

Document Control

Title: Network Ratification Task and Finish Group's Terms of Reference			
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Directorate/ Network: The North West, North Wales and Isle of Man Congenital Heart Disease Operational Delivery Network			
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V2	5/06/2025	Draft	V1 amended and updated for review
V2.1	07/08/2025	Final	Updated
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Stakeholders Consulted (list all) >			
Approved By: Paediatric and Adult RT+FG's on behalf of the CHD Network Board Date: 27th October (noted at Board on 17th November 2025)			
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North West, North Wales and the Isle of Man Congenital Heart Disease Network Ratification Task and Finish Group's Terms of Reference

Date 27/10/2025



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1. Purpose

The Ratification Task & Finish Groups (RT&FGs) are responsible for reviewing and approving all clinical and non-clinical documents used across the North West, North Wales, and Isle of Man Congenital Heart Disease Network (NW CHD Network).

They ensure that documents meet professional standards and reflect safe, evidence-based practice. Once approved by the RT&FGs, documents are recommended to the NW CHD Board for final sign-off.

Note: RT&FGs do not have the authority to approve funding or allocate resources. Any document requiring a financial or resource commitment must be escalated to the CHD Board.

Before reaching the RT&FG, all documents must have:

- Been written and developed by appropriate authors
- Undergone a full consultation with relevant stakeholders
- Followed the standard document control process

The RT&FG is not expected to revisit previous work unless necessary

2. Main Responsibilities

The RT&FGs are responsible for:

- Ensuring that all documents aim to improve health outcomes using the best available evidence
- Acting as the final review stage before recommending documents to the CHD Board
- Confirming that documents are updated on time and within their review cycle
- Checking that:
 - Proper consultation has taken place
 - All relevant national guidance (e.g. NICE, CQC, NHSE) has been considered
 - Key stakeholders have been involved
 - Branding, formatting, and font (Open Sans) are used consistently
- Promoting collaboration across services and specialties

3. Membership

RT&FG membership depends on the type of document:

Adult (ACHD) documents

- Network Lead Nurse
- ACHD Clinical Lead (or deputy)
- 2 ACHD Consultants
- ACHD Nurse Specialist
- Network Manager
- Document Author (for queries only)

Paediatric documents

- Network Lead Nurse
- Paediatric Clinical Lead (or deputy)
- Paediatric Nurse Specialist
- 2 Paediatric Cardiology Consultants or PECSIG members
- Network Manager
- Document Author (for queries only)

Network-wide documents

- Network Lead Nurse
- Network Manager
- Network Clinical Director
- Paediatric and Adult RT&FG members
- Document Author (for queries only)

4. Quorum (Minimum for Decision-Making)

To approve a document, at least three members must respond:

- Lead Nurse
- Clinical Lead (Paediatric or ACHD)
- One other group member

Documents are sent via email with a deadline and request for a read receipt. If no feedback is received by the deadline, it's assumed the member has no objections.

Any concerns must be raised clearly. If edits are required, the revised version will be sent back for final approval.

5. Meeting Frequency

Documents are reviewed on an **as-needed basis**, usually **no more than once a month**. Urgent documents can be reviewed individually outside this schedule.

6. Reporting

- RT&FGs report directly to the NW CHD Board.
- A summary of activity and approved documents is shared quarterly with the Board.
- RT&FG decisions contribute to the Network's annual report.

7. Review of Terms of Reference

These Terms of Reference will be reviewed **every three years** to ensure they remain relevant and effective.