

Oxehealth Governance Groups

Terms of Reference

1. Introduction

These terms of reference (ToR) outline the purpose, objectives, and membership of the following groups:

Oxehealth Installation Sub Group

Oxehealth Clinical Sub Group

Oxehealth Steering Group

Oxehealth Contract meeting

The Terms of reference for the Oxehealth Co-creation Group are held separately

The purpose of the Governance Groups is to oversee the implementation and embedding of Oxehealth system in the agreed inpatient wards within the trust including implementation of the Oxehealth Policy, SOP (standard operating procedure) and training.

The Oxehealth project is part of the Transformation and Strategy Board and previously reported to the Patient Safety Programme Board. The Patient Safety Programme Board has now been stood down due to the closure of the other two projects (Inphase and PISRF)

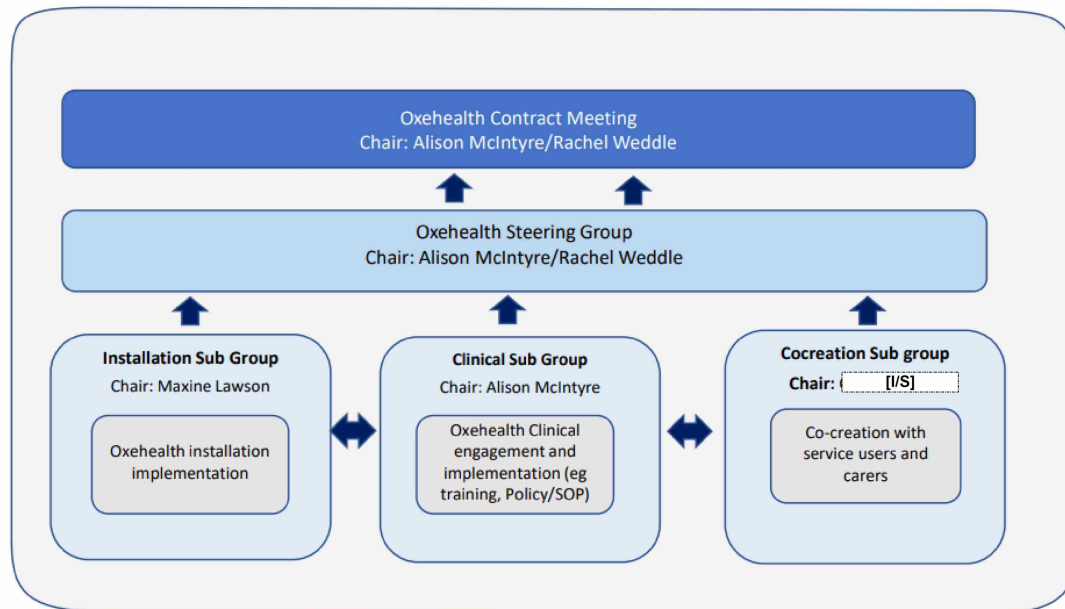
Oxehealth will continue to be reported to Environmental Risk Group bi monthly and QAC quarterly. Any exceptions that cannot be dealt with by these groups can be escalated to Transformation and Strategy Board.

The Oxehealth Steering Group and has three sub groups, namely,

Oxehealth Installation Sub Group

- Oxehealth Clinical Sub Group
- Oxevision Co-creation Group

Please see diagram below for the structure and reporting arrangements for these groups



2. Key Tasks of the Governance Groups are as follows:

Oxehealth Installation group

- To monitor the implementation of the Oxehealth system including:
 - Cabling install
 - Oxehealth Equipment install.
 - IT and Wi-Fi install and technical tasks.
- To manage the project plan/tracker and competing timescales ensuring tasks are on track and where not to agree the next steps.
- To provide assurance to the Oxehealth Steering Group that plans are on track and where not to provide reasons why, mitigations and revised deadlines.
- To escalate any risk and issues to the Steering Group that are not able to be dealt with in this group.
- To provide verbal progress reports to the Oxehealth Steering Group monthly
- To seek advice from the Oxehealth Steering Group where necessary
- To discuss any financial implications of the implementation and escalate to the Oxehealth Steering Group where necessary.
- To manage dependencies between this group and the clinical subgroup

Oxehealth Clinical group

- To receive and monitor ward usage and stopped rooms data and escalate any exceptions to the Oxehealth Steering Group
- To monitor training compliance for wards going live with Oxehealth and escalate any concerns to the Oxehealth Steering Group
- To review and feedback on ESR mandatory training being developed for staff.
- To receive and monitor reports on InPhase incident data involving Oxehealth.
- To discuss Oxehealth ward alerts and agree any propose changes required.

