



Hospital Discharge Procedures Working Group Terms of Reference

Direction of Work

The work of the group will support the aims and objectives of Gateshead LINK, which are to improve health and social care in Gateshead.

This will be achieved by:

- Gathering and responding to information on local needs and services.
- Identifying and promoting good practice
- Keeping the local community informed on progress

The specific direction of work of the group will be reported to and agreed by the LINK Steering Group.

Code of Conduct

It is expected group members will adhere to the LINK Code of Conduct and agreed LINK policies.

This will include demonstrating commitment to the principle of equal opportunity regardless of race, gender, marital status, sexual preference, ethnic origin, disability or religion when undertaking Gateshead LINK activities.

Group remit

The starting point for the working group was determined by the LINK event held in October 2008. The key issues identified are listed below:

1. LINKs could examine the procedures and processes that govern hospital discharge practices. Workshop members reported incidents of patients being discharged without Care Packages in place.
2. The LINK will examine this issue further by engaging with the broader community of Gateshead.
3. The LINK needs to raise awareness of late discharges to all staff – medical, nursing and social workers.
4. The Link will consider how social care and health services liaise when developing a Care Package.
5. Early discharge of people with mental health issues often results in early re-admission. There is also an issue of patients' confidentiality – this is used to keep information from Carers, resulting in the Carer being unaware that someone has been discharged until they return home unannounced.

Work Priority

The initial tasks for the group is to evidence a particular issue(s) as a priority and to set a work plan to address this priority, as agreed by the Steering Group.

Membership

Any individual or organisation can join a Gateshead LINK Working Group. It is anticipated group members will be registered with Gateshead LINK.

Frequency of meetings

The group will meet every six weeks.

Facilitation / Chairing of the group

The Host organisation will facilitate the group. When the group is established a Chair will be selected from the membership. Training will be available to support those who would like to Chair meetings.

Role of the Host organisation

Members should bear in mind a key role of the Host organisation is to support the work of the group. This could include any number of activities: letter writing on behalf of the group; information gathering; researching

relevant health and social care documents; planning appointments and interviews; offering guidance on research / consultation methods etc.

Host staff will be in attendance at meetings.

Where there are financial and resourcing implications for the work the group wishes undertake, Host staff can assist in presenting information to the Steering Group.

Invitation of partner organisations and officers

Under certain circumstances the work of the group may be helped by gaining information from health and social care commissioners and service providers. Host staff can assist with this process. This may involve inviting organisations or agencies to present information to the group and facilitating discussions.

Delegation of responsibility

Specific responsibility can be delegated to members to progress the work of the group. Members should only accept responsibility for pieces of work they feel they have the time and commitment to complete. Host staff will support members with their work, as appropriate. All delegated work must be approved by the Steering Group.

Role of Enter and View

In time, Gateshead LINK will have a number of members who can act as LINK authorised representatives to 'Enter and View' specified health and social care services.

Please be aware of this option, there may be occasions where it is appropriate for the group to utilise 'Enter and View' with Steering Group approval.

Timescales and work plan

Gateshead LINK working groups will have a work plan to guide their work, agreed with the LINK Steering Group. The groups are expected to be time limited, although work objectives will be reviewed on a regular basis.

Membership of the LINK Steering Group

Gateshead LINK Working Groups will have representation on Gateshead LINK Steering Group. The selected group Chair is likely to be the

representative, although another group member may be nominated in their absence.

Agreed March 2009