

New Zealand Child & Youth Eczema Clinical Network Terms of Reference

Purpose and Role

To establish and maintain a national multi-disciplinary network that will support clinicians working across community, primary, secondary and tertiary services to deliver high quality, cost effective and integrated eczema treatment programmes for children, youth and their whanau. The aim of the New Zealand Child & Youth Eczema Clinical Network (the CN) is to provide clinical leadership in the development and maintenance of clinical services nationwide for children and youth up to 16 years of age that meet minimum international standards.

This will be achieved by a multi-prong approach with the appointment of a national, multi-disciplinary Clinical Reference Group (CRG). The CRG will provide advice on service and treatment issues to the Paediatric Society of New Zealand (PSNZ) and Ministry of Health (MoH).

In particular, the CN will:

- continue to foster a culture of a coordinated child and youth eczema continuum of care across primary, community, secondary and tertiary health services nationally
- identify and liaise with national and international bodies with relevance to childhood eczema
- develop and promote clinical guidelines based on current international best practice as appropriate to the NZ population
- develop a model of care
- advocate for implementation of the model of care and seek feedback from the wider membership on the value of the model in their practice(s)
- continue to support a workforce education and development programme that includes video resources and web-based information, resources permitting
- develop a sustainable three-year strategic plan

CN Scope

The scope of the CN encompasses all health care settings (community, primary, secondary and tertiary) and organisations where eczema care and related services are provided for children, youth and their whanau, throughout New Zealand.

For the purpose of these Terms of Reference, the age band of the population group is children and youth, birth to 16 years

The CN will continue to support strong alliances with key services providing child and youth eczema programmes including primary care organisations, paediatric and dermatology services, and other relevant services and organisations. There will be an emphasis on delivering services in a developmentally appropriate manner that includes supporting the transition of young people to adult services when they achieve social independence.

Membership of the CRG and general special interest group membership

The appointment process for the members of the CRG and the Chair will build on the previously established clinical reference group and general membership. This includes:

- Up to thirteen members will be selected for the CRG. Selection based on level of clinical experience in child and youth eczema care, working with Maori, Pacific and/or Asian communities, professional discipline represented and geographic location. The intention

is for the CRG to be reflective of a multi-disciplinary and multi-cultural approach to eczema care and broadly represent the geographic regions of New Zealand.

- the CRG will ideally include representatives from a variety of areas which may include:
 - general practice
 - general paediatrics
 - dermatology
 - nursing
 - well child providers
 - Maori and Pacific health providers
 - dietetics
 - pharmacy
 - community interest/support groups
 - consumers
- The Chair of the CRG will be nominated by the CRG
- The term of membership would ideally be for three years

Communication, Meetings and Website Resources

The CRG's communication process and meeting schedule is as follows:

- the majority of contact within the CRG will be via e-mail
- members are encouraged to share topics for discussion through the PSNZ Discussion Forum(s)
- there is an expectation that members will review requests in a timely manner, i.e., urgent e-mail correspondence will be responded to within five working days and non-urgent will be responded to within ten working days
- meetings will be held by videoconference and face to face meetings
- these meetings (4 per year) will be supported by the PSNZ Clinical Networks Program
- a quorum for a formal meeting will require 50% of members + 1
- The CN will contribute articles to the NZCYCN's publication CYNNet as relevant
- The CN will provide resources and information on the NZCYCN web site (<https://www.starship.org.nz/for-health-professionals/new-zealand-child-and-youth-clinical-networks/>) and follow the agreed process for the submission of this material
- The CN will provide support for the updating of parent information on the KidsHealth website (<https://www.kidshealth.org.nz/>)

Accountability and Reporting

The CRG is accountable to the NZCYCN Governance Group

- reporting will be by the Chair as defined in the Clinical Leader's contract, with support of the Facilitator
- regular reports will be forwarded to the Clinical Network Support Manager in a timely manner and per agreed schedule
- minutes of meetings to be recorded and sent as part of the above reporting requirements

CN Roles and Responsibilities

The **CRG members** will be responsible for:

- actively participating and contributing to meetings, processes and tasks of the CN
- supporting the Clinical Leads
- providing advice from their areas of expertise to other CN members
- timely responding to requests for information and advice from other CN members
- reporting back to their own organisations and related organisations
- not disclosing any confidential information or making media statements on matters relating to the CN without the prior approval of the whole CRG and Chair

The role of the **Clinical Lead/s** is to:

- work in collaboration to provide complementary leadership and support to all clinicians
- ensure that the activity of the CN is in keeping with the Terms of Reference (ToR)
- provide leadership and support to clinicians and associate staff within District Health Boards (DHB) regions for the development of national standards, referral guidelines and information systems. This includes working with primary care, secondary and tertiary health care providers
- establish sustainable links with appropriate primary care organisations, relevant specialty clinical groups and consumer groups
- liaise with and develop integrated programme(s) with DHB, the primary care sector and consumer groups
- support the provision of treatment with appropriate escalation and de-escalation of care
- work closely with the PSNZ Clinical Network Support Manager/ Program Director to develop a sustainable, cost effective national network
- The Chair, or nominated CRG member, will represent the interests and aims of the CN in any external meetings and committees to which the CN is invited to attend

The **NZCYCN Management Team** will provide support to the CN including:

- providing administrative support to CN meetings through distribution of the agenda and recording of the minutes
- oversight of business rules and financial matters
- coordination and support for the development of the annual work plan
- coordination and support for agreed communication/information processes
- project management of specific projects as per agreed CN annual work plan

The **CN** will be defined by:

- service delivery occurring close to where children and young people live where possible
- workforce distributed across all DHB regions
- value added by linking services into a multidisciplinary network committed to identifying and adopting quality practice, striving to achieve consistency through agreed standards, promotion of clinical leadership, developing training, sharing information, indicator development, promoting audit and evaluation

The **CRG's** responsibilities are to:

- collaborate with other relevant organisations (including the MoH and the PSNZ)
- finalise and sign off the agreed work plan
- help develop a minimal set of national data to be collected
- audit current service provision, in particular, gaps in service provision
- identify and liaise with national and international bodies with relevance to childhood eczema
- seek avenues to review the effectiveness of the model of care for eczema services
- continue to support a workforce education and development programme

Review

These Terms of Reference will be reviewed by the CRG biennially unless the CRG agrees otherwise.