

Constitution

Quality Assurance of Units Working Group

The QA of Units Working Group will be addressed by a quality management group, drawn from experienced and competent assessors and key stakeholders, with the chair having a seat on the JAG Committee. This group will be supported by an administrative team.

TERMS OF REFERENCE

- The Group will be constituted to obtain high level input from JAG Assessors and other key stakeholders (Scotland, Northern Ireland, and Wales) it will ensure UK wide representation and representation from the service.
- It will develop/revise the current accreditation standards and evidence requirements for units in the UK ensuring that they are compliant with concordat standards
- It will review and develop the JAG accreditation website
- It will devise for the JAG a valid process for the ongoing visit process (post 1st accreditation)
- It will review the QA process of JAG visits for all sectors
- It will review and develop the JAG visit programme delivery plans for all sectors and regions
- It will be responsible for the GRS/KMS development and management
- It will oversee the GRS Census and review results
- It will develop International relations and adoption of the GRS
- It will publish plans and update reports for JAG committee
- It will develop and review JAG Assessor training
- It will contribute towards the development of the BCSP QA process and determine its future role and status in conjunction with the BCSP.
- 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 and other identified key stakeholders.

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

- To drive and focus the QA group, delivering the agenda on time and in sufficient detail to enable full consideration by the JAG committee.
- To present recommendations and regular reports to the JAG. To receive and implement projects from JAG.
- 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 10 Members of the Working Group, representing key stakeholder groups who contribute to the JAG accreditation process and participate in the JAG accreditation process the UK
- The Members will represent the following key stakeholders and professional groups:
 - a) The Bowel Cancer Screening Programme
 - b) All sectors covered by the accreditations process (acute, IS, community/primary care)
 - c) UK regions (England, Scotland, Northern Ireland and Wales)
 - d) The commission for health equality
 - e) Quality in Scotland
 - f) JAG Assessors

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

- The key stakeholders will be asked to nominate their representative for the Working Group. The group will also invite experienced assessors working for the JAG.
- Appointment and replacement of a Member will be by nomination from their represented organisation/group. All nominations will require ratification by the JAG Committee before confirmation. The JAG Committee will reserve the right to veto a particular nomination if it nominee is not appropriate for the brief of the Working Group.
- The term of office of the individual Members will be 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 groups/organisation to agree to collective decisions with the Working Group and to convey the agreed conclusions back to their professional groups/organisation.

- 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 are 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 and conference calls.
- It is envisaged that there will need to be a minimum of 4 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 Amber Westbury, JAG Central Office
- Reasonable expenses for Members of the Working Group will be reimbursable from the JAG Committee budget.