- To monitor and lead on the implementation of Policy and SOP in the wards.
- To monitor the Oxehealth audit data and lead on making improvements where required
- To report and monitor any requests submitted for footage from Oxehealth.
- To escalate any risk and issues to the Steering Group that are not able to be dealt with in this group.
- To provide verbal progress reports to the Oxehealth Steering Group monthly
- To seek advice from the Oxehealth Steering Group where necessary
- To manage dependencies between this group and the Installation subgroup

Oxehealth Steering Group

- To oversee the implementation and embedding of the Oxehealth system within our inpatient wards in Tees Esk and Wear Valley Trust, approving any changes as required.
- To oversee ongoing development of the system related processes and change management.
- To oversee the implementation of the Oxehealth Policy and SOP
- To ensure system and process changes are incorporated into policies, processes, training/guidance, and appropriate communications are undertaken.
- To have overall responsibility for delivering and embedding project outputs and monitoring benefits realisation.
- To monitor on a quarterly basis the contract phases versus the implementation of go live and any financial implications, escalating to the contract meeting where necessary.
- To oversee the ward usage data and stopped rooms data, managed by the clinical subgroup.
- To oversee the training and receive assurance from clinical subgroup that the compliance levels have been achieved.
- To approve the ESR mandatory training being developed for staff.
- To oversee the Oxehealth Audit process
- To approve any changes to the Oxehealth ward alert configurations
- To manage project dependencies.
- To manage project resources including staffing and equipment.
- To manage and escalates (where appropriate) project level risks and issues.
- share Project Management resource and support cross-project working.
- To establish, manage and co-ordinate subgroups or task and finish groups associated with the project (installation, clinical co-creation)
- To receive progress reports from the subgroups or task and finish groups associated with the project.
- To ensure thorough stakeholder involvement has taken place and is built into ongoing check and challenge of progress.
- To communicate the activity of the project steering group to all stakeholders, ensuring appropriate methods are used.
- To authorise payment of invoices/raising of purchase orders to Oxehealth in accordance with the contract, delegated by the contract meeting in urgent timescales.
- **Reports into the Environmental Risk Group, QAC and by except Transformation and Strategy Board.**

Oxehealth Contract Meeting

- To monitor and oversee the contract phasing versus the Oxehealth wards that have gone live.
- To oversee the ward usage data and stopped rooms data at a high-level exception basis.
- To receive updates from Oxehealth on any product updates, research, pilots etc (eg Sleep module)
- To receive any escalations/high level progress updates from the Oxehealth Steering Group
- To review Service Level Agreement where appropriate
- To authorise payment of invoices/raising of purchase orders to Oxehealth in accordance with the contract

3. Membership

Membership of relevant corporate services, clinical and operational executive leaders is mandatory.

Membership of service users, carers and peer workers should be in line with the agenda items to be discussed.

Membership is based on the role and the current people are listed below. This will be updated if and when staff move roles.

Group	Role	Current Name
Installation Subgroup	Senior Project Manager (PMO)	Maxine Lawson (Chair)
	Associate Director of Nursing and Quality/Senior Responsible Officer	Alison McIntyre
	Network Officer (Digital and Data Services)	[I/S]
	Digital Project and Business Analysis Lead	[I/S]
	Head of Technology	[I/S]
	Senior Project Manager (Estates)	[I/S] (Deputy Chair)
	Programme Director (Estates)	[I/S]
	Directorate Accountant	[I/S]

