

South West UK Burn Care Operational Delivery Network

Network Management Team - Terms of Reference

1. Introduction

- 1.1 This document describes the Terms of Reference of the South West UK (SWUK) Burn Care Operational Delivery Network (ODN) Management Team.

2. Background

- 2.1 The SWUK Burn Care ODN has a Governance Framework made up of a Board and Clinical Advisory Group. The Board has the authority to set up sub-groups to deliver specific pieces of work. The Board established the ODN Management Team to draft the yearly work programmes and to oversee the delivery of the work programme's key objectives.
- 2.2 The ODN Management Team is a small team funded directly by NHS England and have time allocated within their job plans specifically for ODN management (apart from the ODN Chair).

3. SWUK ODN Management Team Membership

- 3.1 The management team consists of:
- ODN Chair
 - ODN Network Manager
 - ODN Paediatric Clinical Lead
 - ODN Adult Clinical Lead
 - ODN Lead Nurse
- 3.2 The appointment of all the ODN Management Team, apart from the ODN Manager, will be for a term of three years from date of appointment subject to an annual review process.
- 3.3 The ODN Management Team meetings will be chaired by the ODN Manager.

4. Purpose of the SWUK Burn Care ODN Network Management Team

- 4.1 The main objectives of the ODN Management Team are to:
- Provide leadership for the ODN, identifying key issues and how best the ODN can prepare for and respond to them;
 - Deliver the SWUK Burn Care ODN Work programme;

- Prepare the SWUK Burn Care ODN Board and Clinical Advisory Group agenda and papers;
- Produce an Annual Report as detailed within the [NHS Standard Contract for Specialised Burn Care](#);
- Ensure burn services are submitting the minimum quality indicator dataset to the national burns database;
- Oversee the governance of the SWUK Burn Care ODN, as detailed in the South West UK Burn Care Operational Delivery Network Terms of Reference and Governance Framework, ensuring issues are identified and addressed;
- Provide a unified ODN view to the Host and relevant Commissioning Bodies on issues where it has been difficult to achieve a consensus among the Network membership;
- Advise on discussions for Clinical Advisory Group;
- Ensure progress reports from all working groups and service leads are submitted to the ODN Board. Ensuring that any areas of work or issues of concern are being addressed and escalated if necessary.

5. Reporting and Accountability

The SWUK Burn Care ODN Management Team is accountable, via the ODN Board, to the Network Host's (North Bristol NHS Trust) Executive Board.

6. Frequency of Meetings

- 6.1 The SWUK Burn Care ODN Management Team will meet face to face once a month with the aim of holding a meeting two weeks after an ODN Board meeting to follow up on actions.
- 6.2 Weekly teleconferences will be set up and used to address and update on current on-going issues.
- 6.3 In addition to the above, the ODN Chair, ODN Manager and Clinical Leads are authorised to call extra-ordinary meetings if required.

7. Quorum

- 7.1 Meetings will be quorate when the majority of the ODN Management Team is represented.
- 7.2 For the purpose of decision making, if all members of the Team are not available, a teleconference will go ahead but approval will be sought on any decisions made during the teleconference from the rest of the team via e-mail.

8. Decision making

- 8.1 Any major decisions/recommendations made by the Management Team should be put before the ODN Board for consideration and approval.

9. Probity

- 9.1 The SWUK Burn Care ODN Management Team will operate at all times in accordance with Corporate Governance Framework of the host Trust.

10. Support

- 10.1 SWUK Burn Care ODN Management Team Agendas and briefing papers will be circulated one week in advance of meetings by the ODN Manager. The minutes of face to face meetings will be circulated within two weeks of the meeting.
- 10.2 Actions arising from teleconferences will be e-mailed to the members.
- 10.3 The ODN Manager will provide administrative support for the Management Team meetings.

11. Review of Terms of Reference

- 11.1 The SWUK Burn Care ODN Management Team shall review all Terms of Reference every three years. Any amendments required will be circulated to the SWUK Burn Care ODN Board for sign off.

Reviewed: September 2018

Date of next review: August 2021