

Chronic Pain SPECIALTY IMPROVEMENT GROUP

Terms of Reference

NAME OF GROUP

The name of the group shall be the Chronic Pain Specialty Improvement Group.

AIM OF GROUP

To maximise the effectiveness of how Chronic Pain conditions are managed, whilst taking cognisance of the needs of individuals who have more than one long term condition (LTC), and in particular multi-morbidity, to assist them to lead active, healthy and independent lives for as long as possible, minimising the need for hospital admission.

FUNCTION / REMIT OF THE SPECIALTY IMPROVEMENT GROUP

The Specialty Improvement Group has the following functions/remit:

- Utilise LTC Framework to develop Disease Specific Pathways that compliment and interact with the Generic LTC Pathway
- To incorporate prevention, self-management, mental health and wellbeing into all pathways with a view to making best use of existing resource and embedding the necessary knowledge and skills within staff competencies
- Map individual components and associated workforce and training needs to support disease specific aspects of the LTC Framework
- Commission training and workforce development to support disease specific aspects of the LTC Framework
- Implement individual components and associated workforce and training to support disease specific aspects of the LTC Framework, including the transition of patients from paediatric to adult services
- Review changes to evidence base, clinical practice, technology and therapies including self-assessment of associated SIGN / NICE Guidelines and Standards
- Ensure that key issues, health inequalities and risks are identified, and that associated action plans are established and managed to mitigate risks
- Ensure that the Service Improvement Group works to continuously improve the service, scanning the horizon for improvements and critically reviewing current practice.

CHAIR

Clinical leads shall act as chair with the authority to nominate a deputy in his/her absence.

REPORTING

The Clinical Lead will be responsible for the production of meeting action notes following SIG meetings.

MEETINGS OF THE SPECIALTY IMPROVEMENT GROUP

Meetings will take place every 3 Months and will last approximately 3 to 4 hours. The venue will be central / rotated. The work of the committee will be carried out by subgroups that will progress workstreams/improvements and report progress/completion back to the committee

AGENDA

Agenda items shall be distributed two weeks in advance of the meeting.

MINUTES

Detailed minutes will not be produced; rather a note of the meeting with action points and timescales will be circulated within one week on the meeting.

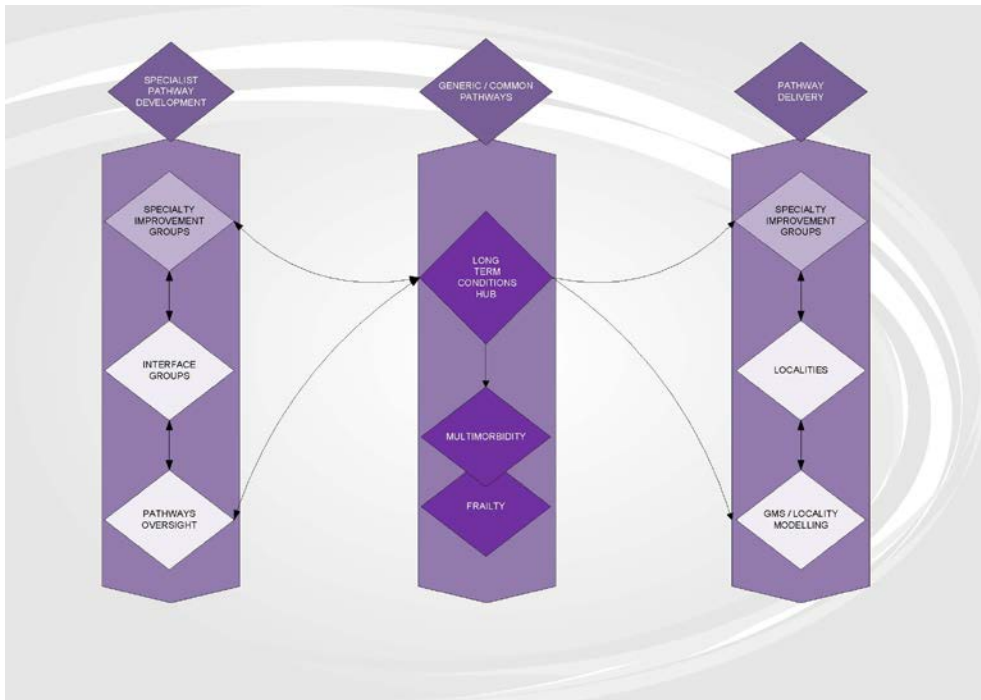
QUORUM

A quorum shall consist of 50% of the members of the Specialty Improvement Group, excluding the Chair. **Each member has one vote on each issue and in the event of of tied vote the Chair has the casting vote.**

STRUCTURE AND CORPORATE LINKS ACROSS LANARKSHIRE

The group will ultimately report to ???? and will link through the Long Term Conditions Hub to NHS Lanarkshire 'Achieving Excellence' Strategy Delivery Team.

In addition, links will be established with Primary and Secondary Care Interface Groups, GMS / Locality Modelling Groups and the Pathways Oversight Group.



MEMBERS REMIT:

- To fully engage and participate within the SIG on behalf of their Professional Group/Organisation
- To communicate SIG business to their Professional Group/Organisation
- To consult colleagues on SIG business and ensure a consensus view is brought forward

PAN-LANARKSHIRE MEMBERSHIP

Lead Clinician (Chair)
 Managerial Lead
 Medical Staff: Acute & Health & Social Care Partnership(s)
 Nursing Staff: Acute & Health & Social Care Partnership(s)
 Allied Health Professionals (as required)
 Scientific (as required)
 Pharmacy
 Scottish Ambulance Service (as required)
 Patient, Carer, Voluntary &/or Charity Representatives
 Representatives from Partnership Agencies
 Corporate Services / Departments (as required)

The Specialty Improvement Group shall have the right to invite representatives from other Departments and expertise to any of its meetings when deemed appropriate.

CHANGES TO THE TERMS OF REFERENCE (ToR)

Changes to the ToR and functions of the group may be proposed at any meeting of the group with due notice of the proposed change having been given on the Agenda of the meeting. Any such change shall only become operative after consultation with ????? and note of said meeting has been approved.