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Page	Contents
2	Contents page
3	Introduction
3	Purpose
3	Objectives
4	Self-Assessment process
4	Roles and Responsibilities
5	Self-Assessment Review Meeting
6	Paediatric Critical Care Self-Assessments
7	Surgery in Children Self-Assessments
8	Long Term Ventilation Self-Assessments
9	<p>Appendices</p> <ol style="list-style-type: none"> 1. Letter Templates 2. Letter and Email Templates 3. Self-assessments documents 4. Guidance on Completing PCC Self-assessments Document 5. Stakeholders to Participate in Reviews
10	References and Bibliography

Introduction

This document outlines the standard operating pathway that the North West, North Wales and Isle of Man Paediatric Critical Care, Surgery in Children, Long Term Ventilation Operational Delivery Network (NW PCC SiC LTV ODN) will take to complete the self-assessment process' in organisations that are delivering paediatric critical care (level 1, 2, 3) long term ventilation and surgical services for children.

The NW PCC SiC LTV ODN aims to provide impartial clinical advice and expertise to all providers and commissioners across the North West of England (Cheshire and Mersey, Greater Manchester, Lancashire and South Cumbria), North Wales and the Isle of Man.

The ODN funding and governance arrangements are provided by North West NHS England. The ODN is hosted jointly by Royal Manchester Children's Hospital (RMCH) and Alder Hey Children's Hospital (AHCH) with finance and human resources support being provided by RMCH.

It aims to develop equitable and high standard services to children and young people across the region.

The self-assessment reviews will be undertaken utilising agreed national standards to ensure standardisation of equitable and sustainable services. This document will standardise the approach used by the ODN.

Purpose

The purpose of this document is to describe the procedure the ODN will follow to ensure the implementation of the findings of the Paediatric Critical Care and Surgery in Children Getting it Right First Time (GIRFT) review and to support services across the region to improve their compliance with the delivery of national standards associated with children's critical care, surgical pathways, and long term ventilation.

There are a range of national standards that are fundamental to maintain safe and sustainable services in the years ahead to ensure the workforce and model of service provision across the region meets the needs of the local population. A key part of the Network is to deliver reviews of the national standards that allows paediatric services and the network team to reflect on areas of good practice, areas for improvement and gaps in service provision.

Objectives

Objectives of the self-assessment process are to:

- Update progress against delivery of national standards for each organisation.
- Understand key achievements, challenges, and priorities for each organisation.
- Provide an opportunity for any risks and concerns to be escalated to the Network either at a regional or network level.
- Provide an opportunity for engagement between the Network and local teams.
- Produce an action plan to deliver priorities and gaps in standards as agreed by all parties.
- Provide assurance for the NW PCC SiC LTV ODN Board, relevant commissioners, and acute providers on the status of delivering the standards, and support for providers to deliver agreed actions following the self-assessment.
- Sharing learning and excellence across the wider system.
- Individual provider assessments will contribute to network wide discussions around ensuring sustainable services longer term and the assessment process will facilitate an opportunity to explore

both the process and activity at a provider level and also facilitate wider network proposals for service delivery and improvement.

Self-Assessment Process

The process for self-assessment will be standardised across the 3 arms of the ODN as follows:

1. Letters will be sent to Trust Executives 10 weeks prior to the review date. The letter will inform of the review and enclose the relevant self-assessment documents.
2. A separate letter will also go to the Paediatric team together with the self-assessment documents and guidance on completion. Trusts will be given 8 weeks to complete and return the self-assessment document to the ODN alongside relevant supporting evidence.
3. The ODN team will have 2 weeks to review the self-assessment document and evidence.
4. The review will take place as planned on week 10 (in person or virtual).
5. The ODN will formulate a report and action plan for the Trusts following the self-assessment this will be provided 6 weeks post review, subject to any additional information/clarification being sought.
6. Good practice and areas for improvement and further consideration across the region will be shared in the relevant oversight committee to share within the region.
7. Centres will be asked to review and report against their action plans annually, providing a progress update to the ODN and relevant commissioners. During this annual review, any issues with delivery, sustainability or future service developments can be raised and discussed.
8. The process will follow a 3-to-5-year cycle for full assessment, with an opportunity to review Trusts on a more regular basis any services that it is felt might benefit from additional input this may include annual site visits.

Roles and Responsibilities

The roles and responsibilities of key stakeholder groups required for the self-assessment process are outlined below.

