

South West UK Burn Care Operational Delivery Network (ODN) Burns Therapy Specialist Interest Group (SIG)

Terms of Reference

1. Introduction

- 1.1 This document describes the Terms of Reference of the South West UK (SWUK) Burn Care Therapy Specialist Interest Group (SIG).

2. Background

- 2.1 The SWUK Burn Care Therapy SIG is a sub-group of the SWUK ODN Board, made up of Occupational Therapists and Physiotherapists. The SIG completes specific pieces of work related to the yearly work programme and its objectives.
- 2.2 The Burn Care Therapy SIG nominates a representative who liaises with the ODN Management Team and attends ODN Board and Clinical Advisory Group meetings.

3. SWUK ODN Therapy SIG Membership

- 3.1 The SWUK Therapy SIG consists of:
- A nominated Lead (changed annually)
 - Occupational Therapists and Physiotherapists from the SWUK Burn Care Services:
 - * Southmead Hospital, Bristol
 - * Salisbury District Hospital
 - * Morriston Hospital, Swansea
 - * Derriford Hospital, Plymouth
 - * Bristol Children's Hospital
 - SWUK Network Manager (when available)

4. Purpose of the SWUK ODN Therapy SIG

- 4.1 The main objectives of the SWUK ODN Therapy SIG are to:
- Provide representation on the SWUK ODN Clinical Advisory Group and ODN Board to identify and feedback key therapy issues to the ODN management team;
 - Deliver projects as specified by the SWUK ODN Board as defined by the annual ODN Work Programme and provide progress reports;
 - Contribute to the production of an Annual Report as detailed within the [NHS Standard Contract for Specialised Burn Care](#);
 - Provide a unified and expert therapy view to the SWUK ODN;

- Advise the SWUK ODN Manager on discussions for the Clinical Advisory Group;
- Submit therapy progress reports to the ODN Board, ensuring that any areas of work or issues of concern are being addressed and escalated as necessary.

5. Reporting and Accountability

- 5.1 The SWUK ODN Therapy SIG is accountable to the ODN Management Team via the ODN Board.

6. Frequency of Meetings

- 6.1 The SWUK ODN Therapy SIG will meet face to face three times a year with the aim of following up on actions requested from the ODN Clinical Advisory Group and ODN Board meetings.

7. Quorum

- 7.1 Meetings will be quorate when the majority of the SWUK ODN Therapy SIG is represented with a minimum of six members present.
- 7.2 For the purpose of decision making, if all members of the Team are not available, approval will be sought on any decisions made via e-mail.

8. Decision making

- 8.1 Any major decisions/recommendations made by the SWUK ODN Therapy SIG should be put before the ODN Clinical Advisory Group and ODN Board for consideration and approval.

9. Probity

- 9.1 The SWUK ODN Therapy SIG will operate at all times in accordance with SWUK ODN Governance Framework.

10. Support

- 10.1 SWUK ODN Manager will attend the Therapy SIG meetings when possible to provide a Network update to members and assist with the delivery of projects.

11. Review of Terms of Reference

- 11.1 The SWUK ODN Therapy SIG will review its Terms of Reference every three years. Any amendments required will be circulated to the SWUK Burn Care ODN Board for approval.

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