of four national Burn Care Operational Delivery Networks:

- South West UK Burn Care ODN
- Northern Burn Care ODN
- Midlands Burn Care ODN
- London and South East of England ODN

- 2.2 The SWUK Burn Care ODN serves the populations of South West England, parts of South East England and South/Mid Wales. The total population is approximately 10 million (*see Appendix 1 detailing NHS England Clinical Commissioning Groups and Welsh Health Boards within the SWUK Burn Care ODN's geographical footprint*).

- 2.3 The SWUK Burn Care ODN is commissioned by:

- NHS England South – South West and South East Specialised Commissioning Hubs (<https://www.england.nhs.uk/south/>).
- NHS Wales – The Welsh Health Specialised Services Committee (WHSSC). (<http://www.whssc.wales.nhs.uk/home>).

- 2.4 It is commissioned to optimise the provision of care for burn injured patients as defined in the [NHS England Manual for Prescribed Services](#) and the [NHS Standard Contract for Specialised Burn Care](#). This provision is managed through the SWUK Burn Care ODN in line with the recommendations of NHS England's Governance Model for ODNs. The ODN is required to clearly demonstrate that it is contributing to the five domains of [The NHS Outcomes Framework 2016/17](#) and the [Next Steps on the Five Year Forward View](#).

- 2.5 A tiered model of specialised burn care services has been set up across the SWUK Burn Care ODN geographical footprint. This consists of designated Burn Care Providers that, in compliance with the [National Burn Care Standards](#) and the [National Burn Care Referral Guidance](#), deliver specialised burn care to patients through Centres, Units and Facilities (see Table 1).

This enables patients with a burn injury to be treated in the right place by the right team of experts and provide a Network of care to ensure patients are seen as close to home as possible following their burn injury.

Table 1 – Designated Burn Care Providers

Burn Centres	 Bwrdd Iechyd Prifysgol Abertawe Bro Morgannwg University Health Board	Adults only
	 University Hospitals Bristol NHS Foundation Trust	Children only
Burn Units	 North Bristol NHS Trust	Adults only
	 Bwrdd Iechyd Prifysgol Abertawe Bro Morgannwg University Health Board	All ages
	 Salisbury NHS Foundation Trust	All ages
Burn Facility	 Plymouth Hospitals NHS Trust	All ages

3. SWUK Burn Care ODN Governance Framework

- 3.1 There is a regional governance framework in place for the SWUK Burn Care ODN region. There is also a national governance framework which all the Burn Care ODNs are part of.

SWUK ODN Regional Governance Framework

- 3.2 The SWUK Burn care ODN has established the following regional governance framework:
- Executive Board
 - Clinical Governance Group
 - ODN Management Team
 - Specialist Nurses Group
 - Specialist Therapists Group
 - Specialist Psychologists Group
- 3.3 All the above groups have been formally incorporated into the governance structure of the SWUK Burn Care ODN by the Executive Board and each have their own Terms of Reference. See Appendix 2 for SWUK Burn Care ODN governance framework and links to national bodies.

- 3.4 Details of the remit and authority of the above groups are fully described in each of their Terms of Reference.
- 3.5 The Executive Board also has the authority to set up short-life Task and Finish Groups. These will not require full Terms of Reference, however the Executive Board will specify clear aims and objectives for each group.

Regional Morbidity and Mortality Audit

- 3.6 The SWUK Burn Care ODN has a process in place for monitoring paediatric and adult Morbidity and Mortality (M&M) in relation to burn injuries across the region. All burn care services will contribute to a yearly regional M&M meeting.

Risk Management

- 3.7 A SWUK Burn Care ODN has established a Risk Management process which complies with the ODN's Host Trust (North Bristol NHS Trust). A Risk Register is reported to the Executive Board on a quarterly basis.
- 3.8 The responsibility for identifying, assessing and responding to risks within individual burn services rests with those organisations and is not the responsibility of the SWUK Burn Care ODN.
- 3.9 Burn care service Leads within the SWUK Burn Care ODN will notify the Executive Board of any significant risks. These will be assessed by the Executive Board to establish if there are implications for the ODN as a whole.

National Governance Framework

- 3.10 All the Burn Care ODNs come under the [National Programme of Care for Trauma](#) (NPoC) which provides leadership and oversight of the development and delivery of a comprehensive work programme that achieves demonstrable improvements in the quality, equity, value and outcomes of commissioned specialised services.
- 3.11 All Burn Care ODNs contribute to the [Major Trauma Clinical Reference Group \(D02\)](#) which brings together services for major trauma and burns.
- 3.12 All Burn Care ODNs should also be linked to the [National Programme of Care for Women and Children; Paediatric Intensive Care Clinical Reference Group \(E07\)](#).

