

Stroke Clinical Advisory Group TERMS OF REFERENCE

1. Purpose

The East Midlands Stroke Clinical Advisory Group (CAG) exists to oversee and provide directional guidance for the clinical area. It will:

- Report to the East Midlands Strategic Clinical Network (SCN) Cardiovascular Disease (CVD) Network Steering Group (or equivalent overarching governance group)
- Be a reference group for the development of the strategic direction of the stroke speciality area
- Act as a stakeholder group in the development and implementation of a strategy for the stroke clinical area
- Responsible for delivery of agreed programmes of work that improve access to and quality of stroke care
- The CAG will engage with commissioners through the East Midlands SCN CVD Prevention group at which all CCGs are represented.

2. Membership

The Group will comprise the following membership:

- East Midlands SCN Manager for CVD
- East Midlands SCN Co-Clinical Director for CVD
- Heads of Service and Stroke Clinical Lead from each Acute provider
- Representation of East Midlands Stroke Nursing forum – North and South of the region
- Representation of Therapy / Rehabilitation services – both acute and community based – North and South of the region
- Stroke Association – both as a provider organisation and a conduit to and representative of patient and public opinion
- Stroke Lead for East Midlands Ambulance Service
- Stroke Theme Lead for Academic Health Science Network

Clinicians, managers, Public Health, General Practitioners and third party providers from the wider network may be invited to attend for specific agenda items or may be co-opted to join the group as necessary.

3. Chair

The Chair and Vice Chair will be elected from amongst the membership.

The Vice Chair will serve 2 years, become Chair for 2 years, then retire whilst providing support to the incoming Chair.

The Chair's role, in collaboration with the SCN Co-Clinical Director for CVD, will include:

- Ensuring engagement of representatives at the Steering Group

- Providing strategic leadership to the group
- Fostering a Network approach to identifying issues, solutions and potential developments
- Report to the East Midlands SCN CVD Steering Group

4. Responsibilities and Activities

The East Midlands Stroke Clinical Advisory Group will:

1. Clinically and managerially oversee the development and delivery of Stroke Specific Network strategies focusing on achieving maximum health gain / benefit for the East Midland's population
2. Facilitate the delivery of consistent, high quality care in line with national guidance with an emphasis on ensuring equitable provision of services and a seamless transition in care across the whole patient journey
3. Make recommendations to the CVD Steering Group concerning clinical and commissioning priorities for inclusion in the Network's annual work-plan together with the use of resources
4. Ensure the Network's activities focus on quality and productivity
5. Oversee the development of clinical pathways and models of care for recommendation to commissioners (NHS Commissioning Board and Clinical Commissioning Groups), for implementation at local level.
6. Recommend to the CAG clinical policies and procedures for endorsement for use across the East Midlands
7. Oversee Network stroke service improvement programmes providing clinical leadership and support
8. Promote and ensure consistency of participation with and data entry to the Sentinel Stroke National Audit Programme (SSNAP).
9. Review SSNAP results and local work plans for continuous quality improvement across all domains of care
10. Advise the Network area's health community on clinical issues relating to stroke care
11. Act as a 'guardian' of high quality stroke care across the Network area
12. Foster a culture of clinical leadership and patient / public engagement in the development and assurance of stroke service provision

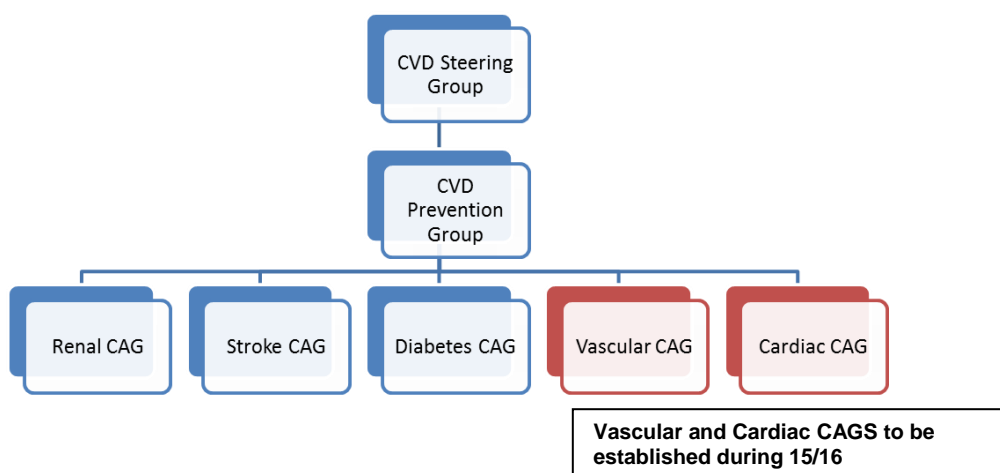
13. Workforce review – identification of gaps, development of training recommendations and succession planning.

14. Maintain a risk register for Stroke services

5. Accountability

The East Midlands Stroke Clinical Advisory Group will provide regular reports to the East Midlands SCN CVD Prevention Group through the SCN Co-Clinical Director. This reporting line provides access to the 19 CCGs in the East Midlands who are all members of this forum.

The group chair will be a member of the East Midlands SCN CVD Steering Group to which the group will be accountable.



6. Operational Processes

- (a) The East Midlands Stroke Clinical Advisory Group will meet on at least a quarterly basis.
- (b) Agenda items and papers will be accepted up to ten-days before the meeting date and by exception as an Any Other Business.
- (c) The Agenda and papers will be sent to group members one-week before the meeting.
- (d) The meeting will be quorate when four senior constituent members, either clinical or managerial representing at least 4 health communities as commissioners or providers are present at the meeting. The Chair can alter this requirement in light of the business under discussion

- (e) Decisions will normally be achieved through consensus. Decisions will be advisory and not executive

7. Communications

- (a) Inward – receive feedback (e.g. minutes) from all speciality work-groups
- (b) Outward – give feedback to:
 - East Midlands SCN CVD Steering Group
 - Health communities via constituent members representing either a health community or professional group

Review date: March 2016