

## **PRIMARY CARE**

### **CLINICAL AND NON-CLINICAL POLICIES REVIEW GROUP**

#### **TERMS OF REFERENCE**

#### **1. CONSTITUTION**

- 1.1 With the Trust now providing high quality Primary Care Services across London and Bedfordshire, it is vital that clinical policies across the areas are consistent and in line with the Trust standard. In light of this, a small core group of staff was set up to work on the alignment and review of the clinical policies.
- 1.2 All procedural matters in respect of conduct of meetings shall follow the Trust's Standing Orders.

#### **2. CORE MEMBERSHIP**

- 2.1 The core membership of the group shall comprise of representation from:
- Practice Managers
  - Lead GPs
  - Lead Nurses
  - Senior Management Team
  - Quality and Compliance Team
  - Relevant Subject Matter Expert or Trust Lead (where required)

Other members will be requested to join the group depending on the policy being reviewed.

- 2.2 A quorum shall be 5 people with a representative from each area listed as members.
- 2.3 The meeting will be coordinated by Marion Savariaud and facilitated by Dr Liz Dawson.

#### **3. ATTENDANCE AT MEETINGS**

- 3.1 All members are expected to attend each meeting. In any situation where a member is unable to attend, apologies should be sent to the facilitator ahead of the meeting, and a deputy sent where possible.

#### **4. FREQUENCY OF MEETINGS**

- 4.1 Meetings shall be held monthly; but extra ordinary meetings can be called as and when required.

#### **5. AUTHORITY**

- 5.1 The group is authorised to investigate any activity within its terms of reference.

## **6. DUTIES**

The duties of the Committee can be categorised as follows, to:

- Review each policy across all services within Primary Care in ELFT, which currently includes Newham, Tower Hamlets and Bedfordshire.
- Align policies in every area of work to the agreed standard using approved templates such as policies and standard operating procedures (refer to Trust Policy on policies).
- Maintain a tracker of all policies reviewed to enable further reviews as and when required.
- To cross-reference each policy with any existing Trust Policy to ensure that they are current, and evidence based.
- Develop new policies that may be pertinent to the service.

## **7. REPORTING**

- 7.1 The Senior Responsible Officer for this work is Marina Muirhead Service Director – Primary Care.
- 7.2 Any actions from the meeting shall be formally recorded and submitted to the Quality and Assurance Group (QAG).
- 7.3 The Chair of the group shall draw to the attention of the members any issues that require disclosure to the QAG, or require executive action.
- 7.4 The group will report to the Quality and Assurance Group (QAG) every quarter to advise of progress on this work.
- 7.5 Should any changes to policy impact on Trust process the Chair of the group will notify the relevant Trust established group e.g. Medicine related policies will be shared with the Medicine Management Committee.

## **8. COMMITTEE SECRETARY**

- 8.1 The facilitator will also double up as the committee secretary, whose duties in this respect will include:
  - Circulating agenda and papers to the group members and invited colleagues, at least one week prior to the meeting
  - Taking actions and keeping a record of matters arising and issues to be carried forward
  - Keeping a record of attendance at meetings
- 8.2 The Chair of the group will ensure that these terms of reference are compliant with NHSLA risk management standards, and monitor compliance with the standards.