



NHS

**East Midlands
Congenital Heart Network**

The East Midlands Congenital Heart Network

Joint referral and care guidance documents

December 2023



**East Midlands
Congenital Heart Centre**

Document Control and Governance

Publication:	December 2023
Review date:	Feb 2024
Expires:	February 2026
Approved by:	UHL Policy and Guideline Committee UHL Trust ref: E5/2024 (replacing former E1/2019)
Date of original approval:	16 February 2024
Trust Lead:	Dr Gregory Skinner
Board Director Lead:	Dr Andrew Furlong, Medical Director
Version Control:	V2 Feb 2024

Contents

The East Midlands Congenital Heart Network	1
Document Control and Governance	2
1. Introduction and overview	3
2. Policy Scope – who the policy applies to and any specific exclusions	3
3. Roles and responsibilities within the organisation	4
4. Process for monitoring compliance	5
5. Equality impact assessment.....	5
6. Supporting references, evidence base and related policies	6
7. Process for version control, document archiving and review	6

2 | Joint referral and care guidance documents

Policy Title- East Midlands Congenital Heart Network Joint Referral and Care Guidance Part 1 Guideline

Approved by: PGC Approval Date: February 2024 Trust Ref: E5/2024 Date of Review: February 2026

NB: Paper copies of this document may not be most recent version. The definitive version is held on InSite in the [Policies and Guidelines Library](#)



NHS
East Midlands
Congenital Heart Network

1. Introduction and overview

1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trust's Policy and Procedures for Joint referral and care guidelines for Network based clinicians working within the East Midlands Congenital Heart Network.

2. Policy Scope: who the policy applies to and any specific exclusions

2.1 The Guidance documents apply to Health Professionals from Network centres across the East Midlands. It also outlines where interaction with UHL staff is required, and the process needed to do this.

2.2 All Health Professionals for whom this policy is intended will require a level of educational and professional standing appropriate to their roles, and that meets the expectations and demands dictated by their employing Network Trust. Where specific training and educational support is needed to help facilitate the referral and care pathway this will be provided by East Midlands Congenital Heart Network via the Training and Educational strategy.

2.3 The guidance document relates to all children with heart disease as well as all patients with Congenital Heart Disease from diagnosis in pregnancy through to end of life.

2.4 This policy excludes specific care guidance and policies relating to the individual NHS Trusts within the Network, the responsibility of which lies with those Trusts. Inpatient care at UHL referred to in this document will be governed by the appropriate UHL policy and guideline.

3 | Joint referral and care guidance documents

Policy Title- East Midlands Congenital Heart Network Joint Referral and Care Guidance Part 1 Guideline

Approved by: PGC Approval Date: February 2024 Trust Ref: E5/2024

Date of Review: February 2026

NB: Paper copies of this document may not be most recent version. The definitive version is held on InSite in the [Policies and Guidelines Library](#)



NHS
East Midlands
Congenital Heart Network

3.Roles and responsibilities within the organisation

An overview of the individual, departmental and committee roles and responsibilities, including levels of responsibility and any education and training requirements :

(a) Adult / Paediatric Congenital Heart Disease Consultant Cardiologists, Consultant Paediatric and Adult Intensivists, Consultant Anaesthetists, Consultant Paediatricians, Consultant Neonatologists, Nursing staff , Clinical Scientists, Clinical Therapists

(b) Board Director Lead – Mr Andrew Furlong (Medical Director University Hospitals of Leicester NHS Trust).

(c) The policy will be implemented and monitored by The East Midlands Congenital Heart Network (EMCHN) Board. This initial version will be subject to feedback over the first six months from issue. Feedback will be collated and reviewed by the EMCHN Board. Following this the document will be resubmitted to the policy approval committee for longer term approval.

(d) All staff (UHL and Network) needing guidance or clarification on this document should speak to the relevant lead clinician for that area, after which they should send any feedback to the EMCHN administrator for review by the Network clinical governance group (CGG). Audit and feedback of the guidance documents is a regular agenda item at EMCHN Board meetings.

(e) The EMCHN Clinical Governance Group is a delegated sub-group of the EMCHN Board with authority to approve procedures and guidance documents that require review outside of the three times a year Network Board meeting timetable (as part of the EMCHN Terms of Reference), with quorate representation from the East Midlands Network Hospitals and UHL.

4 | Joint referral and care guidance documents

Policy Title- East Midlands Congenital Heart Network Joint Referral and Care Guidance Part 1 Guideline

Approved by: PGC Approval Date: February 2024 Trust Ref: E5/2024

Date of Review: February 2026

NB: Paper copies of this document may not be most recent version. The definitive version is held on InSite in the [Policies and Guidelines Library](#)



4. Process for monitoring compliance

These policies will be monitored as per the table below.

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report go to.
Clinical effectiveness/ compliance to standards	Stacey Taylor Network Manager	Periodic self-assessment returns from Network hospitals, and Network hospital reports at Network board meetings	4 times a year	East Midlands Congenital Heart Network Board – via Clinical Governance Group
Gap analysis – any guidance missing or required	Stacey Taylor Network Manager	As above	As above	As above

5. Equality impact assessment

5.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.

5.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

5 | Joint referral and care guidance documents

Policy Title- East Midlands Congenital Heart Network Joint Referral and Care Guidance Part 1 Guideline

Approved by: PGC Approval Date: February 2024 Trust Ref: E5/2024

Date of Review: February 2026

NB: Paper copies of this document may not be most recent version. The definitive version is held on InSite in the [Policies and Guidelines Library](#)



NHS
East Midlands
Congenital Heart Network

6. Supporting references, evidence base and related policies

6.1 When relevant details of supporting evidence and research will be listed in the document

All guidance and policy complies to the requirements of the [Congenital Heart Disease Service Specification](#)

7. Process for version control, document archiving and review

7.1 Review details are described in the Policy and give details of timescale and who will be responsible for review and updating of the document.

The updated version of the Policy will then be uploaded and available through INsite Documents and the Trust's externally-accessible Freedom of Information publication scheme. It will be archived through the Trust's PAGL system.

