

Swansea Bay University Health Board

Continuing NHS Care High Cost Panel

(v3 14/10/2019)

Terms of Reference

Purpose

The purpose of the Swansea Bay University Health Board (SBU) Continuing NHS Care (CHC) Complex Case Panel is to ensure effective Executive scrutiny of all NHS funded care packages where the NHS contribution (in totality or in part) is above an annual threshold of £75k.

Remit

The Panel's remit will be to:

- Review recommendations from local scrutiny panels for all cases that are complex cases requiring funding above a threshold of £75k per annum for adults (including Mental Health) and children. This could include cases that are:
 - Assessed as meeting the National Continuing NHS Care Framework
 - Patients that are receiving care under the Mental Health Act 2017 including under section 117 placements
 - Other complex cases that are assessed as requiring NHS support whether assessed under the CHC framework or outwith the framework
 - Cases that are considering under the 2014 Children & Young People Continuing NHS Care guidance.
- The Panel will review the recommendation from local scrutiny panels and will agree an outcome that falls into one of 3 categories:
 - Recommendation accepted and case approved
 - Case deferred pending further information, clarification or further assessment (which could include specialist advice)
 - Case approved with adjustments as agreed by the Panel.
- In considering decisions on individual cases, the Panel will review the extant Operational Policy for Health Boards in Wales entitled 'Sustainable Care Planning in Continuing NHS Healthcare' developed in February 2011 and will ensure that the Board is operating within its core legal requirements as well as ensuring the sustainability of care packages

- Undertake a systematic review of the Board's approach to managing high cost placements. This should include:
 - A focussed 'deep dive' of a sample of 3 cases per Delivery Unit on a six monthly basis
 - A review of decision making processes across the Health Board to ensure consistency in the application of the National Framework
 - A review of all packages of care that exceed £200k per annum on a six monthly basis to ensure that the package remains appropriate.
- Consider themes arising from case reviews and ongoing scrutiny and identify opportunities to inform the Board's wider approach around the commissioning and provision of care at individual and strategic level
- Consider themes or issues that ensure that there are effective and sustainable joint working arrangements in place that allow the Board to discharge its core responsibilities
- Provide advice, guidance and support to individual units on cross system issues
- Provide strategy leadership, organisational and workforce development, and assurance that local systems operate effectively to deliver improved performance.

The Panel will not supplant the role of individual scrutiny panels that are based in delivery units. These panels should continue to operate as multi disciplinary panels with Local Authority representation.

Membership

The CHC Complex Case Panel will comprise:

- Gareth Howells, Director of Nursing & Patient Experience
- Unit Nurse Director – Primary Care & Community Services
- Unit Nurse Director – Mental Health & Learning Disabilities
- Unit Nurse Director – Singleton
- Therapy Lead
- Medical Lead

Each individual can identify a nominated deputy who must be a registered healthcare professional.

In Attendance:

Senior Finance Representative(s) from each Unit

Head of Long Term Care (or equivalent***) drawn from PCS, MH/LD & Singleton (Children's services)

**Executive Director with responsibility for Continuing NHS Care*

*** forecasting and forward financial planning purposes*

**** signifies the lead individual with responsibility for managing and overseeing the Continuing NHS Care process within the Delivery Unit*

Quoracy

The Panel will be quorate providing that there the Director of Nursing or their deputy is in attendance, together with at least 1 Unit Nurse Director or their nominated deputies.

Frequency of Meetings

The Panel will meet on a monthly basis.

Meeting Arrangements

Meetings will be held at HQ, and where possible, Skype will be available to minimise travel time.

Units will be responsible for submitting cases to be considered at Panel using a standard proforma (appendix 2) at least 24 hour prior to the Panel meeting.

Unit will be responsible for taking forward agreed actions in respect of individual placements following review at Panel.

A sharepoint site will be established which to which panel cases will be uploaded prior to the meeting. A log of decisions made by Panel will be held on the sharepoint site. The action log will be supported by the corporate nursing department and decisions recorded will be uploaded to the site within 24 hours of the meeting. (For the first 4 meetings, this task will be undertaken by the Delivery Support Team).

Other actions that arise from Panel discussions will need to have a clear owner and agreement as to how these actions will be progressed. This may be via the individual Unit, or through other Health Board mechanisms including Senior Leadership Team. These will be captured and tracked through the action log.

Emergency Arrangements

Where an urgent decision is required (for example, for an emergency placement) that cannot wait until the next scheduled panel, then the respective Unit will notify the Director of Nursing and Patient Experience who will consider whether a decision should be made outside of the Panel arrangements. Where this is necessary, the Director of Nursing and Patient Experience will have discretion to make an urgent decision consulting with other colleagues as appropriate.

Governance and Reporting

Welsh Government require that the responsible Executive Director is required to use the WG prescribed national performance framework to report on CHC matters to their Boards and to share these reports with Welsh Government. It is proposed a summary of the work of the CHC Complex Case Panel is included within the quarterly update to Performance & Finance Committee.

Review

These Terms of Reference will be reviewed in March 2020.

Relevant Documents

National CHC Framework (2014)

<http://www.wales.nhs.uk/sitesplus/documents/866/Continuing%20NHS%20Healthcare%20The%20National%20Framework%20for%20Implementation%20in%20Wales%202014.pdf>

Sustainable Care Planning in Continuing NHS Healthcare (2011)

<http://www.cciss.org.uk/document/242774>



Sustainable Care
Planning in Continuing

Governance and Accountability Arrangements (2014)



Governance and
Accountability Framev

Children & Young Peoples Continuing Care guidance

<https://gov.wales/sites/default/files/publications/2019-06/children-and-young-peoples-continuing-care-guidance.pdf>

Add Template when finalised

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