

TERMS OF REFERENCE

1. Title

Scottish Paediatric Endocrine Group (SPEG) Quality Indicator sub-group

2. Reports to

SPEG Steering Group

3. Project Objective

To develop and monitor use of SPEG data to ensure the delivery of evidence-based practice and equity of access to high quality care across the paediatric endocrine community in NHS Scotland. To reduce harm and unwarranted variation.

4. Roles and Responsibilities of Group

- To develop quality indicators to ensure best practice and standard treatment across the paediatric endocrine community
- To develop technical solutions to support the SPEG network workplan
- To collaborate with Information Management Service (NHS National Services Scotland) in monitoring the quality indicators
- To develop and utilise a national clinical database for monitoring of performance
- To collate and review data to drive quality improvement projects
- To scope emerging technical requirements as required

5. Membership

Name	Job Title	Organisation/Division
Nicholas Conway	Consultant Paediatrician	NHS Tayside
Kathryn Cox	Consultant Paediatrician	NHS Lothian
Claire Lawrie	Senior Programme Manager	NHS National Services Scotland
Jane McNeilly	Clinical Biochemist	NHS Greater Glasgow & Clyde
Amalia Mayo	Consultant Paediatrician	NHS Grampian



Chair
 Chief Executive
 Director

Keith Redpath
 Mary Morgan
 Susi Buchanan

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service

The following members need not attend meetings but will be copied into all meeting papers:

Name	Job Title	Organisation/Division
N/A		

6. Chair

Dr Kathryn Cox

7. Decision Making

Recorded as an action note and updates provided at Steering Group meetings.

8. Frequency of Meetings


Three times per year.

9. Papers

All papers and the agenda will be sent to members 5 working days in advance of the meetings. Agenda items/papers to be submitted to the Chair not less than 10 working days before each meeting, to enable Agenda Planning. Items of urgent business arising after this time will be accommodated with the agreement of the meeting. A minute of the meeting and action log will be issued to members not later than 10 working days following meeting.

10. Lifespan

In line with network designation.

Terms of Reference Agreed: 
Date: 21/8/23