

National Association Equipment Providers Clinical & Prescriber Support Special Interest Group



Terms of Reference

Constitution and Purpose

Using professional expertise and research, the Group will support NAEP clinical & prescriber members and through them Equipment Service Providers to facilitate best practice in equipment provision to the end user. The group will ensure clinical, professional and user guidance on selection, provision and use of equipment. All aspects of health and safety, design, training, maintenance and clinical need will be taken into account. The Chair / Deputy Chair will ensure clear communication pathways between the Group and the Council.

Membership and Attendance

The Group will consist of the Chair, Deputy Chair and representatives from appropriate clinical disciplines directly or indirectly associated with community equipment provision.

Suggested Core Members

Equipment Nurses	Clinician/Prescribers from Wheelchair Services
Physiotherapists	Clinicians/Prescribers in Orthotics
Occupational Therapists	Discharge Coordinators
Podiatry	Paediatric Specialists

The core membership of the Group will consist of members of the Association. Non-members of the Association will have the right of attendance, subject to invitation and prior notification to the Group Chair. The Group may co-opt participants with a particular expertise – voting rights of such participants will be subject to holding a membership of the Association. The formation of focus / working groups may be necessary for specific pieces of work.

Attendance:

Group members are encouraged to attend as many meetings as feasible in order to play an active role in the activities of the Group. The Chair or Deputy Chair of the Group will exercise their discretion on member's attendance.

Quorum:

The quorum for the Group is defined as a minimum of 5 and maximum of 15. The quorum for decision making shall consist of the Chair (or Deputy) and 4 attending members.

Venues:

Various locations in the UK - subject to agreement and arrangement.

Frequency & Timing:

Approximately 4 to 6 meetings per year and scheduled from 10.00 am 15.30 pm.

Meeting dates will be scheduled to take place before and after the full Council meetings to ensure clear communication pathways between the group and the Council.

Expenditure:

Sponsorship should be sought wherever possible for Group meetings. Expenditure should be kept to a minimum and in the event of extraordinary costs being incurred, prior notification should be given to the NAEP Chair.

Expenses:

Members of the Special Interest Group will be entitled to the reimbursement of all reasonable expenses that are incurred in the attendance of meetings and in accordance with the Associations current rates.

Completed claim forms, supported with appropriate receipts are to be sent to the Group Chair for counter signing and forwarding to the Treasurer.

Duties

- To provide clinical support to NAEP and to ensure the dissemination of all relevant information throughout the membership
- To utilise all available media for the communication of the Groups tasks/achievements to the membership and the Special Interest Groups
- To establish and maintain effective communication links with all associated partners
- To provide a clinical presence and representation of the ethos of NAEP on relevant national bodies and at local meetings
- To ensure that the Group is well informed of all relevant legislation, government agendas and DH directives that affect the CES, review their impact on Clinical Services and offer clinical advice up to the Council
- To collaborate with other relevant groups and organisations to promote NAEP and the work of the Clinical & Prescriber Support Special Interest Group
- To share good practice and the promotion of good working practices between clinical areas
- To be involved in the development of any protocols that affect clinical provision of equipment
- To share the results and outcomes of clinical audit, research or implementation of equipment trials as appropriate and to advise the membership of the outcomes of evaluations of new and existing equipment
- To identify clinical training needs and competencies in the provision of equipment and in consultation with any other relevant Special Interest Group
- To consider health & safety, quality standards and that all other guidance and legislation within the remit of the Special Interest Group.
- To contribute towards Health and Social Care agendas

Responsibilities**Voting:**

Persons wishing to join a Special Interest Group should note that voting rights are in accordance with the Associations Constitution and Standing Orders.

Chairperson:

The Chair of the Special Interest Group is elected for a term of up to 3 years and in accordance with the Constitution and Standing orders of the Association.

Reporting:

The Secretary or a delegated alternative will take the minutes at every meeting. Draft minutes will be circulated to all attending members of the meeting for approval. In the event of additions/corrections, the minutes will be redrafted and circulated for final approval. The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

The Chair and Deputy Chair of the Special Interest Group will attend and present a report at the first Council meeting with responsibility for attending/reporting at subsequent Council meetings falling to either post holder.

Special Interest Group Chairs have a responsibility to provide regional news for submission to the Equipment Services Journal. Special Interest Groups have a remit to maintain a list of core members and attendees of meetings.

Review of Terms of Reference

The Terms of Reference will be reviewed annually and amended as appropriate.