Operational Delivery Network (ODN)

- Lead and coordinate the review implementation process.
- Co-ordinate the completion of the assessment, communicating with all stakeholders as required.
- Once the completed self-assessment has been received, the ODN will review the standards prior to the meeting to formulate questions and focus points for the review.
- Conduct the self-assessment review meetings with local and regional representatives.
- Following the review meeting the ODN will pull out the red and amber standards to form the basis of an action plan. The action plan will then be sent to the centre for them to populate with proposed actions and timeframes.
- Report findings to network board, relevant commissioners, and acute providers.
- Provide support to local teams as requested.
- Identify network level initiatives to support service development following identification of regional themes.

Provider Trusts

- Notified of self-assessment process.
- Support provider team to deliver standards.

- Support local team with delivery of standards / priorities / action plan identified in the self-assessment process.

Clinical Teams in Provider Trusts

- Complete self-assessment template.
- Invite relevant attendees to the self-assessment.
- Attend self-assessment visit.
- Present update on current service and delivery against standards.
- Develop and implement action plan to address gaps in standards.
- Develop and implement local aspects of network sustainability plans.
- Report on progress against delivery of action plan.

Commissioners (NHS England / ICB)

- Invited to attend the self-assessment review meeting.
- Final action plan to be shared with CYP ICB leads.

Self-Assessment Review Meeting

The review meeting will be organised by the ODN, with representatives from the local centre and relevant commissioner/s. The visit depending on the service review will be held in person or virtually.

During the review meeting, the following actions will be undertaken:

- If in person, the visit will commence with a short tour through the relevant estates of the organisation so the visiting team can familiarise themselves with the physical patient pathways and facilities for children onsite.
- A meeting will be held; the anticipated duration of the meeting will be approximately 2 hours; the agenda for the meeting will include a brief introductory presentation by the ODN reiterating the purpose of the visit and agreed steps in the process.
- The centre will present the findings, highlights and any key considerations they wish to share from their self-assessment, indicating where they are against the standards and sustainability metrics provided.
- The ODN will review the self-assessment with the centre team including reviewing all amber and red standards to include discussions of the actions the centre proposes to undertake to reach green, along with the anticipated timelines.
- The timeline for next steps will be agreed.

Attendees at the self-assessment review meeting should include:

Operational Delivery Network (ODN)

- Lead Clinician (Clinical Director and / or Lead Nurse) (required)
- ODN Manager (Network Director and / or Manager) (required)
- Project Support (required)
- ODN Educator (optional)

Provider Trust

- Nominated Clinical Leads for Children's Services which includes:
 - Lead for children's surgery (SiC assessment)

- Lead anaesthetist for children (PCC, SiC, LTV assessments)
- Lead paediatrician (PCC, SiC, LTV assessments)

- Directorate / Operational Manager who leads children’s surgical /critical care services (required)
- Lead Nurse for children’s surgical/critical care service services (required)
- Directorate Managerial and Clinical Leads for Surgical Division or W&C Division (whichever Division has overarching accountability within the organisation)
- Surgeons within the organisation who support delivery of children's surgery (SiC Only) optional – based on key areas of action identified)
- Anaesthetists within the organisation who support delivery of children's surgery or paediatric critical care (optional - based on key areas of action identified)
- Nursing colleagues (optional - based on key areas of action identified)
- ODPs and theatre staff (optional - based on key areas of action identified)
- Consultant Paediatricians with interest in children’s surgical or critical care services (optional - based on key areas of action identified)

Commissioners / Planners

- NHS England & Improvement Specialised Commissioning Team North West representative
- Local ICB representative with remit to support delivery of children's surgical services or critical care

Clinical Network Peers

- The designated clinical, managerial and nursing lead for each provider across the North West will be offered the opportunity to attend a visit at one of their peer sites

Paediatric Critical Care Self-Assessments:

The paediatric critical care self-assessment utilises the recommendations in the Paediatric Critical Care Society (PCCS) Quality Standards for the Care of Critically Ill or Injured Children which was released in October 2021. It covers the following areas:

- Hospital-Wide
- In-patient Paediatric Service
- Level 1 Paediatric Critical Care Unit
- Level 2 Paediatric Critical Care Unit
- Level 3 Paediatric Critical Care Unit
- Specialist Paediatric Transport Service
- Specialist Paediatric Aeromedical Transport Service
- Specialist Paediatric ECMO/ECLS Transport Service
- Paediatric Anaesthesia and General (Adult) Intensive Care
- Paediatric Critical Care Operational Delivery Network
- Commissioning

And the following topics:

- Information and Support for Children and their Families
- Staffing
- Support Services

- Facilities and Equipment
- Guidelines and Protocols
- Service Organisation and Liaison with Other Services
- Governance
- Education
- Informatics

The ODN are utilising the South-West PCC ODNs self-assessment tool which has been validated by PCCS and shared nationally.

Each service will decide which level of service they deliver and assess themselves against those standards.

