

Clinical Directors Forum

Terms of Reference v0.1

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1. Purpose

The West Midlands Imaging Network Clinical Directors Forum will facilitate continued improvements in the quality of diagnostic services and improved patient and staff experiences across the West Midlands by sharing or creating best practice and resources, standardisation of care pathways and protocols and by sharing of information and data.

The West Midlands Imaging Network Clinical Directors Forum will work with linked groups of professionals to ensure equitable provision of high quality, clinically effective services across our region. It will promote the development and delivery of best practice, evidenced based care, with an emphasis on ensuring equitable, consistent high quality service provision.

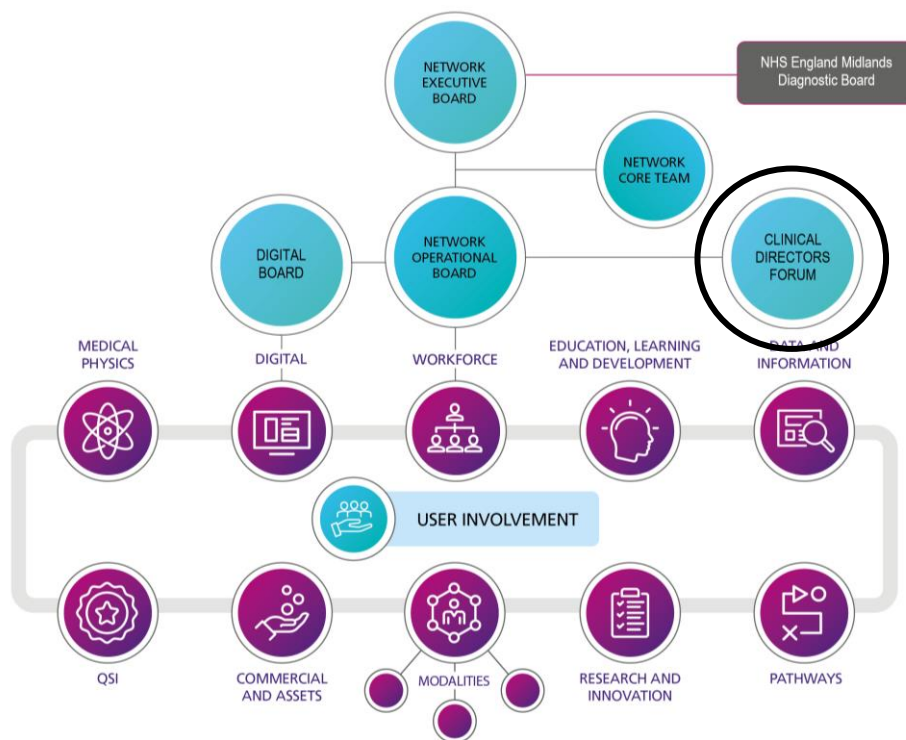
It will focus not only on operational improvements and equity of patient care but also the provision and sharing advice and support. It will provide mutual support to its members and encourage and share training opportunities to enhance the leadership capabilities of its members and their leadership teams.

2. Background

The West Midlands region comprises 15 trusts across 6 ICSs, serving a population of around 6.3 million. Imaging plays a crucial role in the diagnosis, staging and management of a variety of conditions using a range of ionising and non-ionising radiation modalities. Investigations touch every part of the patient pathway and is a key enabler for effective care.

Networking allows for better value, better utilisation of capital equipment, faster turnaround times where required and more opportunities for the workforce to undertake extended roles and advance their professional development. Networking will reduce variation in practice, enhance workforce opportunities, bring equity to patient access and even out and reduce cost.

High level key aims of the programme are to improve service resilience, reduce duplication and use economies of scale to enable the latest technology to be purchased in order to develop imaging service provision.



3. Duties and Responsibilities

The West Midlands Imaging Network will provide strategic overview and approval across the imaging transformation programme. The role of the Clinical Directors Forum is to:

- Work across traditional boundaries to ensure that clinical leads from across the West Midlands work together to achieve the best outcomes possible.
- Promote the development and delivery of best practice, evidenced based care, with an emphasis on ensuring equitable, consistent high quality service provision and, where necessary seamless transitions of imaging and care across the whole patient pathway.
- Endorse clinical guidelines, policies, and procedures for recommended use across the West Midlands region.
- Support the dissemination and implementation of Network documents within individual’s organisations.
- Provide expert clinical advice to the operational board in relevant work streams.
- Drive improved and equitable outcomes through the use of good data and create an excellent environment across the West Midlands for openness, learning, teaching, research and development.
- Give objective clinical advice on local and national service configuration issues, including care pathways, protocols, and operational links between regional services.
- Facilitate shared learning and development across the network for all professionals.
- Continuously develop the Imaging Network within the context of the National Clinical Strategy for Imaging Networks, ensuring that it is resourced appropriately, fit for purpose and which will ensure people receive excellent care quickly and in the most appropriate setting.
- Support the development of constructive links with other relevant networks such as Stroke, Spinal and Cancer networks.
- Maintenance of a consensus agreement on clinical pathways and guidelines to be adhered to across the network footprint to minimise risk of variation in access to treatment and outcomes.
- Provide leadership and promote the work of the West Midlands Imaging Network within the wider community.
- Develop a coherent and consistent Network ensuring voices, insight and influence of patients and clinician’s sit at the heart of all decision making.
- Strengthen the links with research ensuring we embed research into our process.

