

Quality Forum

Terms of Reference

Introduction

These terms of reference set out the purpose, scope, membership, governance and reporting arrangements of the Quality Forum of the West Midlands Imaging Network (WMIN).

Purpose

The Quality Forum is a group dedicated to the discussion of key quality and governance topics. The forum will facilitate discrete pieces of work, as required, with the aim to support each member organisation in improving the quality of their services and working towards gaining accreditation for Quality Standard for Imaging.

The Forum will review current legislation and key national publications to support the regional members in ensuring compliance with these through discussion and shared learning.

This collaborative approach will support the Quality Standard for Imaging Network statements:

- IN-501 (Network-wide Clinical Guidelines),
- IN-701 (Network Review and Learning), and
- IN-702 (Network Audit).

Scope

Topics for discussion may include:

- Regulatory
 - IR(ME)R '17, IRR '17 and EPR
 - CQC / Health and Social Care Act
 - H&S, Patient Safety, Equipment Safety Alerts
 - PGDs/ PSDs/ Medicines
- Quality improvement
 - QSI
 - QMS Systems
 - Quality Improvement Projects
 - Audit
- Safety and experience
 - Incidents (trends, themes, learning)
 - Complaints (trends, themes, learning)
 - Feedback (patient and user surveys)
 - Risk Management
- Publications and guidance from the Colleges and other stakeholders

The Forum will have oversight of all task and finish groups and will set the agenda for an annual workplan.

Membership & Quoracy

The membership of the Forum will consist of:

- Representative from each member organisation from the governance and quality team.
- Quality Improvement Partners – RCR and CoR
- The group will be chaired by the WMIN programme manager

Non-members may occasionally be invited to attend the meetings where required, for example, subject matter experts to present on relevant items.

Quoracy:

- 50% of membership, either in person or by deputy AND
- At least one representative of each Integrated Care Systems

A member of the Network core team will facilitate and their work and will act as the secretariat for the SIG

Management of Meetings

The Forum will meet quarterly face to face with a wider agenda to include updates from each organisation. Further online meetings will be held monthly. Meetings will be recorded for minuting purposes only, with the exception of agreed learning sessions.

An extraordinary meeting may be called at the request of any member or if there is a requirement due to change of legislation, national publication or any other urgent matter pertaining to quality and governance.

Items for discussion must be sent at least 7 days prior to meetings. Individuals sending items will be expected to lead the discussion at the meeting (Chairs discretion applies). Agendas and supporting papers will be circulated to the members 5 working days prior to each meeting.

The format of the agenda will be dependent on the items discussed, but as standard will include:

- An update on the Network
- Reviews from the workplans
- Learning sessions – where a topic is explored in more detail
- Opportunities to discuss ask questions of the group as an agenda item or AOB
- Bring to the group, any service issues for discussion and decision on a way forward
- Updates on any task & Finish items

Minutes will not be taken, however any decisions and actions will be logged and circulated not more than two weeks after meetings following agreement from the chair.

The WMIN core network team will be the point of contact for members wishing to convey relevant information to the meeting or to the rest of the WMIN.

Information Sharing

The sharing of good practise and policies will be actively encouraged. Members are responsible for ensuring patient and staff identifiers are removed from all documents prior to sharing. Members are also responsible for gaining local approval from their organisations. All information will be stored securely on the quality forum FuturesNHS website. The WMIN programme manager will manage this site to ensure ease of access. All members are able to add documents or join a discussion on the site.

Governance, Reporting and Accountability

Each member of the Forum is responsible for reporting back to colleagues, managers and directors within their Trust. Terms of reference and chairing arrangements will be reviewed on an annual basis.

Highlight papers will be drawn up for the WMIN Operational Board and sent in advance of the meeting. The WMIN Operational Board agenda will allow for any reporting by exception, for the board to clarify information, or to discuss any decisions requested by the SIG representative.

The publication of any Network-wide guidance will be on the recommendation to the Operational and/or Executive Boards.

The forum shall review its effectiveness on an annual basis. This will involve monitoring and reporting on:

- Frequency of meetings.
- Compliance with the purpose of the Network as outlined in the ToRs and standing agenda items
- Attendance at meeting
- Evidence based outcomes resulting from the decisions taken at the Group.

Document management

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Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V1	07/09/2023	First Draft	Holly Warriner	Senior QI Manager

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