National Morbidity and Mortality Audit

- 3.13 The SWUK Burn Care ODN Regional M&M audit is used to identify cases to take to a National Burns M&M audit.
- 3.14 The National M&M audit is held once a year.

National Burns ODN Group

- 3.15 The SWUK Burn Care ODN works closely with the other Burn Care ODNs on national projects through a National Burns ODN Group. This group consists of ODN Clinical Leads and ODN Directors/Managers and meets on a quarterly basis. The group focuses on aligning certain work streams across the ODNs, for example, Emergency Preparedness Resilience and Response (EPRR), Surge and Escalation protocols, national M&M audit and national clinical guidelines and referral pathways).

4. Reporting and accountability

- 4.1 The SWUK Burn Care ODN is accountable, via the ODN Executive Board, to the specialised commissioning bodies listed in point 2.3 and to the Host Trust (North Bristol NHS Trust).
- 4.2 Appendix 2 provides an organisational diagram of full reporting and accountability structure.
- 4.3 Minutes of the SWUK ODN Executive Board and the Clinical Governance Group will be distributed to the full Board membership and other key stakeholders.

5. Frequency of meetings

Regional Meetings	Frequency
Executive Board	Four times a year
Clinical Governance Group	Four times a year
M&M Meeting	Once a year
ODN Management Team	Monthly face to face/Weekly telecon
Nursing SIG	Once a year
Therapies SIG	Three times a year
Psychology SIG	Four times a year
Anaesthetists and Intensive Care SIG	Twice a year
Burns Mass Casualty Planning Task & Finish Group	Four times a year
National Meetings	
Burns ODN Group (NBODNG)	Three times a year
M&M Meeting	Once a year
Burns ODN Managers Group	Three times a year

- 5.1 The Executive Board meetings are scheduled to meet the commissioning cycle of Commissioning Bodies.
- 5.2 In addition to the above, the ODN Chair, ODN Manager and ODN Clinical Leads are authorised to call extra-ordinary meetings if required.

6. Responsibilities of represented organisations and their members as part of the SWUK Burn Care ODN Governance Framework

- 6.1 The SWUK Burn Care ODN should be recognised by the member organisations and their Chief Executives as an expert clinical group. They will be used to channel discussions between commissioners and providers providing guidance on prioritisation. This will be evidence based and take into account all of the health economies.
- 6.2 SWUK Burn Care ODN members should contribute with their individual expertise and views but hold in mind that the purpose of the ODN is to improve the quality of burn care services across the whole ODN and that this may sometimes take precedence over the views and interests of individual members and their organisations.
- 6.3 ODN clinical advice should be sought for commissioning, planning and prioritisation of burn care services. It should be recognised that ODNs are involved in the process of commissioning, rather than conducting the process.
- 6.4 Any proposals for service change will be presented to the ODN and will be subject to Specialised Commissioning policies and procedures for priority setting, decision making, commissioning and management of service change. Such changes would include changes to the range and complexity of services delivered by individual service providers and/or changes that would have a material impact upon activity undertaken by individual service providers.
- 6.5 ODNs do not have statutory responsibilities for either service delivery or local organisational clinical governance.
- 6.6 Clinical Commissioning Groups and NHS Trusts are ultimately responsible for the delivery of targets and meeting of standards.
- 6.7 Representatives at the SWUK Burn Care ODN governance meetings, described within this Governance Framework, are responsible for sharing information within their burn care services and reporting back within their organisations.
- 6.8 All member organisations are required to agree to comply with reasonable information sharing requests as a condition of membership of the ODN and designation by the Commissioning Bodies.

7. Authority

- 7.1 The SWUK Burn Care ODN is authorised by the Commissioning Bodies to investigate any activity within this Governance Framework and to seek any information it requires from any employee of member organisations and individual members of staff. All such employees are directed to co-operate with any request made by the SWUK Burn Care ODN.

- 7.2 The SWUK Burn Care ODN has no executive powers other than those specifically delegated within the Terms of Reference of the ODN governance meetings described within this framework.

8. Decision making

- 8.1 As stated above, the SWUK Burn Care ODN is not a decision making body but is charged to provide advice to Commissioning Bodies on a variety of matters.
- 8.2 Where the ODN is unable to reach a unanimously supported view on any matter, the SWUK Burn Care ODN will be responsible for providing an ODN view to Commissioning Bodies together with a briefing on any concerns expressed by individuals or organisations that have not supported the view put forward by the ODN leadership.

9. Probity

- 9.1 The SWUK Burn Care ODN will operate at all times in accordance with this Governance Framework, NHS England ODNs Governance Framework and, where appropriate, the Corporate Governance Framework of the Host Trust (North Bristol NHS Trust).

