

## **Expert Advisory Group for the National Maternity and Gynaecology Clinical Guideline Programme**

### **Terms of Reference:**

The Expert Advisory Group (EAG) for the National Maternity and Gynaecology Clinical Guideline Programme will conduct its work in line with the following terms of reference.

### **Purpose of the Expert Advisory Group:**

To oversee the development and update of the National Clinical Maternity and Gynaecology Guidelines for the Maternity and Gynaecology Services in the Republic of Ireland.

### **Objectives:**

- Contribute to the provision of high-quality clinical guidelines by the National Women and Infants Health Programme (NWIHP) and the Institute of Obstetricians and Gynaecologists (IOG)
- Contribute to the work, debate and decision-making processes of the group by providing expert guidance, as appropriate
- Review clinical guidelines which are under development or being updated by a Guideline Developer Group (GDG)
- Make recommendations based on best evidence-based practice
- Assist in the communication and dissemination of the approved guideline within their own relevant structures
- Notify the programme manager if a nominee can no longer participate or contribute to the process as non-participation may require alternative EAG membership to be sought
- The group may enlist the expertise of external stakeholders if required e.g. other clinical programme teams, consultant/midwifery/allied health professionals, voluntary organisations, support groups etc.

### **Chair:**

The group will be chaired by Professor Keelin O'Donoghue, Consultant Obstetrician/Gynaecologist. Vice chair –Ms Nicolai Murphy, Programme Manager.

### **Accountability:**

The EAG reports to the Guideline Programme Team who in turn reports to the Clinical Advisory Group (CAG) for the NWIHP in conjunction with the IOG of the Royal College of Physicians Ireland (RCPI).

## Membership

Membership of the EAG will be for a period of two years. A second term of two years is at the discretion of the Guideline Programme Team.

A group membership list will be available as an appendix within each Guideline document.

Prof Keelin O’Donoghue                      Consultant    Obstetrician/Gynaecologist,    Fetal  
Medicine    Specialist– Chairperson

Ms Nicolai Murphy                              Programme Manager National Maternity Guidelines

Name	Profession	Location
Dr. Fergus McCarthy	Consultant Obstetrician, Gynaecologist, Senior Lecturer and Maternal-Fetal Medicine Sub-specialist	Cork University Maternity Hospital, University College Cork
Dr. Mairead Butler	Consultant Obstetrician and Gynaecologist	University Hospital Waterford
Prof. Declan Keane	Professor of Obstetrics and Gynaecology	National Maternity Hospital Dublin, Royal College of Surgeons in Ireland
Dr. Katherine Astbury	Consultant Obstetrician and Gynaecologist , Gynaecology Oncology Sub-specialist	University Hospital Galway
Dr. Sarah Petch	Specialist Registrar, Obstetrics and Gynaecology	National Maternity Hospital Dublin
Dr. Orla Donohoe	Specialist Registrar, Obstetrics and Gynaecology	Sligo University Hospital
Prof. John Murphy	Consultant Neonatologist and Clinical Lead for the National Clinical Programme for Paediatrics and Neonatology	National Women and Infants Health Programme
Ms. Siobhan Canny	Group Director of Midwifery	Saolta University Health Care Group
Ms. Fiona Hanrahan	Director of Midwifery and Nursing	Rotund Hospital Dublin
Ms. Margaret Quigley	National Lead for Midwifery	Office of Nursing and Midwifery Services Director