4. Membership

The core membership of the group will comprise of:

Member	Role	Representing
Chair	Network Clinical Director	West Midlands Imaging Network
Deputy Chair	Consultant Radiologist	
Member	Network Director	West Midlands Imaging Network
Member	Network Portfolio Manager	West Midlands Imaging Network
Member	Clinical Directors, or Lead Radiologist where CD is not a Radiologist	x15, representing employing Trust
Non-voting Member	Network Senior Quality Improvement Manager	West Midlands Imaging Network
Secretariat	Programme Support Officer	West Midlands Imaging Network
Non-voting Member	Other leads of key service areas by invitation at the discretion of the Chair	

Task and finish groups will be convened by the Imaging Network as and if required, the outputs of these groups may report back through this group or seek advice from this group. Membership of the task and finish groups may be drawn from the wider community as necessary.

5. Confidentiality and information sharing

Documents circulated by members of the group can be shared externally unless expressly stated as confidential or in draft form, including other networks as appropriate.

Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members.

6. Declarations of interest

A conflict of interest is a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold.

All group members should ensure that they are not placed in a position that risks, or appears to risk, compromising their role or the NHS public and statutory duties or reputation. Members must also not accept gifts or hospitality by virtue of their role in the Clinical Directors Forum.

Forum members are required to declare conflicts of interest and the receipt of gifts, hospitality and/or sponsorship, in line with the national guidance to the NHS.

Conflicts of interest should be declared in writing to the Network secretariat and specific NHS England conflicts should be raised at the start of any agenda item or discussion for which that conflict arises. A conflict-of-interest register will be maintained by the secretariat. This will be reviewed annually.

7. Meetings

Key principles include:

- Each health system has an equal voice.
- Multi-professional leadership is essential.
- Each organisation is represented.

Voting will be on the basis of a simple majority, unless agreed by the board before voting takes place. Where necessary, the Chair will have the casting vote.

Decisions made at each meeting will be binding on all organisations.

If an urgent decision is required prior to the next scheduled meeting, the Chair may recommend an extra-ordinary meeting be convened OR agree a virtual decision made by email – where this must be responded to by ALL voting members.

There is an expected attendance requirement per member of 75% of meetings. If the attendance requirement is not met, the Chair may seek another member from that organisation or system.

8. Agenda

The agenda will be set by the Chair ahead of each meeting, but the standard agenda is expected to include as a minimum:

- Introduction / Welcome and Apologies/ Declarations

- Review of notes and actions arising from last meeting
- Matters arising not on the agenda.
- AOB & items for the next meeting
- Date of next meeting

9. Governance and Reporting

The West Midlands Imaging Network Clinical Directors Forum is accountable to the West Midlands Operational Board. The nominated deputy chair or other agreed representative of the group will attend Operational Board to reflect the views of the group.

Each member has the responsibility to report back to their constituent organisation and to ensure dissemination of information.

The Clinical Directors Forum will draw on the expertise of its members to give clinical advice and assistance to mitigate any areas of risk in any particular Trust, however, if not resolved, the Imaging Network has a responsibility to report any potential areas of risk to patient safety which it may identify to the ICS or trust in which the risk is identified. Responsibility for acting on the risk remains with the ICS or trust.

When information discussed is of a sensitive or confidential nature, members are expected not to discuss the information outside of the meeting. If members are unsure of the status of the information, they should contact the secretariat.

10. Secretariat

Secretariat will be provided by the West Midlands Imaging Network Programme Support Officer.

Meeting papers will be circulated a week before the meeting. Meeting notes will be circulated within 14 days after the meeting.

To ensure that meetings run smoothly and effectively, members will be expected to read circulated reports and other materials in advance of meetings and identify actions that result from discussions and commit to following through those actions.

11. Frequency and Location of Meetings

The group will meet quarterly in person; however, this may alter over time to suit the needs of the group.

12. Review

The Board will review the Terms of Reference annually as a minimum requirement.

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Document Management

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Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V0.1		Initial Draft	JH	Network Clinical Director

Document Control

The controlled copy of this document is kept within the West Midlands Imaging Network files. Copies of this document held outside of that area, will be viewed as removed from formal change control.