The purpose of the reviews are for the ODN to act as a 'critical friend' to review the completed self-assessment, evidence and support action planning.

The ODN will collate results and share best practice examples regionally.

Surgery in Children Self-Assessments

The Surgery in Children's ODNs self-assessment is an adapted version of the South West Surgery in Children ODN self-assessment. The purpose of the self-assessment process is to understand how (and the extent to which) centres are delivering the national standards and the capacity, demand and workforce model being used to highlight considerations around service sustainability. It offers the opportunity for providers to highlight areas that are working well, escalate any gaps or concerns, and request any support from the Network.

The standards utilise the following guidance:

- Royal College of Anaesthetists; Guidelines for the Provision of Anaesthetic Services (2024)
- Royal College of Surgeons; Standards for Children's Surgery; Children's Surgical Forum (2013 – Elective)
- Royal College of Surgeons; Standards for non-specialist emergency surgical care of children (2015 – Emergency)
- Royal College of Nursing, Workforce Standards 2021
- The NHS Long term Plan (published January 2019)
- ENT UK, Safe Delivery of Paediatric ENT Surgery in the UK: A National Strategy (2019)
- General Medical Council, Guidance on professional standards and ethics for doctors; Decision making and consent (published 30 September 2020)
- General Medical Council, 0–18 years: guidance for all doctors (updated May 2018)
- <https://www.england.nhs.uk/publication/paediatric-critical-care-and-surgery-in-children-review-summary-report/>
- Getting It Right First Time Programme National Speciality Report - Paediatric General Surgery & Urology (published February 2021)
- Getting It Right First Time Programme National Speciality Report - Ear, Nose and Throat Surgery (published November 2019)
- Commissioning guide: Emergency general surgery (acute abdominal pain) (published 2014) (ASGBI & RCS)
- Commissioning guide: Management of Paediatric Torsion (published 2016) (BAPU, BAPS & RCS)

It encompasses the whole patient pathway, and each set of standards is subdivided into categories:

- Children’s Surgical Governance
- Hospital Wide
- Theatre Utilisation and Patient Prioritisation
- Pathways
- Pre-Operative Assessment
- Discharge
- Anaesthetics
- Surgeons
- Safe Staffing, Training and Education
- Staff Health and Wellbeing
- Network

Long Term Ventilation Self-Assessments

The Long-Term Ventilation self-assessment utilises the Quality Standards for Services providing Long-Term Ventilation for Children and Young People developed by the Midlands Children’s Long Term Ventilation Network (2022). The Quality Standards are consistent with NHS England’s Service Specification E07/S/c ‘Paediatric Long-Term Ventilation’ and are suitable for self-assessment, monitoring by commissioners and use in peer review visits. They describe services which should be provided by all long-term ventilation service providers working towards meeting all applicable quality standards within the next two years.

The quality standards are based on and support implementation of national strategies and guidance, including NICE guidance and quality standards.

The specific services covered by these quality standards are:

- Tertiary Long-Term Ventilation (LTV) Service
- ‘Step Down / Short Break’ Service
- Continuing Care Service
- Acute Care Service
- Children’s Long-Term Ventilation Network

The quality standards do not cover paediatric critical care or palliative end of life care.

Each section covers the following topics:

- Information and Support for Children, Young People and Families
- Staffing
- Support Services
- Facilities and Equipment
- Guidelines and Protocols
- Service Organisation and Liaison with Other Services
- Governance

The Network have adopted the self-assessment tool created by the Midlands Long Term Ventilation Network which RAG rates LTV services against the quality standards.

Appendices

Appendix 1

PCC Letter and Email Templates



Letter and Email
Templates for PCC S

SiC Letter Templates

Appendix 2

Self-assessments documents

PCC



Blank Original - Self
Assessment of PCCS

SiC



Copy of North West
SiC ODN Self Assess

LTV



MCLTVN QS
STANDARDS V5 FIN/

Appendix 3

Guidance on completing PCC self-assessments document for each arm – See attached Power Point



Self assessment
completion.pptx

Appendix 4

List of ODN stakeholders to take part in the reviews:

Greater Manchester	Cheshire and Mersey	Lancashire and South Cumbria	Wales / Isle of Man
Stepping Hill	Warrington	Blackburn / Burnley	Bangor
Wigan	Leighton	Preston / Chorley	Glan Clwyd
Oldham	Arrowe Park	Barrow	Wrexham
Bolton	Alder Hey CH	Lancaster	Nobles
North Manchester	Chester	Blackpool	
Royal Manchester CH	Whiston		
Wythenshawe	Ormskirk		
Tameside	Macclesfield		

Appendix 5

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