

## Document Control

<b>Title: Network Ratification Task and Finish Group's Terms of Reference</b> <b>Reference: NWCHDN_17</b>			
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<b>Directorate/ Network: The North West, North Wales and Isle of Man Congenital Heart Disease Operational Delivery Network</b>			
Version	Date Issued	Status	Comment/ Change/ approval
V.10	06/01/2021	Draft	First draft circulated for comments
V1.1	12/01/2021	FINAL	Final amendments agreed with HS + LG
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<b>Superseded Documents: N/A</b>			
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<b>Stakeholders Consulted (list all)</b> <ul style="list-style-type: none"> <li>&gt; Dr Gordon Gladman (Clinical Director CHD Network)</li> <li>&gt; ACHD Ratification task and Finish Group (RT+FG)</li> <li>&gt; Paediatric Ratification Task and Finish Group (RT&amp;FG)</li> </ul>			
<b>Approved By: Paediatric and adult RT+FG's on behalf of the CHD Network Board</b>			
<b>Date: 27/01/2021</b>			
<b>Comments:</b>			



# North West, North Wales & Isle of Man CHD Network (NW CHD Network)

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## Adult and Paediatric Ratification Task & Finish Groups (RT&FG) Terms of Reference (ToR)

### *Interim Arrangements*

*During the Covid-19 pandemic documents will be sent to the relevant RT+FG members via email for review and agreement. This is to reduce pressure on staff while still moving forward and providing a high level of professional standards.*

### 1. Purpose

The NW CHD Network RT&FG's are strategic, local decision-making groups, with responsibility for promoting appropriate, safe, rational and effective clinical and non-clinical policies to be used across the North West, North Wales and Isle of Man Congenital Heart Disease Network. They are accountable to the NW CHD Network Board. There is an expectation that recommendations made by the Ratification Groups will should be implemented. The group has no delegated responsibility for resource allocation. If resource allocation is required then the relevant RT+FG will refer the matter on to the Network Board.

The purpose and scope of the group is to approve and ratify Network documents.

All documents will have been through a thorough process of consultation across the Network with relevant stake holders and clinicians with expertise. A thorough document and version control process will have been employed in order for the document to get to the RT&FG stage.

Therefore, it is not the role of RT&FG group members to unpick the previous work that has been done unnecessarily.

### 2. Duties

- > To provide oversight to make sure that all policies and documents aim to achieve the best possible evidence-based improvement in health outcomes.
- > To be a final consultee in reviewing pathways, policies and Network documents and to make recommendation to the CHD Board that they should be adopted by the Network.
- > To ensure that all policies and Network documents are revised prior to expiry and agree time scales for review.



- > To check that policies and documents have been through the appropriate process of consultation and document control prior to being approved.
- > To check that all relevant up to date evidence/NICE/national guidance has been considered and referenced in the writing of the documents.
- > To check that all key stakeholders have been consulted and make recommendations where there are gaps.
- > To check that all documents are branded correctly with Network logo's and the use Open Sans font throughout the document.
- > To check all formatting is correct and appropriate.
- > To communicate recommendations and outputs effectively to all relevant members and stakeholders and encourage implementation once documents have been signed off at the next CHD Board
- > To demonstrate and promote joined-up working with other clinicians, organisations and Network members.

### 3. Membership

The Ratification Task and Finish groups will be split depending on the document needing ratifying. Paediatric, ACHD or Network document.

#### ACHD Ratification Task and Finish Group (ACHD RT+FG)

##### Adult Documents

- > Network Lead Nurse
- > Clinical lead for ACHD or deputy
- > 2x ACHD consultants
- > Document Author details will be provided in case clarification or communication with them is required.
- > Network Manager

#### Paediatric Ratification Task and Finish Group (Paed RT+FG)

##### Paediatric Documents

- > Network Lead Nurse
- > Clinical Lead for Paediatrics or deputy
- > Paediatric Nurse Specialist
- > 2 x Paediatric Cardiology Consultants or PECSIG's
- > Document Author details will be provided in case clarification or communication with them is required
- > Network Manager



## Network Documents

- > Lead Nurse
- > Network Manager
- > Document Author details will be provided in case clarification or communication with them required
- > Paediatric and Adult RT+FG's

### **4. Quorum:**

All members of the RT&FG's will be included in email correspondence. A read receipt will be required from all members. A minimum of at least the Lead Nurse, Clinical Lead and one other member of the group will be accepted. The documents will need to be reviewed within a realistic time frame. If a read receipt has been received and no comments have been returned it will be assumed that the person has reviewed the documents and has no further comments to make. It is the responsibility of the individual members to communicate if there are any concerns or queries that need rectifying. These will be communicated back to the original author for further actions.

### **5. Frequency**

The frequency with which documents need to be checked will vary depending on the progress and number of documents being produced. The request for checking documents via email will be no more than monthly unless there is an urgent requirement for a document to be signed off which will be done on an individual basis.

### **6. Reporting structure**

RT&FG's are accountable to the Network Board. A quarterly report will be provided to the NW CHD Board for final approval. The outputs from the RT&FG's will contribute to the Networks annual report.

### **7. ToR Review**

The terms of reference will be reviewed every 2 years.

