

British Association of Sexual Health and HIV (BASHH)

Clinical Governance Committee (CGC)

Terms of Reference

Objectives:

The Clinical Governance Committee (CGC) will be responsible for setting and monitoring standards of clinical services for Sexual Health, including HIV services, through a framework of clinical governance, peer review, nationally co-ordinated clinical audit and sharing of best practice.

Scope:

The Committee will be advisory and supportive aiming to stimulate action and advice in a co-ordinated fashion to promote and facilitate services in connection with sexually transmitted infections. It will be accountable to the Governing Board of the British Association of Sexual Health and HIV (BASHH). The regional representation of the Committee means that experience or practice can be shared from areas around the country, and this knowledge can be pooled for the benefit of all. It will focus on a wide range of current and topical issues in Genitourinary Medicine concerning:-

- Implement strategies and policies of BASHH as approved by the Governing Board.
- Developing and managing services.
- Setting and monitoring standards and specifications, updating in responding to best practice as necessary.
- Identifying areas of best clinical practice within individual clinics or regions, promoting them for adoption where appropriate whilst recognising local differences.
- Identifying regional and individual clinic difficulties.
- Exploring solutions to issues through discussion and shared experiences at Committee level allowing action plans to be suggested.
- Co-ordinating a peer review system, on a local basis within each region, as required or in response to a member's request. A follow-up visit may be arranged after the peer review to ensure that the recommendations have been implemented.

The authority of the Association, via the Regional Branch Chairpersons, will support members in their dealings with both hospital and primary care Trusts, striving for equity and equal opportunity for service users throughout the Regions.

The scope and role of the CGC will evolve as required by its members and according to policies approved by the Governing Board and the Trustees of BASHH.

Membership:

The membership will comprise:-

- A Chairperson who must be a current consultant and Fellow of BASHH.
- The Chairperson, or their nominee (usually a Branch Officer), of each of the Regional Branches of BASHH, which have been established as per the BASHH constitution. They must be current consultants and Fellows of BASHH.
- A non-consultant career grade (NCCG) representative who must be a current Fellow or Member of BASHH.
- A doctors in training representative who must be a current Member of BASHH.
- A nursing/health advisor representative who must be a current Fellow or Member of BASHH.
- The immediate past Chairperson of the CGC and any current Officer of the Governing Board of BASHH will be Ex-Officio members of the Committee.

Elections:

Election of a Chairperson for the Committee will be by national nomination by 2 Fellows of the Association and a national ballot of members.

Election of the Branch Chairperson will be by nomination by 2 Fellows from the Region of a current consultant and Fellow of BASHH working in the respective Region. The elections will be conducted through a national ballot of members as stipulated in the BASHH constitution. Thus, all members of BASHH will be eligible to vote for each Regional Branch Chairperson. This will give a clear mandate to the elected individual that they have the backing of the national body when dealing with Regional issues.

Election of the NCCG representative, the doctors in training representative and the nursing/health advisor representative will be by nomination by 2 Fellows or Members from the group to be represented and a national ballot of members.

All elections will be arranged by the Governing Board of BASHH and administered by the Returning Officers of BASHH.

- Each representative will serve for a 2 year term.

- A secretary for the Committee will be elected from within the CGC membership.
- The Committee will have the power to co-opt other individuals, or groups, to support the Committee or advise on a particular issue. This process will be governed by the Scheme of Delegation and Retention of BASHH.

Compliance:

The Committee will comply with all rules of the Association as laid down in the BASHH Constitution.

Accountability:

The Committee will function autonomously but will be accountable to the Governing Board and to the Trustees of BASHH.

Methods of Operation:

- A formal programme of meetings will be planned with 4 meetings per year.
- Papers for the meeting will be circulated in advance as far as possible and the activities of the meetings will be recorded and made available to the Governing Board of BASHH and to the BASHH Membership via the Association web-site.
- The Chairperson will preside over the meeting and this will be quorate if at least one third of those eligible to attend, or their deputies, are present. In the absence of the Chairperson, the Secretary, or a member of the Committee elected by those present, will chair the meeting.
- In the event that a Committee member cannot attend a meeting they should nominate a deputy and arrange for them to attend. This should be notified to the Committee Secretary in advance of the meeting.
- The Committee may, with the approval of the Governing Board of BASHH, establish Sub-Committees and Ad Hoc Groups to assist them in their work. This process will operate as stipulated in the Scheme of Delegation and Retention of BASHH.

Rights of attendance at meetings:

The immediate past Chairperson of the CGC and any current Officer of the Governing Board of BASHH will be ex-officio members of the Committee. They will be entitled to attend CGC meetings but Ex-Officio members will not have a right to vote on any issues relating to the business of the CGC.

Working Relationships:

- The Chairperson of the CGC will be a member of the Governing Board of BASHH and the CGC will report to the Governing Board.
- The Committee will link with other organs of BASHH, third party organisations and individuals where indicated. It may also forge relationships with local hospital and primary care Trusts, through the Branch Chairperson, in response to individual clinic requests.
- Other organs of BASHH, which should report to the CGC include the National Audit Committee (NAC) and the Clinical Effectiveness Group (CEG). The representatives of these bodies will be designated Ex-Officio members of the CGC.

Powers to seek professional advice:

The Committee may seek specialist advice where indicated such as legal advice, subject to agreement from the Governing Board of BASHH.

Powers to delegate:

The Committee has the power to delegate using the process detailed in the Scheme of Delegation and Retention of BASHH.

Powers to request support from the Association officers:

The Committee may request additional support from the Association officers if deemed appropriate after discussion at a Committee meeting or at the request of the Chairperson.

Input to the work of the Trustees and to the Governing Board of BASHH:

The Committee will keep records of all proceedings and transactions to keep the Trustees and Governing Board of BASHH fully briefed on the activities of the Committee and will provide information as necessary for inclusion in the Annual Report of the Governing Board of BASHH.

Finances:

Expenses of the Committee will be met from budgets approved by the Trustees at the beginning of each year and administered through the Governing Board of BASHH as stipulated in the Expenses Policy of BASHH.

The Committee has the power to make financial commitments subject to approval of the Trustees of BASHH. These will usually be approved through the Business Planning Process as stipulated in the Constitution of BASHH.