Photonet National Managed Clinical Network

CONSTITUTION AND TERMS OF REFERENCE

Purpose

To facilitate continued improvements in phototherapy across Scotland through delivery of objectives set by NHS Boards and SGHSCD within the national commissioning process, e.g. by sharing or creating best practice, standardised care pathways or audit information.

NETWORK AIMS/PURPOSE/MISSION STATEMENT

All patients with skin conditions that respond to light therapy will be offered appropriate phototherapy wherever they live in Scotland. This phototherapy will be as effective and safe as possible.

Photonet, the National Managed Clinical Network for Phototherapy in Scotland, provides a framework to facilitate delivery of standardised quality patient care at the many different phototherapy sites throughout Scotland. The network aims to ensure that patients are managed according to evidence based procedures and protocols and audits practice and outcomes of every centre against agreed standards, hence providing a basis for improving the quality of care. The network also provides the sites with information on patients who have extensive exposure to ultraviolet sources for skin cancer monitoring. Educational opportunities are provided to increase the knowledge and confidence of staff delivering phototherapy.

1: Composition

1.1 Full Membership

The full membership of Photonet shall be:

- Network Steering Group
- All staff working within Phototherapy services in Scotland

External Stakeholders include:

- Any stakeholder who has an interest in Phototherapy
- Charities/support groups
- Educational institutions
- Professional bodies
External stakeholders form part of the wider landscape for Photonet in Scotland. The work of Photonet will require interaction with commercial partners on specific issues and these interactions will be subject to separate governance arrangements as necessary and will be negotiated as part of network/sub/working group activity.

1.2 Core Team

The Photonet Lead Clinician, Project Support Officer and the NNMS Network Manager form the Management Group.

1.3 Network Steering Group

The steering group’s remit will be to provide strategic direction. The steering group shall be representative of the different professional disciplines from the phototherapy community and their geographical boundaries.

It will consist of:

NHS Board Representation:
The Lead Clinician
Network Programme Manager
Network Programme Support Officer
Clinicians
Physicists
Phototherapists
Medical Physics Technologists

1.4 Working Groups/Project Subgroups

Project subgroups will be set up as required to work on specific projects as requested by the network Steering Group. These will consist of interested parties with experience and expertise relevant to the project concerned. Any full network member may volunteer or be approached to form a project subgroup.

2. Meetings

2.1 Network Steering Group Meetings

The Steering Group shall meet on at least three occasions each year or more if required. Meetings shall be chaired by the appropriate colleague.

There will be an expectation for Steering Group members to attend the meetings.

Steering Group meetings will be timetabled well in advance.
The agenda and associated papers shall be circulated by email to the Steering Group members at least 5 working days in advance of the meeting date.

Individual representatives will have equal say in the decisions of the Network Steering Group Meeting. Decisions will be based upon the consensus of the constituent NHS Boards as expressed by their representatives.

The meeting will be regarded as quorate to approve decisions if 50% of the current Steering Group members are in attendance and there is representation from at least three health board areas.

Where consensus is not reached by the group a decision may be deferred. The chair’s role will be to facilitate a group consensus so that a decision can be made.

Meeting minutes detailing decisions and work to be carried out as a result of the meeting will be circulated by e-mail to the network steering group in draft form and will be ratified at the subsequent Steering Group meeting. The final approved minute will then be available online on the Photonet website shortly thereafter. This does not preclude Steering Group communication detailing the progress of current initiatives between meetings.

The National Network Management Service through National Services Scotland will provide administrative support to the Steering Group meetings.

2.2 Other Representatives

Other representatives are also invited to Steering Group meetings as observers only.

2.3 Working Groups/Project Subgroups

Working Groups/Project subgroups shall have a designated lead responsible for coordinating the work and for feedback to the network Steering Group.

Working Groups/Project subgroups shall determine the frequency of meetings according to the objectives and timescale of the work to be undertaken.

The Steering Group shall estimate the likely time commitment of group members in advance.

Meetings shall be timetabled in advance, where possible to enable coordinated reporting to the network Steering Group meetings. It is expected that sub-group chairs be present at meetings to provide feedback on progress and highlight any issues. If unavailable, they should send a deputy or provide a written update.

The agenda and associated papers shall be circulated to members of the working group/project subgroup at least 5 working days in advance of the meeting date.
The National Network Management Service through National Services Scotland will provide administrative support to the working/sub groups.

3: Appointments

3.1 Network Clinical Lead

The Clinical Lead shall be appointed for a period of three years. The Clinical Lead can remain in post for an additional year after this period if they wish to continue to do so and the Photonet Steering Group supports this decision.

The National Network Management Service (NNMS) in National Services Scotland will advertise and recruit the Lead Clinician on behalf of and for Photonet. The Clinical Lead will provide 1 PA/sessions per week to Photonet.

3.2 Programme Manager

Network Management is provided to Photonet by the National Network Management service (NNMS) through National Services Scotland. The Network Programme Manager will support the delivery of the workplan for Photonet, working flexibly to accommodate the fluctuating needs of network activity.

3.3 Chair

A Steering Group Chair will be nominated from amongst the network and associated services. They shall be appointed for a period of three years with overlap with the Lead Clinician to help facilitate strategic planning. The Chair can remain in post for an additional year after this period if they wish to continue to do so and Network supports this decision.

3.4 Administrative Support

Administrative support will be provided by NNMS through NHS National Service Scotland.

