# Urgent Care Clinical and Operational Leads Group

# Terms of Reference (TOR)

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| **Version:** | **Owner:** | **Created:** |
| 1.0 | Louise Whyte (Lead GP) | 2nd September 2024 |
| **Published:** | **Approving Director:** | **Next Review** |
| 3rd October 2024 | Rhys Hancock (Director of Nursing, AHPs and Governance) | 3rd October 2025 |

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## Purpose

* To provide a discussion and decision-making forum for leadership and operational issues.
* To share operational information and updates
* To offer peer support as leaders within the IUC service
* To enable shared learning between the operational and clinical leadership teams
* A decision-making group to sign off joint operational and clinical based decisions (for example process such as blood taking) which then will go Service Delivery and improvement Board (SDIP) if SevernSide specific, if it is a generic corporate document, this will go to Quality Board for complete sign off before publication.

## Responsibilities

* The Urgent Care Leads group will hold responsibility for effective and efficient running of the SevernSide IUC service.

## Co-owners Council Engagement

The Urgent Care Clinical Leads group will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Board will be comprised of;

* IUC Head of Nursing and AHPs
* IUC Lead Clinical Practitioners
* IUC Operational Leads
* IUC Lead GPs
* (Clinical Guardians GPs to be included by exception according to agenda).
* Severn Side Deputy Medical Directors – As required by request
* Medical Director – As required by request
* Director of Nursing, AHPs and Governance – As required by request
* Head of IUC – As required by Request

Meetings will be chaired on a rotating three-monthly basis. A record of decisions/ actions will be maintained from each meeting will be kept by the Corporate Administrator.

In addition, members will be invited into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the co-owners’ council if required or is requested by the council.

## Frequency

The Urgent Care Leads will meet for one hour every month.

Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of three members, with at least a Lead Clinician and Operational Lead representative to be present for a decision to be made.

## Reporting and Accountability

The Leads group is accountable to the Service Delivery and Improvement Board, and will ensure close links and communication with the Urgent Care Services LOB, Severnside Quality Group and Quality Board, and Medicines Management group as required. The leads group can feed into any of these groups/teams, and receive actions.

## Review

The purpose value and outcomes of the TOR for the Urgent Care Clinical Leads group will be reviewed annually, with the opportunity to disband or further refine the way the group works.

### Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 2nd September 2024 | Louise Whyte | New document created |
| V1.0 | 3rd October 2024 | Louise Whyte | Document published |

## Agenda Template

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| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions, Apologies & Conflicts of Interest | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Items for Discussion | All |
| 4 | Risks | All |
| 5 | AOB | All |
| 6 | Comms from the meeting/Items for Escalation | Chair |