



## Terms of Reference

### Clinical and Professional Advisory Forum

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#### TITLE OF THE FORUM

Clinical and Professional Advisory Forum (henceforth called the 'Forum')

#### ROLE OF THE FORUM

The Clinical and Professional Forum will provide independent and expert advice for development of improved system-wide care.

The Forum has been established to provide professional and clinical advice on relevant areas of work within health and care.

The first of these will be the development of new, system-wide care pathways and the Forum will be a source of independent and expert guidance on this project. The Forum will also represent a central body for providing advise on other areas of clinical and professional work that fall outside of the JCM.

The Forum is responsible for the formulation and provision of professional guidance to the JCM Programme Board, the Jersey Health and Care Partnership Board, and the User Experience Panel in order to assist them to make the best decisions about care pathways.



**The Forum will be responsible for:**

- Ensuring Jersey health and care strategy and policy is guided by clinical and professional expertise and ensures the highest levels of quality and safety
- Engaging the Health and Care Partnership Board and the User Experience Panel on health and care improvement
- Providing context from a professional point of view on all health and care matters
- Agreeing a standard methodology for development of the evidence-based pathways
- Agreeing which care pathways to develop
- Being advocates to address health inequality
- Establishing sub-groups / working parties for specific care pathway development

**Members of the Forum will not be responsible for:**

- Representing their own organisation. Membership is on an independent basis

**Legal status:**

- The Forum will be a non-statutory advisory body with no executive authority or legal obligations.
- The Minister will retain the legal and political responsibility for all acts and omissions of the Health and Community Services Department.
- Resources and support will come from the HCS Improvement and Innovation department.

## ACCOUNTABILITY

The Forum is non-statutory, with no executive authority or legal obligations.

## MEMBERSHIP

A core group of clinical and professional experts who provide advice and guidance and identify and source experts for specific topics as required.

Membership will be multi-professional to ensure wide outreach and networking ability and consists of professional representatives including, but not limited to:

- HCS Medical Director (Chair)
- Public Health Director (Vice Chair)
- Chief Nurse (Vice Chair)
- Primary Care professional
- Pharmacist
- Mental Health professional
- Secondary Care professional
- Children's professional
- Social worker
- Allied Health professional
- Registered care professional
- Neurodevelopmental professional
- Board Secretary (General Manager to the Medical Director)
- HCS Improvement and Innovation department representative



The Chair and Vice Chairs will be permanent members of the Forum. All other positions will be on a two-year fixed term bases with each member needing to apply for the position.

At the end of the two-year term the application process will recommence. Existing members can reapply to remain a member on the Forum by following the application process.

**Time commitment:**

- Half a day per month for face-to-face Forum meetings
- Although members may not be able to attend all meetings, no individual can miss two consecutive meetings
- Members are required to set aside a minimum of 7 hours per month for work relating to the Forum, sub-forums, document review, addressing actions etc.

Inability to maintain or fulfil these commitments may result in the member being requested to step down from the Forum by the Chair.

Membership is not intended to be representative by organisation, but by area of professional expertise.

The Chair can invite further clinical or professional experts to become members or contributors.

Membership will be reviewed at the first meeting and annually to ensure appropriate experience and expertise is brought to the Forum. Members will be offered fixed term positions on the Forum.

## SUB-FORUMS

The Forum may establish sub-forums if required to review particular topics / issues / care pathways in more detail with a selected number of stakeholders, reporting back to the main Forum. The Chair of the Forum creates and dissolves sub-forums.

## HOW THE FORUM WORKS

The JCM Programme has the objectives set out below. To meet those objectives, there is a requirement to review at a whole system level how health and care is provided on this island for different conditions.

An area of interest to health and care in Jersey may be brought to the Forum or raised by the Forum. The objective of the Forum will be to suggest best practice in the context of Jersey using the latest evidence based on quality and safety. This may involve the creation of sub-forums to conduct certain reviews and analysis. The work of the sub-forums will be overseen and scrutinised by the Forum. Once satisfied the Forum will report back their recommendations to the JCM Programme Board.

The Forum may choose to advise on areas of interest raised by other bodies at the discretion of the Chair or Vice Chair.

JCM overarching objectives:

1. Ensure care is person-centred with a focus on prevention and self-care, for both physical and mental health
2. Reduce dependency on secondary care services by expanding primary and community services, working closely with all partners, in order to deliver more care in the community and at home
3. Redesign health and community services so that they are structured to meet the current and future needs of Islanders

## CHAIR OF THE FORUM

The Chair of the Forum is the HCS Medical Director.

In their absence, either the Public Health Director or Chief Nurse acting as Vice Chair will chair the Forum.

## TERM OF OFFICE

The term of the Forum does not have an end date.

## QUORUM

Six members including at least one permanent member (either the Chair or Vice Chairs) is required as a quorum for the Forum.

## DECLARATIONS OF INTEREST

Declarations of Interest must be made during the joining process. The register of membership shall be reviewed and updated at every meeting and considered when selecting a team to provide advice on a topic.

## FREQUENCY

Meetings will be scheduled monthly and ad hoc at request with 7 days' notice.

Subgroups will set their own meeting frequency as required.

## AGENDA AND PAPERS

Agenda and papers shall be circulated to members five working days in advance of a meeting by the Board Secretary.

## NOTES OF MEETINGS

The Board Secretary will make and retain records of the meeting, including decision & actions, and these will be circulated to the Forum within 10 working days of the meeting.

## HOSTING / SECRETARIAT ARRANGEMENTS

The JCM programme will provide a representative to assist the Board Secretary in arranging meetings, collating and circulating papers, minute meetings and monitor progress against agreed actions.

## DATE OF NEXT REVIEW

The Terms of Reference shall be reviewed annually for governance but can be amended at the Chair's request at any point. All changes will be proposed to the panel prior to acceptance.