3.5 Network Steering Group

The Lead Clinician is appointed through the NNMS within NHS National Services Scotland. The Chair is appointed via Network and NNMS through National Services Scotland. The Steering Group will be supplemented by other core representatives for training, manpower, academia and various working/subgroups as appropriate.
4. Accountability

Photonet is formed of a number of clinical experts who will influence and enable health boards and individual services/organisations/charities/support groups/professional bodies to work collaboratively on issues to benefit patient care and improve efficiency of service provision. Photonet is accountable to the SGHSCD through National Services Division, for delivery of the network’s objectives, and should report any delivery issues through National Services Division to seek support to address these through regional and national committees.

4.1 Lead Clinician, Programme Manager, Programme Support Officer and Chair (the Core Team)

The Lead Clinician, Programme Manager, Programme Support Officer, Chair will be transparent and open about how the Photonet work plan has been developed clearly showing the reasons for work being undertaken.

The Lead Clinician, Programme Manager, Programme Support Officer, Chair will review all work of Photonet, direct work plans, and ensure reporting to the network Steering Group.

Coordinate communication between all members of Photonet, the network Steering Group and project subgroups/working groups.

Influence network members to respond to and create national strategies, and promote national quality standards and clinical guidelines.

The Lead Clinician, Network Programme Manager, will prepare an annual report which will be presented to National Services Division (National Services Scotland). NNMS has strategic oversight over all NMCNs and is supported by the Scottish Government Health and Social Care Directorate (SGHSCD).

Photonet Steering Group shall be led by the Lead Clinician, Chair, Programme Manager who will work collaboratively with the Photonet Steering Group.

Support the work of the network Steering Group and project subgroups/working groups.

Develop and maintain the Photonet website.

4.2 Network Steering Group

The Network Steering Group representatives shall:

- Represent their NHS Board or stakeholder group on the network.
- Communicate the work of Photonet with other members of their NHS Board / the stakeholder group they represent.
• Be responsible for drawing up and agreeing the work plan, setting objectives and timescales.
• Engage with the work of the network and respond to consultation exercises, surveys and audits.
• Participate in consensus decisions.

4.3 Project Subgroups/working Groups

Project subgroups shall:

• Work toward the objectives set by the Steering Group within the timescale agreed.
• Monitor and report on their progress to the Network Steering Group.
• Raise any issues with the Management Group.

4.4 Clinical Governance

Photonet has a responsibility to report any potential areas of risk to patient safety, which it may identify to the NHS Board(s) in which the risk is identified. A confidential record of risks and actions taken will be maintained. Responsibility for acting on the risk remains with the NHS Boards.
5. Structural arrangements

Overarching NHS Scotland Management Structure for National Managed Network Support

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>MCNs</td>
<td>Managed Clinical Networks</td>
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<tr>
<td>NNMS</td>
<td>National Network Management Service (Referred to as NMCN Management Service in the diagram above)</td>
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<tr>
<td>NoSPG</td>
<td>North of Scotland Planning Group</td>
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<tr>
<td>NMCNs</td>
<td>National Managed Clinical Networks</td>
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<tr>
<td>NMDNs</td>
<td>National Managed Diagnostic Networks</td>
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<tr>
<td>SEAT</td>
<td>South East and Tayside</td>
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<tr>
<td>SGHSCD</td>
<td>Scottish Government Health and Social Care Directorate</td>
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<tr>
<td>WoSPG</td>
<td>West of Scotland Planning Group</td>
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6. Photonet Steering Group Representation

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<tr>
<th>NHS Board/Organisation</th>
<th>Name</th>
<th>Designation/Network Role</th>
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<tbody>
<tr>
<td>NHS Tayside</td>
<td>Dr Robert Dawe</td>
<td>Network Lead Clinician</td>
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<tr>
<td>National Services</td>
<td>Mhairi Gallacher</td>
<td>Network Manager</td>
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<td>Scotland</td>
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<tr>
<td>National Services</td>
<td>Aneta Gorczynski</td>
<td>Programme Support Officer</td>
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<tr>
<td>Scotland</td>
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<tr>
<td>NHS Grampian</td>
<td>Billy Brant</td>
<td>Dermatology Nurse</td>
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<tr>
<td>NHS Lanarkshire</td>
<td>Liz Callan</td>
<td>Dermatology Nurse</td>
</tr>
<tr>
<td>NHS Tayside</td>
<td>Joanna Campbell</td>
<td>Dermatology Nurse</td>
</tr>
<tr>
<td>NHS Tayside</td>
<td>Kevin Campbell</td>
<td>Photonet Technician</td>
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<tr>
<td>NHS Grampian</td>
<td>Fiona Craig</td>
<td>Consultant Dermatologist</td>
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<tr>
<td>NHS Fife</td>
<td>Una Donaldson</td>
<td>Dermatology Nurse</td>
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<tr>
<td>NHS Tayside</td>
<td>Lynn Fullerton</td>
<td>Senior Clinical Technologist</td>
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<tr>
<td>NHS Highland</td>
<td>Louise McFarlane</td>
<td>Consultant Dermatologist</td>
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<td>NHS Lothian</td>
<td>Karne McBride</td>
<td>Principle Medical Physics Technologist</td>
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<tr>
<td>NHS Borders</td>
<td>Helen McKendrick</td>
<td>Specialist Nurse</td>
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<td>NHS Lothian</td>
<td>Ruth Ray</td>
<td>Associate Specialist</td>
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<td>NHS Fife</td>
<td>Sheena Russell</td>
<td>Consultant Dermatologist</td>
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<tr>
<td>NHS Lanarkshire</td>
<td>Nick Wainwright</td>
<td>Consultant Dermatologist</td>
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