



Northern Burn Care Network

Lead Nurses Group

Terms of Reference

1. Introduction

- 1.1 This document describes the Terms of Reference of the Northern Burn Care Network (NBCN) Lead Nurses Group.

2. Background

- 2.1 The NBCN Lead Nurses Group is a sub-group of the NBCN Board, made up of the lead nurses (covering both adult and paediatric care) from each of the burn care providers in the network. The Lead Nurses Group completes specific pieces of work related to the yearly work programme and its objectives.
- 2.2 The Lead Nurses Group nominates a representative who liaises with the network manager and attends NBCN Board meetings.

3. Purpose of the NBCN Lead Nurses Group

- 3.1 The NBCN Lead Nurses Group is concerned with aspects of nursing care for individuals who have suffered a burn injury. The group provides a platform for sharing ideas and practice, an opportunity for burn nurses to network with colleagues, maintain communication and collaboration specifically related to the delivery of nursing care to burn-injured patients and to promote issues relevant to burn nursing.
- 3.2 The aim of the NBCN Lead Nurses Group is to provide expert, professional advice to the NBCN Board on matters related to nursing care across the whole pathway of burn care.
- 3.3 The objective of the NBCN Lead Nurses Group is to work collaboratively to develop and deliver a project-based work programme, focussing on the need to constantly seek improvements in patient care and standards and to seek consistency in the delivery of burn nursing care across the whole network.

- 3.4 The NBCN Lead Nurses Group works alongside other network clinical sub-groups in order to deliver a patient-focused, high-quality and consistent service across the network.
- 3.5 The NBCN Lead Nurses Group will contribute to the production of the network annual report.

4. NBCN Lead Nurses Group Membership

- 4.1 The NBCN Lead Nurses Group consists of lead nurses from NBCN Burn Care Services:
- Alder Hey Children's Hospital, Liverpool
 - James Cook University Hospital, Middlesbrough
 - Northern General Hospital, Sheffield
 - Pinderfields Hospital, Manchester
 - Royal Manchester Children's Hospital
 - Royal Preston Hospital
 - Royal Victoria Hospital, Newcastle
 - Sheffield Children's Hospital
 - Whiston Hospital
 - Wythenshawe Hospital, Manchester

5. Quorum

- 5.1 Meetings will be quorate when the majority of the services across the network are represented with a minimum of six members present.
- 5.2 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.

6. Reporting and accountability

- 6.1 The NBCN Lead Nurses Group is accountable to the NBCN Board.
- 6.2 The NBCN Lead Nurses Group will submit progress reports to the NBCN Board, ensuring that any areas of work or issues of concern are being addressed and escalated as necessary.

7. Frequency of meetings

- 7.1 The NBCN Lead Nurses Group will meet quarterly
- 7.2 Meetings will be held virtually on MS Teams and should be planned in advance on a rolling twelve month basis. At least two dates in advance should be in the diary.

8. Decision making

- 8.1 Decisions will normally be achieved through consensus. Otherwise a simple majority vote may be taken, in which event, each burns service will have one vote.
- 8.2 Any major decisions/recommendations made by the NBCN Lead Nurses Group should be put before the NBCN Board for consideration and approval.

9. Probity

- 9.1 The NBCN Lead Nurses Group will operate at all times in accordance with the NBCN Governance Framework

10. Support

- 10.1 Administrative support will be provided by the Network Manager/host organisation. Papers will be circulated no less than seven days prior to the meeting. Action notes will be taken and circulated within two weeks of each meeting

11. Review of Terms of Reference

- 11.1 The NBCN Lead Nurses Group shall review its Terms of Reference every three years. Any amendments required will be circulated to the NBCN Board for approval.

Date approved: 22 Nov 2021

Date of next review: Nov 2024