



Terms of Reference

West Midlands Neonatal ODN Allied Health Professionals Network Group

1 Overview of Group Objectives

Members of the West Midlands Neonatal ODN AHP network group will work collaboratively to share learning experiences knowledge skills and best practice for the benefit of all within the neonatal environment.

Key functions of the group are:

- To support service improvements to enable neonatal AHPs to meet the objectives and recommendations for the National Neonatal Critical Care Review (NCCR).
- Improve cross-organisational, multi-professional clinical engagement to enhance care.
- Facilitate the development and dissemination of standard guidelines and resources ensuring a consistent patient and family experience.
- To support peer learning and provide opportunities for multi-professional education.

2 General responsibilities and accountability

It is the responsibility of this group to feedback AHP issues to the WMNODN Governance Group, or appropriate network work-stream via WMNODN AHPs.

It is the responsibility of members to share National and WMNODN issues relating to AHPs and minutes and action plans from the WMNODN AHP Network Group amongst their unit AHP teams and relevant community colleagues.

3 Membership

The group will be facilitated primarily by the WMNODN AHPs.

All Allied Health Professionals working in or with an interest in neonatology within the West Midlands ODN footprint are invited to attend.

The physical meeting will run with a minimum of 10 registered attendees (excluding the WMNODN AHPs). There are no minimum numbers for virtual meetings.

It will be expected that all members are registered to the <https://www.networks.nhs.uk/nhs-networks/neonatal-allied-health-professionals-west-midlands> working group to facilitate communication and sharing of information.

4 Frequency of meetings

The group shall hold meetings as necessary however unless agreed otherwise meetings will be held 4 X per year (every 3 months) 2 physical and 2 virtual. The venue will be rotated across the West Midlands according to availability of rooms. Dates will be set 6 months in advance.

In depth single professional group meetings will be arranged as requested to run directly after the WMNODN AHP Network Group.

5 Standing agenda

Item	Responsibility
Welcome	Network AHPs
Introductions	All
Network and National updates	Network AHPs
break	
Group Continuing Professional Development	All
Professional Groups	All

6 Administration

- Administrative support will be provided by the Network Administrator.
- Meeting invites will be sent by the Network Administrator.
- The terms of reference will be reviewed every two years.
- Any relevant papers will be uploaded to the networks website
<https://www.networks.nhs.uk/nhs-networks/neonatal-allied-health-professionals-west-midlands>