

WMQRS QUALITY ASSURANCE GROUP

TERMS OF REFERENCE

Terms of Reference

Working with the West Midlands Quality Review Service 'Principles and Approach', the Quality Assurance Group will:

- 1 Quality assure WMQRS Quality Standards.
- 2 Consider and approve reports of quality review visits. The Quality Assurance group will not be required to comment on the accuracy of the reports as this will already have taken place by the reviewer and then providers and commissioners of the service in question. The group will be asked to consider the following:
 - a. Whether the conclusions reached appear reasonable based on the information in the report
 - b. Whether the report is of appropriate quality.
- 3 Ensure consistency of interpretation of the Quality Standards and identify any changes needed.
- 4 Advise on other aspects of the work of WMQRS, as required.

Membership

| Role | Current Member | Position | Organisation |
|--|--------------------|---|--|
| At least two lay or patient representatives | Elaine Day | | |
| | Jayne Williams | | |
| At least two senior doctors | Dr Philip Brammer | Consultant Respiratory Physician | The Dudley Group NHS Foundation Trust |
| | Dr Jonathan Howell | Consultant in Public Health | Specialised Commissioning (West Midlands), NHS England |
| At least two Senior Nurses or AHPs | Michelle Norton | Executive Director of Nursing | George Eliot Hospital NHS Trust |
| | Beverly Ingram | Executive Clinical Lead/Workforce Transformation & Innovation | Health Education England, working across the West Midlands |
| At least one Governance or Quality & Safety Lead | Tracy Jones | Deputy Executive for Quality and Engagement | South Warwickshire NHS Foundation Trust |
| At least one Commissioner | Vacant | | |

Members will be appointed to the Group for a period of two years. Membership will be reviewed every two years.

Meetings

The Group will meet up to ten times per year. Telephone conference facilities will be in place for those members who cannot attend in person. Meetings will last a maximum of 2 hours with up to 2 hours preparation.

Declaration of Interest

Where meetings consider and approve reports of quality reviews, Steering Group members should make a declaration of interest if:

- they have been a member of the visiting team
- they or a close family member work or have recently worked at the organisation to which the report relates
- they or a close family member have recently used the service to which the report relates

At the discretion of the Chair of the Group, Steering Group members who have made a declaration of interest may take part in the discussion of the report to which the declaration relates.

WMQRS recognises the benefits of the patient voice in the review process and in the work of the Quality Assurance Group and will seek to ensure a patient representative is present at all meetings.

Quoracy

A quorum for meetings will be four people, one senior doctor and three others. WMQRS staff do not count as members of the Group.

Steering Group members who have made a declaration of interest must be discounted from the quorum for the report to which the declaration relates, but will still be counted towards the quorum for the meeting.

Approved: 13th January 2016

Review by: January 2017

PERSON SPECIFICATION FOR MEMBERS OF THE WMQRS QUALITY ASSURANCE GROUP

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| Lay or Patient Representative <ul style="list-style-type: none">with experience of reviewing on more than one WMQRS review programme or equivalent. |
| Senior Doctor <ul style="list-style-type: none">currently working as a consultant, GP, or public health doctorwith some senior management experience or equivalent |
| Senior Nurse or AHP <ul style="list-style-type: none">currently working in NHS organisationwith some senior management experience |
| Governance or Quality and Safety Lead |
| Commissioner <ul style="list-style-type: none">with senior management experience |
| Essential: <p>All WMQRS Group members must have:</p> <ul style="list-style-type: none">ability to work well in a group, respecting different perspectivescommitment to improve the quality of health servicescommitment to WMQRS 'Principles and Approach'ability to rapidly assimilate and make judgements on written materialemail access and ability to open and navigate emails, Word and Excel files |
| Desirable: <p>Good understanding of NHS quality systems and approaches</p> |

WMQRS Quality Assurance Group members who have not previously participated in a WMQRS training and review visit will be expected to do so as part of their induction