

# Sussex Hepatology Operational Delivery Network

## Terms of Reference

### 1. Purpose

To provide the highest quality hepatology services to patients within Sussex and are compliant with NHS England national service specifications. Specifically the role of the Sussex Hepatology Network is to ensure that all eligible patients in the network area are able to access specialist management and treatment for Hepatitis C. The aim is to increase the number of patients who are treated and cured of HCV using the most clinically appropriate and cost effective options.

The specialised service covered by this network is the Operational Delivery Networks for Hepatitis C Care in Adults (F04 S f).

### 2. Network Configuration

- Brighton and Sussex University Hospitals NHS Trust (BSUH)
- East Sussex Healthcare NHS Trust (ESHT)
- Western Sussex NHS Foundation Trust (WSHT)

The ODN will be hosted by BSUH (also known as the 'hub') from the Royal Sussex County Hospital. The spoke hospitals for the network are;

- Eastbourne District General Hospital (ESHT)
- Conquest Hospital (ESHT)
- Worthing Hospital (WSHT)
- Chichester Hospital (WSHT)
- Southlands Hospital (WSHT)
- Princess Royal Hospital (BSUH)

### 3. Objectives

The ODN will

- Bring together local organisations to address service issues;
- Support innovation and the sharing of best practice and experience;
- Bring patient views to bear on service redesign and work programme;
- Bring focus to the whole patient pathway across organisational interfaces
- Oversee the delivery of local and national standards of care including but not limited to CQUIN standards
- Assess the need of the Sussex population to inform commissioning processes
- Provide assurance of the highest standards of care for patients in Sussex by monitoring performance across the network, to include activity, quality monitoring, benchmarking and audit;
- Ensure that the network is owned by the organisations and professionals that participate in it;
- Achieve clinical consensus on care pathways, models of care and standards;
- Agree a common clinical governance structure with an improvement process to identify and rectify weak points on the pathway or within the network, so that the best clinical outcomes are achieved.

### 4. Equity

Ensure all patients have equitable access to comprehensive services and treatments across the network geography

### 5. Standards

Develop and implement agreed clinical and managerial standards and patient pathways that are based on national service specifications or best practice.

By audit, quality assurance and peer review ensure that the standards are met. Reflect any variance to these standards in service planning, provision and organisation.

## **6. Monitoring**

- Develop an effective methodology for agreeing an integrated system for quality assessment and improvement.
- Develop a network wide clinical governance strategy, quality assurance and peer review mechanism for services.
- To facilitate the appropriate implementation of data collection and surveillance on cases, patients known to services, patients receiving treatment and outcomes as defined nationally (NHSE) or locally.

## **7. Planning & Service Development**

- Be an effective planning network for service provision, taking into consideration local population needs and issues and national guidance including technical advances.
- Develop plans for the delivery of hepatology services for Sussex on the basis of Operational Delivery Networks for Hepatitis C Care in Adults (F04 S f) specification and other national recommendations including CQUIN standards.
- Embed workforce plans and training in service developments

## **8. Commissioning**

Advise, inform and engage with those involved in commissioning services to comply with the national service specification, deliver agreed priorities in hepatology services in Sussex, seeking the agreement of the commissioning leads to improve service capacity consistent with those priorities.

The Network will provide commissioners with:

- Expert guidance on the development of services
- The development of local guidelines and pathways
- Updates on quality standards including where providers do not fulfil these standards
- Information on any significant issues facing their services.

## **9. Participation**

Encourage participation from all areas of the multidisciplinary team providing services and ensure public and patient engagement and involvement within the network.

## **10. Relationships to other services**

Establish links with other ODNs and other service providers to discuss areas of common concern including disease prevention and treatment. See section 11 below ref network engagement plan.

The network will link closely with the Sussex HIV Network.

## **11. Communication**

Ensure good communication lines with all members of the board and the wider stakeholder community involved in hepatology services. Develop a network wide communication and engagement plan.

## **12. Patient and carer engagement**

Involve patients through patient representation on network meetings and encourage the development of a larger patient forum to advise and input through the patient representatives.

## **13. Accountability**

The Chair of the Sussex Hepatology ODN will be accountable to the Clinical Director for Abdominal Surgery.

The Network may establish clinical advisory and other project groups to review and make recommendations on specific areas of work or developments, ensuring representation and engagement from across the Network.

#### **14. Proposed Network Board Membership**

- Chair (Clinical Lead at BSUH)
- Consultants (from all trusts)
- Management representative (from all trusts)
- Pharmacy Leads (from all trusts)
- NHS England representatives – pharmacy / commissioning
- CCG representatives
- Lead nurse representative
- Patient representative
- Prison representative
- SMS / Alcohol liaison Services representative
- Mutual aid representation (patient forum)
- PHE representation
- HIV consultant
- Academic representation

It may be necessary to delegate attendance to appropriate senior deputies. Should this arise the deputy must have a key role in hepatology services and bring the full authority of the person/organisation they are deputising for.

It may also be necessary to extend the invitation to representatives of other areas.

#### **15. Research**

The network is committed to recruiting patients to research projects. This encompasses recruiting the appropriate patients to the appropriate studies and ensuring that there is equity of access across the network to participate in research.

#### **16. Terms of Business**

- The Network will meet quarterly
- The Network will be quorate with five members present which must include the chair or deputy and at least two clinical leads.
- Minutes of all meetings will be available to all stakeholders.

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