Name	Profession	Location
Prof. Valerie Smith	Professor of Midwifery	School of Nursing and Midwifery, Trinity College Dublin
Ms Triona Cowman	Director of the Centre for Midwifery Education	Centre for Midwifery Education, Coombe Women & Infants University Hospital
Ms Janet Murphy	Advanced Midwifery Practitioner	University Hospital Waterford
Dr Noirin O'Herlihy	General Practitioner and ICGP Quality and Safety in Practice Project Officer	Irish College of General Practitioners
Dr Luke Feeney	Director of Quality, Risk and Patient Safety	National Maternity Hospital Dublin
Dr Fergal O'Shaughnessy	Senior Pharmacist, Honorary Lecturer	Irish Medicines in Pregnancy Service Rotunda Hospital Dublin Royal College of Surgeons in Ireland
Dr Brian Cleary	Chief Pharmacist, Honorary Clinical Associate Professor and Medications Lead, Maternal & Newborn Clinical Management System	Irish Medicines in Pregnancy Service Rotunda Hospital Dublin Royal College of Surgeons in Ireland
Ms Marie Finn	Medical Social Work Counsellor	Saolta University Health Care Group
Ms Marie Culliton	Laboratory Manager/Chief Medical Scientist	National Maternity Hospital Dublin
Ms Marita Hennessy	Post-Doctoral Researcher	Pregnancy Loss Research Group, INFANT Research Centre, University College Cork
Ms Claire Lehane	Service Manager	Patient Advocacy Service

Name	Profession	Location
Ms Niamh Connolly-Coyne	Board of Directors member	Irish Neonatal Health Alliance
Ms Caroline Joyce	Principal Clinical Biochemist PhD Candidate	Cork University Hospital University College Cork
Dr Richard Duffy	Consultant Perinatal Psychiatrist	Rotunda Hospital Dublin
Ms Claire Farrell	Physiotherapy Manager	Coombe Women & Infants University Hospital
Ms Fiona Dunlevy	Dietician Manager	Coombe Women & Infants University Hospital
Dr Nicholas Barrett	Lead for Obstetric Anaesthesiology services	Limerick University Hospital
Dr Brendan Fitzgerald	Consultant Perinatal Pathologist	Cork University Hospital
Dr Niamh Conlon	Consultant Histopathologist	Cork University Hospital

### **Roles and Responsibilities:**

#### **The Membership of the Expert Advisory Group can expect to:**

- Be provided with complete, accurate information in a timely manner
- Be given reasonable time to give feedback
- Be participating in open and honest discussions with the advisory group and the guideline programme process
- Attend all scheduled meetings to the best of their ability; where this is not possible provide advance notice to the Guideline Programme Team manager
- To remain a member of the group it will be a requirement to attend four of the six meetings per year
- Be prepared for the meeting by reviewing required materials in advance
- When requested, provide information in a timely manner
- Make recommendations to help progress the work of the group
- Actively participate in group discussions
- Have the authority to invite additional external stakeholders to review the guideline if they believe the process would benefit from their experience.
- Treat sensitive information as confidential
- Complete a conflict of interest form

- If invited to join a GDG, it is a requirement to absent oneself from the review process of that particular guideline
- In the event of a member recusing themselves due to a conflict of interest the EAG may decide to consult other stakeholders to represent a particular area
- There are four options to choose from when making decisions regards a guideline:
  1. Accept and sign off
  2. Minor changes and no need to return to EAG
  3. Major changes and back to EAG again for further review
  4. Needs other stakeholders to review and back to EAG again for review

### **Quorum:**

The Chairperson and the Vice Chairperson are fixed attendees. 50% attendance by the group is required for a quorum to be achieved. Attendance may be in person or by video/teleconference or other such method that allows all members of the EAG equal access to communicate with each other.

### **Frequency of meetings:**

The group will meet on a two-monthly basis. Where possible these dates will be established well in advance to facilitate attendance. A quorum is the chairperson, the vice chairperson and 50% of the group. The agenda will be approved by the Chairperson in advance of the meeting.

### **Communication of minutes:**

Minutes will be taken by the programme manager and will be circulated to members via email within one month of the meeting.

### **Recommendations:**

The EAG will make whatever recommendations to the GPT it deems appropriate. Each stage of the review is a collaborative process between the developers, the GPT and the EAG. Following thorough review of the document and discussion surrounding any issues raised, the GPT will present the final version to the NWIHP and IOG CAG for approval. Final approval will be the responsibility of the NWIHP and IOG CAG Co-Chairs.

### **Review:**

Membership and terms of reference of the group may be reviewed if required.

### **Confidentiality:**

The discussions and deliberations of the Expert Advisory Group are confidential to the Group.

