
Trustwide Nutrition Steering Group - Terms of Reference

Draft 1

ACCOUNTABLE TO:

Trust Clinical Governance and Risk Committee (tbc)

CHAIR:

Julie Redman, Modern Matron and Nutrition Champion for the Trust

FREQUENCY OF MEETINGS:

Quarterly

REPORTING MECHANISMS:

Reports to be incorporated within the physical health and wellbeing report to the Trust Clinical Governance and Risk Committee every 6 months. Adhoc reports to other delivery groups as appropriate.

PROPOSED MEMBERSHIP

Julie Redman	Chair, Trust Nutrition Champion
Fiona Hartfree	Associate Director of Nursing & Chair of AMH Physical Health Group
Kevin Page	Associate Director of Nursing & Chair of OPMH Physical Health Group
Penny Kirk	Service Improvement Manager
Caroline Nixon	Associate Specialist, CAMHS & Physical Health Lead Specialised Services Directorate
tbc	Physical Health Representative, Learning Disabilities Directorate
Annette Chalmers	Estates and Facilities Representative
tbc	Dietician Representative
tbc	Pharmacy rep
tbc	Representative from Speech and Language Therapy
tbc	Representative from Occupational Therapy (TBC)]
Louise Earl	Corporate Nurse Lead
tbc	Community rep
tbc	Medical rep

Group representatives must attend meetings or nominate an appropriately briefed deputy who has authority to contribute to the meeting

PURPOSE OF THE GROUP

The purpose of this Trust-wide group is to ensure Hampshire Partnership Trust takes a lead role in addressing issues relating to food, fluid and nutrition and to ensure a consistent and cohesive approach to nutritional care across the Trust. The group will lead on agreeing the process for implementation of national standards and guidelines relating to nutrition and also overseeing their implementation throughout the organization. The following areas will be addressed:

- Nutritional assessment, screening and care planning
- Planning and delivery of food and fluid
- Provision of food and fluid to patients
- Patient information and communication
- Education and training for staff

Key documents/requirements for consideration will be:

- PEAT annual check. Questions relate to nutritional screening and protected mealtimes.
- NICE Guideline on Nutrition Support in adults and oral nutrition support, enteral tube feeding & parenteral nutrition (2006)
- National Patient Safety Agency, Nutrition & Hydration Standards 2008
- Improving Nutritional Care: a joint action plan from the Department of health and Nutrition Summit Stakeholders (2007)
- Standards for Better Health :Core Standard 15
- Essence of Care: Nutrition Benchmark (2003)
- Water for Health: Hydration Toolkit (2007)
- 10 key characteristics of good nutritional care in hospitals. Council of Europe Resolution on Food & Nutritional Care in Hospitals (2007)

The group will also ensure close links with the following existing internal and external groups/bodies:

- Patient Safety Federation Nutrition Committee (NHS South Central)
- Directorate Physical Health groups
- Directorate Clinical Governance groups
- Palliative care group (HPT)
- National Patient Safety Agency
- PEAG
- Matrons Charter Group

The work of the group will include:

- Review the provision of food to all inpatients, staff and visitors within Hampshire Partnership NHS Trust.
- To raise awareness of the link between nutrition and good health and that malnutrition can be prevented.
- Develop procedures, protocols and control processes to ensure the needs of nutritionally at-risk patients are met.
- Ensure the Trust discharges its responsibilities for nutrition and nutritional standards in respect of clinical governance and risk management.
- To encourage provision and access to relevant training for front line staff and managers on the importance of nutrition for good health and nutritional care
- Review and recommend changes to existing Trust policies as appropriate e.g. Weight Management policy, Protected Mealtimes Policy
- Reviewing hospital practice and advice on the best processes/pathways to ensure meals prepared to nutritional standards are received and consumed by patients.
- Developing standards that ensures meals are presented and served in an appetizing, attractive and accessible manner and to promote menu planning and the provision of appropriate choice
- Agreeing appropriate standards for hospital meals and reviewing the nutritional value of the meals provided
- Ensuring that the nutritional value of food is preserved during the preparation, transportation and serving of meals
- Collation of the recommendations which apply to the Trust's services and production of a summary document
- Review of the Trust's current provision against these recommendations, gaps in current service and an action plan to address Trust-wide issues
- Establish formal communication and reporting processes with Directorate physical health groups, enabling consultation and implementation of recommendations through the Directorate groups
- Agreement of an enteral feeding policy/guidelines for the Trust
- Review of current dietetic service provision compared with recommended levels and where gaps are identified developing an options paper for operational consideration.
- Establishing time-limited project groups to deliver on discrete Trust-wide projects as required
- Developing active patient/customer participation through focus groups, surveys, etc.
- Ensure statutory guidance directives and audit reports are actioned.