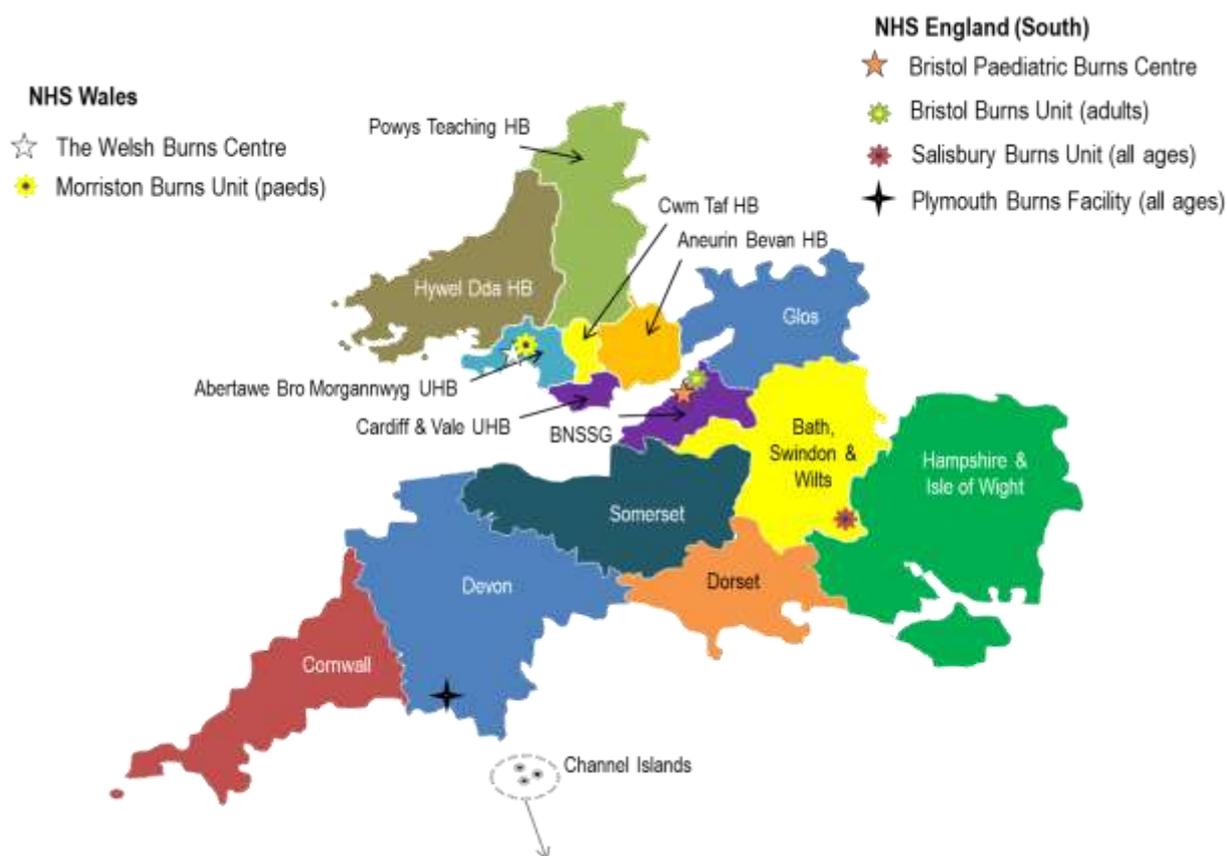
10. Review of SWUK Burn Care ODN Governance Framework

- 10.1 The SWUK Burn Care ODN Management Team shall review this Governance Framework on a three yearly basis or when there are any national NHS re-organisations. Any amendments required will be circulated to the SWUK Burn Care ODN Board for approval.

Reviewed: Board agreement 29 January 2019

Date of next review: February 2021

Appendix 1: SWUK ODN Map & Stakeholder Organisations



NHS England South West CCGs

- [NHS Bath & NE Somerset \(BANES\)](#)
- [NHS Bristol](#)
- [NHS Dorset](#)
- [NHS Gloucestershire](#)
- [NHS Kernow](#)
- [NHS NEW Devon](#)
- [NHS North Somerset](#)
- [NHS Somerset](#)
- [NHS South Gloucestershire](#)
- [NHS South Devon & Torbay](#)
- [NHS Swindon](#)
- [NHS Wiltshire](#)

NHS England South CCGs

- Hampshire & The Isle of Wight:
 - [North Hampshire](#)
 - [North East Hampshire & Farnham](#)
 - [South Eastern Hampshire](#)
 - [West Hampshire](#)
 - [Isle of Wight](#)

NHS Wales Health Boards

- [Cardiff & Vale University Health Board](#)
- [Aneurin Bevan Health Board](#)
- [Cwm Taf Health Board](#)
- [Abertawe Bro Morgannwy University Health Board](#)
- [Powys Teaching Health Board](#)
- [Hywel Dda Health Board](#)

Appendix 2: SWUK ODN Governance Reporting Structure

