THE DEVELOPMENT OF THE AREA PROFESSIONAL NURSING, MIDWIFERY & ALLIED HEALTH PROFESSIONS PROFESSIONAL ADVISORY COMMITTEE

Report by Helen Bryers, Head of Midwifery on behalf of Heidi May, Board Nurse Director

The Board is asked to:

- Agree the Terms of Reference for the Area Nursing, Midwifery & Allied Health Professions Professional Advisory Committee (NMAHP PAC).

1. Background

Highland NHS Board approved the disbandment of the Area Nursing and Midwifery Committee and the Allied Health Professional Committee in April 2010. At the same time, Highland NHS Board agreed to the formation of a Joint Nursing, Midwifery and AHP Committee. This committee is now formed and has agreed terms of reference and role and remit.

NHS Highland Board is asked to endorse the Terms of Reference of the new committee. These are attached to this paper.

2. Purpose of the Change

The purpose of the change was to strengthen the clinical advisory contribution of the respective professions to NHS Highland Board via the new Committee and the membership of the Area Clinical Forum. As members of the Committee and of the Area Clinical Forum (ACF), nurses, midwives and AHPs contribute to advice from all the clinical professions in NHS Highland to the Board on matters of broad healthcare and in particular strategic issues.

3. Contribution to Board Objectives

The NMAHP PAC contributes to all aims of NHS Highland Board, especially planning and contributing to:

- Delivering for Health/ Better Health Better Care.
- To NHS Highland Quality Framework

4. Governance Implications

The clinical advisory, leadership and decision making of the NMAHP PAC play an important role in supporting robust clinical governance in the organisation, ensuring the safe and effective provision of clinical care within NHS Highland.

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1. **TITLE**

The title of the Committee shall be the “NHS Highland Area Professional Nursing, Midwifery and Allied Health Professionals Advisory Committee” and shall represent nursing, midwifery and allied health professionals within the Highland Board area.

2. **PURPOSE**

The Committee will provide nursing, midwifery and allied health professional advice to the Highland NHS Board about patient care provision, and the planning and development of services. Specifically the committee will provide advice on issues that affect the standard and provision of nursing, midwifery and allied health professional services across the Highland Health Board area.

3. **OBJECTIVES**

- Review and agree feedback in respect of NHS Highland Board papers
- Review local and national health care strategy, reports and policy, debate the impact on the NMAHP professions and make recommendations
- Highlight and debate emerging professional and quality matters relating to NMAHP services and professions and ensure the relevant Directors, Area Clinical Forum and the Board are briefed
- Maintain the high profile of nursing, midwifery and allied health professions within Highland NHS Board strategy, the Area Clinical Forum and other associated groups
- Promote the development of evidence based practice across the NMAHP professions throughout the Highland area
- Maintain liaison and good communications between the advisory committee, the professional leadership committee, other NHS Board Professional Advisory Committees and the Area Clinical Forum
- Ensure an effective communication strategy is in place across the NMAHP professions including the circulation of minutes and a note of actions and agreements. Encourage the engagement of the NMAHP professions in the work of the committee and to take an interest in influencing national and local health service plans
- Develop links as required with other Professional Advisory Committees out with Highland, especially North of Scotland to encourage collaboration on matters of mutual interest

The Committee can set up sub-groups to undertake any specific and agreed pieces of work.

4. **MEMBERSHIP**

Members of the Committee must be registered nurses, midwives or allied health professionals holding a current registration with the relevant regulatory body, actively involved in professional practice and working within the Highland NHS Board area.
Membership should be accorded on the basis of knowledge and experience and on the ability of the individual to provide objective professional advice. Members will work to seek and present the body of opinion of their professional group in their work for the committee.

Membership should be representative of the professional areas and roles listed in the appended membership list and will invite Highland NHS Board’s Nurse Director, Associate Directors and Head of Midwifery to attend meetings.

