

## Terms of Reference

### 1 Title and Purpose

#### **NAEP Clinical & Prescriber Support Special Interest Group**

This Special Interest Group (SIG) has been established to support NAEP clinical & prescriber members and through them Equipment Service Providers, to facilitate best practice in equipment provision to the end user. Using professional expertise and research, 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 considered.

### 2 Membership

- Chair
- Vice Chair
- Representatives from appropriate clinical disciplines directly or indirectly associated with community equipment provision, from within the membership.
- Suggested core members may include Equipment Nurses, Physiotherapists, Occupational Therapists, Paediatric Specialists, Podiatry, Clinicians/Prescribers in Orthotics, Clinicians/Prescribers in Wheelchair Services, Discharge Coordinators.
- 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 quorum for decision making shall consist of the Chair (or Vice Chair) and 4 attending members.
- Group members are encouraged to attend as many meetings as feasible and to play an active role in the activities of the Group. The formation of focus / working groups may be necessary for specific pieces of work.
- The Chair / Vice Chair of the Group will keep a list of all attendees and exercise their discretion on members attendance.

### 3 Frequency and Confidentiality of Meetings

Meetings will take place on 4 - 6 occasions per year. Where possible meeting dates will be scheduled to take place before and after a Council meeting to ensure clear communication pathways between the group and the Council.

Confidentiality statements will be signed at the start of each meeting and recorded as such in the minutes. Meetings are held in private and are not subject to freedom of information requests. A nominated person will act as secretary to take the minutes at every meeting.

The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

### 4 Limits to Authority

The Group Chair, Vice Chair and SIG membership may not, without the consent of the Council, enter into any agreement or contract with any person, organisation, or company in relation to the operation of the SIG.

## **5 Sponsorship and Finances**

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 and approval should be given by the NAEP Chair. Members of the Special Interest Group will be entitled to the reimbursement of reasonable expenses that are incurred in the attendance of meetings and in accordance with the Association's 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.

## **6 Role of the Group**

- 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 and achievements to the membership and 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 directives that affect community equipment services, review their impact on Clinical Services and offer clinical advice 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 best 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 and to advise on the outcomes of evaluations for 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 or Regional Groups.
- To consider health & safety, quality standards and other relevant guidance and legislation, within the remit of the Special Interest Group.
- To contribute towards Health and Social Care agendas.

## **7 Responsibilities of the Group Chair**

- To maintain the appropriate level of confidentiality expected of the Group Chair.
- To plan meeting dates in advance and Chair meetings, or when necessary, assign the responsibility to the Vice Chair of the group.
- To set the agenda for all meetings and distribute all information, action plans and other material relating to the meeting at least two weeks prior to the meeting date.
- To seek sponsorship, if appropriate, for SIG meetings.
- To ensure minutes are taken by a designated person at each meeting and distributed to the Group and the NAEP Chair within 1 month of the meeting date.
- To disseminate all relevant information and report to the Council.
- To work within the specific area of responsibility, but not at the exclusion of other interests and projects which the Association may undertake from time to time.

<b>Terms of Reference Agreed:</b>	May 2021
<b>Review Date:</b>	As determined by the NAEP Council
<b>Supporting Documents:</b>	NAEP Constitution & Financial Instructions - November 2020