

Constitution

Quality Assurance of Training Working Group

TERMS OF REFERENCE

- The Group will be constituted to obtain high level input from every professional group undertaking GI endoscopy and endoscopy training in the UK.
- It will develop / revise the current quality standards for training centres, trainers and endoscopy courses.
- It will review the defined requirements of endoscopists in training and the necessary competencies for each endoscopic area for independent practice.
- It will review the current process for trainees applying for endoscopic certification.
- It will advise JAG of evolving requirements for the endoscopy training GRS and how they feed into the JAG accreditation process.
- It will define for the JAG a valid process for the designation and quality assurance for an endoscopy training centre.
- It will review and define the criteria for a JAG endoscopy course and how quality assurance can be ensured.
- It will define and develop the quality standards for endoscopy trainers.
- It will work closely and in combination with the other two endoscopy-related quality assurance groups.

ACCOUNTABILITY

- The QA Group will be directly accountable to the JAG Committee.
- The Group will be secondarily accountable to all the constituent professional organisations that comprise the JAG.

COMPOSITION OF THE WORKING GROUP

The Chair

- He/she will be appointed by the JAG Board. The mechanism of appointment and the term of office will be decided solely by the JAG Committee.
- The Chair, after appointment, will become a Member of the JAG for the duration of his/her appointment.
- The work of the Chair is estimated to be 0.5 – 1 PA per week. It is intended that the main employing Trust of the Chair is reimbursed to this degree once the level of work has been finally assessed.

Chair's Responsibilities

- The Chair of the Working Group will chair meetings of the Group and will be responsible for producing minutes of meetings.

- He/she will report the conclusions of the Working Group both in writing and verbally to the JAG Committee.
- In combination with the other Members of the Working Group he/she
 - (a) will draw up the agenda for the meetings
 - (b) co-ordinate the practice of the Working Group
 - (c) delegate tasks as appropriate to the Working Group Members

Members of the Working Group

- It is suggested that there are fifteen core Members of the Working Group, representing all professional groups who contribute to and undertake GI endoscopy in the UK
- The Members will represent the following groups:
 - (a) The Royal College of Physicians
 - (b) The Association of Coloproctologists
 - (c) The Association of Upper GI Surgeons
 - (d) The British Society of Gastroenterology (Endoscopy)
 - (e) The British Society of Gastroenterology Trainees
 - (f) The Royal College of Radiologists
 - (g) The Royal College of Nursing
 - (h) The Endoscopy Training Centres

**It is stipulated that the Member selected to represent these professional groups must be personally currently clinically performing GI endoscopy.*

- Other individuals with specific areas of expertise may be co-opted to the group at the discretion of the chair for particular pieces of work
- An interim representative from each professional group will be invited to join the Working Group. The person should be a highly experienced endoscopist / clinician and also part of the governance structure of their professional association with direct access to the Chairman of that association.
- Appointment and replacement of a Member will be by nomination from their professional association. All nominations will require ratification by the JAG Committee before confirmation. The JAG Committee will reserve the right to veto a particular nomination if the nominee is not appropriate for the brief of the Working Group.
- The term of office of the individual Members will be co-terminus with their role in their professional association - or as a default for three years.

Working Group Responsibilities

- To act at all times in a collegiate manner and in the best interests of patients and for the wider good of UK endoscopy.
- To represent the views of their professional group, to agree to collective decisions with the Working Group and to convey the agreed conclusions back to their professional groups.
- To attend meetings of the Group (or send a deputy) and to respond promptly to the email debates.
- Failure to attend three consecutive meetings – each of which called with more than three month's notice – will lead to mandatory resignation and replacement of a Member.

RELATIONSHIP WITH OTHER WORKING GROUPS

The work of the Working Group will frequently overlap that of the other two Working Groups.

Liaison will be managed:

- (a) by sharing of email chain “debates” where relevant
- (b) exceptionally by cross-attendance (by invitation) at meetings – either by the Chair, deputy or Member of the group.

There will be no automatic cross-Membership of the three groups. This is in order to minimise the size of the Working Groups for efficiency.

COMMUNICATIONS

- The majority of the work will be performed by email debates.
- It is envisaged that there will need to be a minimum of two physical meetings of the Group per year.
- Physical meetings will ideally be timed to occur before a meeting of the full JAG Committee, preferably on the same day if that is possible.

INFRASTRUCTURE AND FINANCE

- The administrative infrastructure will be that of the JAG Committee.
- The point of contact will be Warren Lynch, JAG Central Office
- Reasonable expenses for Members of the Working Group will be reimbursable from the JAG Committee budget.