

Department of Obstetrics & Gynaecology

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GYNAECOLOGY CLINICAL GUIDELINES COMMITTEE

TERMS OF REFERENCE

AIMS:

1. To ensure that new or updated guidelines developed for use within this Directorate are of high standard, referenced, multi-disciplinary and, wherever possible, evidence-based.
2. To co-ordinate and develop patient information, in accordance with the NNUH NHS Foundation Trust Patient Information guidelines, as recommended by the Patient Information Forum.

FUNCTIONS OF THE GROUP:

1. To develop high quality, multi-disciplinary clinical guidelines for use within the Directorate, ensuring that these are evidence-based wherever possible. These guidelines should be easy to read and understand, and without wishing to be too prescriptive regarding the style and format, a minimum font size of 12 point using a style such as "Arial" is suggested. The style of the guidelines would normally be expected to follow the Trust recognised template/s.
2. To ensure that these guidelines are ratified by representatives of both the medical and nursing teams. The ratification process is by consensus agreement on the guideline content by the committee members and, when necessary, by action on the part of the chairman. Each committee meeting is minuted and the minutes agreed at the beginning of the subsequent meeting. These minutes are 'posted' on Trustdocs.
3. To ensure that guidelines are regularly reviewed, no less frequently than every three years, and that superseded guidelines are safely archived for future reference. The guidelines will be dated from that time they are agreed by the committee, and a commitment to review the guideline within three years made explicit by the review date specified in the agreed guideline. Once old guidelines have been superseded by updated versions, Trustdocs archives and old electronic copies are held by the Clinical Audit and Improvement Department.
4. To ensure that approved guidelines are available to all staff through 'Trustdocs' and the departmental website which links into the Trust Intranet.

5. To assess the suitability of adopting/adapting national clinical guidelines from NICE, RCOG etc. for use within the Directorate. Wherever possible, national guidance such as this should be adapted for local use and should, at the very least, be referenced in any locally-developed guideline.
6. When appropriate, to advise, and take advice from, the O & G Risk Management Committee and the lead for Clinical Governance in matters relating to the development and implementation of clinical guidelines for use within the Directorate. Advice should also be sought from other relevant specialities such as anaesthesia, neonatology, haematology, radiology etc.
7. To feedback developments to the Chair of the Clinical Standards Group via Clinical Guidelines Assessment Panel
8. To develop high quality information for patients, using the guidelines agreed by the Patient Information Forum.
9. To develop procedure specific consent forms.

MEETINGS AND COMMITTEE MEMBERS:

1. Meetings will be held every 2 months.
2. Extraordinary meetings may be called occasionally at the discretion of the Chairman.
3. Guidelines/patient information leaflets will be sent out to relevant bodies several weeks in advance of the meeting in which they are to be discussed, for comments and changes to be made.
4. Committee members will be selected to represent a cross section of the Directorate's services and will include consultants in O & G, junior doctors, nurses, managers – as well as representatives from anaesthetics and neonatology
5. New/revised guidelines and patient information leaflets will be sent out for consultation to all members of the guidelines committee one week prior to the meeting wherever possible. This enables members who are unable to attend the meeting to still make comments.
6. Members can be co-opted at the discretion of the Chairman.
7. A quorum will consist of a minimum of five members (including the Chairman). An attendance list will be kept.

References:

Royal College of Anaesthetists, Royal College of Midwives, Royal College of Obstetricians and Gynaecologists, Royal College of Paediatrics and Child Health 2007. Safer Childbirth: Minimum Standards for the Organisation and Delivery of Care in Labour. London. RCOG Press. Available at www.rcog.org.uk