

Critical Care Networks National Nurse Lead Forum

Terms of Reference

CC3N is a national forum for Critical Care Network Nurse Leads. The forum was established for; and functions on behalf of; the Critical Care Operational Delivery Networks (ODNs) of England, Wales and Northern Ireland and their related stakeholder organisations.

Focus: To collaborate and engage with key stakeholders to improve the safety, quality and experience of critical care service users.

Purpose:

- a) To provide a strategic vision and generate consensus opinion relating to critical care nursing issues and the future delivery of critical care linked to national strategies.
- b) To offer clinical expertise by reaching consensus, formulating recommendations and where necessary issuing statements that impact upon critical care nursing issues.
- c) To provide strong nursing leadership where-by organisations, professional bodies and/or others can consult and/or gain a clinical opinion regarding critical care services.
- d) To influence, contribute to and review strategies and policies that impact upon nursing issues as appropriate and provide a timely response.
- e) To act as point of contact to discuss common nursing issues and share successes or problem areas and to provide peer support.
- f) To identify and develop projects in response to need or identified risks; demonstrating best practice and improved outcome. This work should be presented and/or published and disseminated.
- g) To ensure representation and two-way communication between the Forum and other national/professional groups/organisations as identified in the CC3N Communication Strategy.

Membership:

- A Nurse Lead or designated deputy from each of the Networks
- Additional members invited on an ad hoc basis as appropriate and/or required

Key Functions:

Each meeting will

- Feedback on actions from previous meetings
- Receive feedback/updates from other national forums
- Receive updates/exception reports from associated working groups
- Review programme of work and active projects
- Discuss emerging issues or risks (as identified by network lead nurses or designated representative)
- Consider new policy decisions in the context of critical care nursing and where appropriate prepare a nursing response
- Dedicate time to share best practice/projects

Quorum:

40% of networks represented

The chair or deputy chair should be present

Frequency of meetings:

Meetings will be held quarterly. Exceptional meetings and/or working groups may be called in addition (if and when required).

Venue

To be negotiated and agreed between CC3N Chair & network nursing representatives.

Operating Principles and Etiquette:

The size of the forum necessitates agreed etiquette in order for the meetings to function in an effective manner, this includes:

- Agendas will be distributed at least 1 week prior to the meeting
- Notification of attendance or apologies should routinely be sent to the Chair and Deputy Chair prior to the meeting
- The Chair of the forum has a role to facilitate the meeting and will be responsible for the administrative functions of the group ensuring timely preparation of all meeting papers and communication of relevant documentation
- Forum members (or network representative) are required to actively participate in meetings, provide agenda items for discussion, attend at least 2 meetings per year and are responsible for feedback to local networks.

- Forum members will ensure that changes to contact details are reported to the Deputy Chair. If members are unable to attend there is an expectation that a network representative with the authority to make decisions should attend in their place
- Actions arising from the meeting will be delegated to members volunteering or nominated. It is not the responsibility of the Chair or Deputy to automatically pick up all actions
- Actions will have agreed deadlines attached
- It is the role of the Deputy Chair to take minutes; these will be checked by the Chair and distributed within 4 weeks of the meeting taking place.
- The use of mobile phones should be avoided during the meeting

Reporting Mechanisms:

- As per communication strategy
- Minutes of meetings shall be copied to:
 - Chair Network Medical Leads
 - Chair Network Directors & Managers
 - Chair of UK Critical Care Nursing Alliance
 - Chair National Outreach Forum
- Nurse leads or nominated representative should proactively liaise with own network team members to ensure collaborative working and sharing of information/work activities
- Minutes and other relevant information to be circulated to CC3N forum members

Chairmanship:

The Chair and Deputy Chair will assume the role for a term of 2-years. Self or peer nomination may be submitted to forum members as the current tenures complete. Election of roles will be made via a forum vote.

Review of Terms of Reference:

These Terms of Reference will be reviewed bi-annually.