

Terms of Reference: Neonatal Dietitians Interest Group

1. Group title

The British Dietetic Association Neonatal Subgroup (NDiG)

2. Reports to

British Dietetic Association's Paediatric Specialist Group

3. Objectives

- To establish a network of dietitians working in neonatology to share best practice.
- To create a forum for discussion of current issues within the field of neonatal nutrition.
- To provide evidence-based education and advice to non-specialists and specialists in the field of neonatology through meetings, study days and a network of experts who can be contacted for advice.
- To develop links with other professional groups working in neonatology.
- To undertake joint collaborative audit and research to develop formalised standards and publish work
- To develop and review neonatal dietetic staffing recommendations along with associated knowledge and skills frameworks for safe and high-quality care.
- To respond to national and government reviews into neonatal care providing expert opinion on clinical nutrition, workforce and policy as required

4. Roles and Responsibilities of Group

4.1 Education

- The Neonatal Subgroup Education Committee is responsible for overseeing all aspects of member education
- Member education sessions to share practice based clinical knowledge and skills, and wider principles of neonatology to update and upskill members.
- Education sessions will be developed in response to member feedback and requests.
- The group will deliver 2 x ½ day education sessions, 1 x full study day per year.
- The group supports the development and delivery of the postgraduate education in Neonatal Dietetics (Module 5). This is a recognised clinical module forming part of the MSc in Paediatric Dietetics, hosted by the BDA Paediatric Group.
- Education is also provided for other health care professionals, and parents, within the field of Neonatology e.g. Neonatologists, other AHPS.

4.2 Resources

- The group produces resources to support workforce planning, quality, and evidence-based clinical practice. These resources are made available to other health care professionals via the NDIG/BAPM/N3 website. These documents include:
 - Consensus statements and Clinical Guidelines
 - Neonatal Dietetic Staffing Recommendations
 - Knowledge and skills framework

All resources will be subject to relevant document control

5. Membership

- Neonatal Subgroup members must be members of either the BDA Paediatric Group or the Irish Nutrition & Dietetic Institute (INDI).
- All members should be practicing on a neonatal unit - independent of the time allocated to their post for seeing neonatal patients.
- All members should adhere to the WHO Baby Friendly Initiative
- All Neonatal Subgroup members should declare any affiliation with commercial companies
- INDI members are welcome to join the subgroup and attend meetings and education session, but they are not allowed to vote or hold a committee role
- The BDA office will manage the Neonatal Subgroup membership list. It is the responsibility of members to update their details as necessary. Only members on the membership list will be allowed to vote on Neonatal Subgroup matters.

6. Committee

Committee Members are BDA Neonatal Subgroup members that have volunteered through an election process – see BDA website for more details.

The standard term for committee members is 2 years.

Committee members can stand for each role for a maximum of 2 terms.

The committee is responsible for managing the Subgroup, on behalf of the members.

These responsibilities include:

- Planning future directions and work through the development of an annual work plan.
- Delivering and coordinating the subgroup, with the help of other members, services and support for the membership.
- Regularly communicating with members and responding to feedback.
- Developing and managing external relationships.
- Ensuring that all financial and legal matters are properly managed.
- Applying for funding to support the work plan, as required.
- Planning succession and conducting induction to newly elected Committee Members.
- Making decisions that are in the best interest of the Subgroup and not for individual gain.
- Regularly communicating with the BDA Paediatric Group, Volunteering Team and BDA office staff.

Neonatal Subgroup Committee Structure can be accessed at [Committee - British Dietetic Association \(BDA\)](#)

The Chair of the Paediatric Group of the BDA and the BDA Volunteer Team will be kept informed of any changes to the Neonatal Subgroup Committee.

7. Decision Making

Individual group members will have equal say in the decisions of the group. Decisions will only be taken if a meeting is quorate (> 50% of group members present which should include chair or secretary). Where consensus is not reached by the group, a decision may be deferred. The chair's role will be to facilitate a group consensus so that a decision can be made.

8. Frequency of Meetings

Per annum

3 x NDiG Committee meetings

1 x NDiG AGM (March)

1 x NDiG Business Meeting (October)

- NDiG meetings are held independently of Paediatric Group meetings
- NDiG meetings will be held in accordance with this constitution
- NDiG meetings are free of charge.

9. Administrative Support, Communication and Minutes

- Administrative support will be provided by the Neonatal Subgroup Secretary
- All papers and the agenda will be sent to members 5 working days in advance of the meetings.
- Neonatal Subgroup is responsible for the moderation and administration of the Neonatal Basecamp Discussion Forum
- A copy of the minutes for Neonatal Subgroup meetings should be copied to the BDA Paediatric Group of the BDA and to the BDA Volunteer Team.
- The Neonatal Subgroup Chair will provide an annual report to the Secretary of the BDA Paediatric Group.
- The chair, or a Neonatal Subgroup representative, will present an Annual Report of activities/achievements to one of the Paediatric Group meetings each year.
- The Neonatal Subgroup secretary will inform the BDA Paediatric Group Secretary of the dates of forthcoming meetings
- A copy of the agenda and minutes of the meeting will be sent to the BDA Paediatric Group Secretary for filing.

10. Finance

- All Subgroup financial activities will be undertaken in accordance with the rules as set out in the Specialist Group constitution and governed by current BDA policies.
- The sub-group will keep true, up to date financial accounts which conform to the rules laid down in the Treasures Handbook, indicating all sums of money received and expended and the matters in respect of which the transactions took place.
- The Subgroup Committee Treasurer will submit all financial information to the Specialist Group Treasurer to be incorporated and submitted with the financial information of the Specialist Group to the Accounts Department of the BDA for annual audit (no later than the end of February)

- Group membership is free to BDA Paediatric Group member
- The Sub-Group Committee will oversee the annual budget.

11. Lifespan of TOR

Reviewed every 2-years

Terms of Reference Agreed: June 2025

Review Date: June 2027