

## EXTERNAL QUALITY ASSURANCE – PROGRAMME BOARD

### Terms of Reference

Working within the West Midlands Quality Review Service *'Principles and Approach'*, the Programme Board will:

- Recommend the programme of review visits to the Department of Health Chief Executive.
- Oversee delivery of the programme of review visits and work to ensure its successful implementation.
- Ensure patient and carer, clinical, managerial and appropriate other stakeholder involvement in the development of Quality Standards and the review process.
- Agree Quality Standards for use in reviewing Isle of Man Health Services and, if necessary, oversee the development of new Quality Standards.
- Agree, if necessary, changes to the WMQRS review approach.
- Identify and disseminate strategic issues arising from quality reviews.
- Ensure dissemination of good practice identified during quality reviews.
- Ensure communication about the Quality Standards and quality reviews with relevant organisations.
- Ensure evaluation of the programme of development of Quality Standards and quality reviews.

Specific deliverables and timescales will be agreed as part of establishing the Programme Board.

Final reports of each visit will be sent to the Chief Executive, Department of Health who will be responsible for ensuring appropriate action is taken. Programme Board members will receive copies of final reports. The Programme Board is not responsible for ensuring action is taken in response to issues identified during review visits. Action following peer review visits will be monitored through the Department of Health performance and review mechanisms.

### Membership

Independent Chair – Ian Thompson

Patient Representative – Health Services Consultative Committee: John Whitehouse

Patient Representative – Service Users Network: Elaine Haines and Christine Gawne

Deputy Chief Executive – Lesley Keenan

Director of Health Care Delivery - Norman McGregor Edwards

Hospital Manager – Barbara Scott

Director of Nursing, Midwifery and Professional Development– Bev Critchlow  
Medical Director – Steve Upsdell  
Head of Community Services – Cath Quilliam  
Head of Mental Health Services – Steve Chell  
Director of Public Health – Dr Kishore  
General Practitioner – Dr Marius Maska  
WMQRS Acting Director – Jane Eminson  
Assistant Director – Sarah Broomhead  
Project Coordinator – Jan Mellows

If unable to attend, Programme Board members may send a deputy of appropriate seniority.

**Accountability**

The Programme Board will be jointly accountable to the Chief Executive, Isle of Man Department of Health and to the WMQRS Board.

**Frequency of Meetings**

It is expected that the Programme Board will meet three times each year, although this may vary as the programme progresses.

**Agreed by Programme Board: 14<sup>th</sup> October 2013**

**Review Date: 31<sup>st</sup> October 2014 at the latest**