

Clinical Audit and Research Steering Group for the National Clinical Programme for the Assessment and Management of Patients presenting to the Emergency Department following Self-Harm. (NCP)

- Purpose:** To support the development of local, regional and national audit practice within the NCP.
To support the development of develop local, national and regional research within the NCP.
- Scope:** To identify suitable projects.
To arrange Audit training seminar for staff on the Clinical Programme. This will be held in September.
To develop audit tools and research protocols.
To work in sub groups on regional and national audit and research projects.
Monitor and report the progress and outcomes of audit and research projects.
To collate and publish audits and research projects completed by NCP staff.
To apply for grants related to audit and research.
Foster links with University and other research facilities associated with NCP.
- Authority:** The audit and research steering group is chaired by the National Clinical Lead for the NCP. Audit and Research is identified as a requirement for Patient Safety and Quality Service.
- Membership:** National Clinical Lead of NCP.
Programme Manager of NCP.
Psychiatrists and Specialist Nurses who are Clinical experts in the Area of Self-Harm.
Representative from Area DONs
Lead for Mental Health Engagement
Relative of person who has used the ED service during a mental health crisis.
Members of the National Suicide Research Foundation.
Other academics with interest in suicide and self-harm.
- Meeting Arrangements:** Meet 2 monthly
Meet in Dr Steevens Hospital, with Tele/Video links available.
Meeting will take 2 hours.
Agenda and minutes will be prepared by the Chair and Programme Manager.
Agendas and information for reading will be sent one week prior to meeting.
Draft minutes will be sent within one week of meeting, and final minutes within two weeks.
Communication between meetings will be shared with all group members.

- Reporting:** A copy of minutes will be sent to Dr Phillip Dodd, National Clinical and Group Lead for Mental Health Strategy and Clinical Programmes. He will be informed of progress at monthly meetings with the Clinical Lead and Programme Manager. Clinical Strategies Division is appraised, at quarterly intervals, of progress in implementing the NCP.
- Resources and Budget:** Members employed by the HSE will be reimbursed for travel through their local service.
Members not employed by the HSE should apply for travel expenses through agreed national financial regulations. (Will be sent to relevant group members)
Tea and Sandwiches will be provided at each meeting. .
- Deliverables:** Hold a training seminar in audit in in October for all staff on the NCP. Once National Data is analysed, this can be presented in Audit format and individual services encouraged to present their local data to staff.

A Journal of completed audit projects will be published at the end of Year One, and each following year.
A research newsletter will be published at the end of each year and each following year.
- Review of ToR:** Terms of Reference will be reviewed at the first meeting and once accepted then reviewed annually. Next review date January 2019.