

Patient Safety Steering Group

Terms of Reference

Purpose

- Provide oversight of and an accountability framework for the work of the Patient Safety Expert Groups. These provide senior clinical advice regarding patient safety to the commissioning system and support NHS England's priorities in patient safety and lead on the development and dissemination of agreed patient safety advice and guidance for both commissioners and providers.
- Ensure effective alignment of activity between the whole commissioning system and NHS England's Patient Safety Expert Groups.
- Raise the Patient Safety Expert Groups' awareness of NHS England's priorities in patient safety.
- Consider and approve proposed activity to be undertaken by the Patient Safety Expert Groups, as appropriate, as identified by the Patient Safety Expert Group.
- Require activity be undertaken by the Patient Safety Expert Groups as identified by the Patient Safety Steering Group or elsewhere.
- Promote collaborative working and consistency in activities between the Patient Safety Expert Groups.

Duties

- Receiving briefings from individual Patient Safety Expert Groups regarding patient safety issues that have been discussed within those groups;
- Deciding whether NHS England should be advised to support proposed actions and activities as identified by individual Patient Safety Expert Groups, in light of NHS England's priorities, either to be led by Patient Safety Expert Groups themselves or via other routes;
- Requiring Patient Safety Expert Groups to undertake actions or activities in relation to patient safety improvement as identified by the Sub-committee or proposed to the Sub-committee by others within NHS England;
- Ensuring that there is consistency in ways of working across the Patient Safety Expert Groups;
- Receiving and responding to queries and requests for advice or information on patient safety issues from elsewhere in NHS England and advising on the most appropriate route to provide relevant advice or information in response, and/or directly providing such advice or information as appropriate;
- Providing oversight and final approval for proposed alerts recommended by Patient Safety Domain in collaboration with Patient Safety Expert Groups;
- Liaising with colleagues, programmes, committees and others within NHS England, including the clinical domains and relevant directorates, to keep abreast

of, and provide the Patient Safety Expert Groups with information regarding, wider areas of work within NHS England as appropriate;

- Promoting the role and activities of Patient Safety Expert Groups to others within NHS England, including the other clinical domains and relevant directorates;
- Identifying and advising NHS England where input from the Patient Safety Expert Groups may be useful in delivering or enhancing the delivery of wider programmes of work being led by the NHS England;
- Providing a conduit for patient safety information flows between NHS England and front-line staff whose representative bodies are represented on Patient Safety Expert Groups; and
- Where appropriate, coordinating activity between Patient Safety Expert Groups in the development of solutions to identified patient safety issues, or issues with patient safety components, including coordinating the provision of relevant advice and guidance to others. This includes coordinating the input of Patient Safety Expert Groups into solutions being developed by NHS IQ and other parts of the NHS England.

Members

- Chair - Director of Patient Safety.
- Chairs of the Patient safety expert groups.
- Director Quality Framework.
- Director of Nursing.
- Domain Directors for Domains 1, 2, 3 and 4, NHS England.
- Head of Programme for Safety, NHS Improving Quality.
- Operations Directorate representative, NHS England.
- Direct Commissioning representative, NHS England.
- Chief Allied Healthcare Professional.
- Patient representative.

Attendees

- Deputy Director Patient Safety, NHS England.
- Head of Patient Safety, NHS England.
- Secretariat.

Quorum

- The meeting will be quorate if at least ten members are present.

Frequency

The committee shall meet not less than quarterly.

Additional terms of reference applicable to all Committees

Membership

- Members are appointed by the Board and may attend meetings in person or via video or teleconference.

Support to the committee

- The secretary to the committee will agree the agenda with the chair and the internal executive/director lead.
- The agenda and papers will be distributed to members and those in attendance not less than three clear working days in advance of the meeting.
- The agenda and papers will be distributed to the Chief Executive for information.

Reporting arrangements

A written report and minutes of each meeting will go to the next convenient meeting of the Board

Work programme

The committee will establish, seek to assure that and oversee delivery of a rolling work programme covering at least the 12 months following each meeting.

Annual report and review

The performance of the committee against its terms of reference will be the subject of an annual report to the Board, submitted in the first quarter of the following financial year. The terms of reference will be reviewed annually alongside preparation of the annual report unless the need for a more frequent review should arise.

Urgent actions

In the exceptional circumstances that exercise of statutory powers is required outside of the meeting cycle, this must be proposed by two national directors and discussed with the committee chair who may consult with other non-executive directors before approval. The decision must be reported to the next meeting of the Committee for formal ratification.