Membership vacancies shall be filled by nominees elected by the Committee on the basis of the above criteria.

5. TERMS OF OFFICE

The normal term of office for nominated professional members shall be four years. Committee members shall be eligible to serve for a second term but thereafter shall be required to demit office for at least one term. Certain individuals will serve on the committee for as long as they hold the role or post i.e. Lead Nurses and AHPs.

6. MEMBERSHIP OF THE AREA CLINICAL FORUM

The Chairman, Vice Chairman and 2 other nominations to the Area Clinical Forum shall be elected to serve in these roles for 2 years and can be eligible for re-election throughout their term of office on the committee. These 4 members of the NMAHP Professional Advisory Committee will represent the NMAHP professions on the Area Clinical Forum. Where the Chairman of the NMAHP Professional Advisory Committee is a Nurse or Midwife, the Vice Chairman will be an Allied Health Professional and vice versa. The 2 other nominees to the Area Clinical Forum will be one nurse and/or midwife and one allied health professional. To support transition and aid succession planning where possible, the terms of office of the 4 ACF representatives are staggered to ensure support is available to new representatives from others who are more experienced in this role. The Health Board shall ensure adequate secretarial support to facilitate the function of the Committee.

Committee members should have confidence in the representatives to act to represent the Area NMAHP Professional Advisory Committee and the consensus views from the group. Committee members can ask for a vote of confidence in any representative should this confidence be undermined.

7. MEETINGS

The Committee shall meet a minimum of six times a year one week in advance of NHS Board meetings. Video Conference will be available for all meetings to facilitate maximum attendance and contributions. The Chairman shall have the right to call additional meetings.

The Committee shall appoint sub-groups where necessary to take forward specific and agreed pieces of work and shall have the ability to co-opt other professional nurses, midwives or allied health professionals onto these groups if it is felt that additional professional knowledge and experience is required. These sub-groups shall meet as required until the Committee deems it to have fulfilled its original function.

A quorum shall be ten members, one of whom must be a member of the ACF, including either the Chairman or Deputy Chairman.

On any matter requiring a vote each member present shall have one vote. The Chairman shall have an additional casting vote should there be equality in voting.
Members are expected to give their work on the Committee a high priority but where they cannot attend a meeting they should appoint a named deputy to attend in their place with prior approval of the Chairman. As a general principle, if members fail to attend 2 consecutive meetings of the Area NMAHP Professional Advisory Committee (whether they send a deputy or not), the Chairman has the power to request that individual stand down and a new nomination is sought to ensure the profession or group is adequately represented. The chairman would use discretion in executing this power given their may be exceptional circumstances e.g. long term sickness absence etc. The named deputy shall not have the right to vote.

There shall be an open invitation to the representative designated by Highland Health Board in an advisory capacity and to NHS Highland Board Nurse Director, Associate Directors and Head of Midwifery to be in attendance and contribute at Committee meetings.

8. AGENDA

The Chairman and Vice Chairman will agree the agenda with the minute secretary a week prior to the meeting. The chairman or vice chairman may request agenda items in advance of this date or any member of the committee can request for an item to be placed on the agenda. The chairman can request reports from any relevant group including reports from the NHS Highland Area NMAHP Professional Leadership Committee as required. The Board Nurse Director, Associate Directors or Head of Midwifery or other representative of NHS Highland Board can direct an item to be placed on the agenda through the Chairman or Vice Chairman.

9. FEEDBACK TO THE AREA CLINICAL FORUM

Feedback agreed by the Committee regarding Board papers will be given to the Area Clinical Forum usually by one of the NMAHP representatives to the ACF.

10. MINUTES

The Highland NHS Board will, as part of the secretarial support, provide a minute secretary to be in attendance at meetings ensuring that copies of the minutes are prepared and circulated widely.

11. AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution should be made in writing to the Chairman at least 14 days prior to a Committee meeting and shall require the approval of two-thirds of the Committee before a change is made.

October 2010