	Capital Support Assistant	[I/S]
	Implementation Project Manager (Oxehealth)	[I/S]
	Implementation Co-ordinator (Oxehealth)	[I/S]
Clinical Subgroup	Associate Director of Nursing and Quality/Senior Responsible Officer	Alison McIntyre (Chair)
	Deputy Chief Nurse	Rachel Weddle
	Senior Project Manager (PMO)	Maxine Lawson
	All Ward Managers for wards live or due to go live with Oxehealth within the next 3 months	
	All Modern Matrons for wards live or due to go live with Oxehealth within the next 6 months	
	Head of Account Management (Oxehealth)	[I/S]
	Business Development – Regional Director (MH) (Oxehealth)	[I/S]
	Training and Support Associate (Oxehealth)	[I/S]
	Senior Directorate Management Team Administrator	[I/S]
	Clinical Safety Officer	[I/S]
	Rep from Oxevision Co creation Group	Tbc
Oxehealth Steering Group	Deputy Chief Nurse	Rachel Weddle (Deputy Chair)
	Associate Director of Nursing and Quality/Senior Responsible Officer	Alison McIntyre (Chair)
	Senior Project Manager (PMO)	[I/S]
	Director of Estates, Facilities and Capital	[I/S]
	Senior Project Manager (Estates)/Programme Director	[I/S] [I/S]

	Programme Director (Estates)	[I/S]
	Lived Experience Care Group Director – North Yorkshire York and Selby	[I/S]
	Lived Experience Care Group Director – Durham Tees valley and Forensics	[I/S]
	Head of Communications	[I/S]
	Communications Manager	[I/S]
	Nurse Consultant Safe Staffing	[I/S]
	Digital Programme Manager	[I/S]
	Head of PMO	[I/S]
	Head of Technology	[I/S]
	Head of Account Management (Oxehealth)	[I/S]
	Business Development – Regional Director (MH) (Oxehealth)	[I/S]
	Training and Support Associate (Oxehealth)	[I/S]
	Implementation Project Manager (Oxehealth)	[I/S]
	Clinical Safety Officer	[I/S]
	Senior Directorate Management Team Administrator	[I/S]
Oxehealth Contract Meeting	Deputy Chief Nurse	Rachel Weddle
	Associate Director of Nursing and Quality/Senior Responsible Officer	Alison McIntyre
	Senior Project Manager (PMO)	[I/S]
	Director of Estates, Facilities and Capital	[I/S]
	Programme Director (Estates)	[I/S]
	Head of PMO	[I/S]
	Head of Account Management (Oxehealth)	[I/S]

	Business Development – Regional Director (MH) (Oxehealth)	[I/S]
	Principal Finance Business Partner	[I/S]

4. Frequency

The group will be held monthly, and dates set in advance to align with the governance arrangements as follows:

Meeting	Week/Day	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2025
Transformation and Strategy Board meetings	Monday (Third week)	15th	20th	17th	15 th	19th	16th
QAC	Quarterly – tbc						
Environmental Risk Group	Friday (Bi monthly 3 rd week)	19th		21st		16th	
Oxehealth Steering Group/Contract meeting	Wednesday (Third week)	17 th	15 th	19th	17th	21 st	18th
Installation subgroup							
Clinical subgroup							
Cocreation Group							

Members and group attendees will be notified of any amendments to these dates, times or venues within 5 working days of the next meeting date. The agenda will be sent to members 5 working days before the meeting and supporting papers, whenever possible, shall accompany the agenda, but will certainly be dispatched no later than 3 calendar days before the meeting, save in exceptional circumstances.

5. Quorum

As a minimum

Installation sub group

- Chair or Deputy
- Representative from Estates
- Representative from Oxehealth

Clinical sub group

- Chair or Deputy
- Representative from Nursing and Governance
- Care group representative from each inpatient speciality (MHSOP, AMH, SIS and H&J)
- Representative from Oxehealth

Oxehealth Steering Group

- Chair or Deputy
- Representative from Nursing and Governance
- Representative from Oxehealth
- Representative from Estates

Oxehealth Contract meeting

- Chair or Deputy
- Representative from Nursing and Governance
- Representative from Oxehealth
- Representative from Finance

6. Meeting Duration

The meeting duration will be as follows:

- Oxehealth Installation Sub Group 45 minutes
- Oxehealth Clinical Sub Group 60 minutes
- Oxehealth Steering Group 45 minutes
- Oxehealth Contract meeting 35 minutes

7. Attendance by Others

To be determined by the Chair in consultation with the Senior Responsible Officer.

8. Reporting

- Subgroups (installation/Clinical/Co- creation) – verbal update to steering group

- Steering Group/Contract meeting – exception report to transformation and Delivery board/project report to Environmental Risk Group
- Environmental Risk group – project report into Transformation and Strategy Board
- QAC – Quarterly update report
- Transformation and Strategy Board -by exception only
- Relevant Care Group Boards – as required
- Trust groups and committees – as required
- EDG as required