



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

TITLE: **HSE National Steering Group for Clinical Audit
Terms of Reference**

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References: Future governance Structure for Clinical Audit, Office of the CCO
National Review of Clinical Audit Report, 2019

Appendix 1: HSE National Steering Group for Clinical Audit Governance Structure Organogram

1.0 Background/Rationale

Dr. Colm Henry, Chief Clinical Officer in October 2018, commissioned A National Review of Clinical Audit to ensure the continued development of the essential role of clinical audit to protect patients and promote improved patient outcomes by fostering learning and improvement in healthcare.

Key Findings of the National Review of Clinical Audit Report, 2019 included:

- “There is an absence of a Clinical Audit Governance structure which commissions the programme of work (developing a co-ordinated National Strategy, commissioning and prioritising of National Clinical Audits, providing guidance and oversight) over each of the audits undertaken by Clinical Audit service providers.
- There is an opportunity to improve collaboration and communication between the HSE and Clinical Audit service providers regarding Clinical Audit Governance, guidance and the implementation of recommendations.
- Support for Local Clinical Audit is currently limited. While the HSE and Clinical Audit service providers provide National Clinical Audit guidance, tools and supports for local clinical audit are provided but not maintained. Training for local clinical audit is no longer provided by the HSE”.

Following the publication of the Report in November 2019, the CCO progressed to action the recommendations from the report, one of which is the establishment of a HSE National Steering Group for Clinical Audit (HSE NSGCA) **Appendix 1**

The HSE National Steering Group for Clinical Audit is being established to provide a co-ordinated strategic approach for Clinical Audit activity and provide central oversight of National Clinical Audit service providers.

The HSE National Centre for Clinical Audit (HSE NCCA) programme will be co-ordinated via the HSE National Centre for Clinical Audit Office in accordance with the recommendations of the National Clinical Audit Review report and as approved by the HSE Board Quality and Safety Sub Committee.

2.0 Role and Purpose

The **role** of the HSE National Steering Group for Clinical Audit is to:

- Co-ordinate National Clinical Audit assessment and strategy
- Ensure clinical audit providers are complying with their respective Service Level Agreements
- Prioritisation and commissioning of new audits
- Approving of clinical audit funding.

The **purpose** of the HSE National Steering Group for Clinical Audit is to:

- Ensure oversight of operational processes of clinical audit service providers
- Ensure audit standards are maintained within their existing clinical audit portfolio
- Ensure alignment between stakeholders.

The HSE National Steering Group for Clinical Audit will also oversee the performance of the HSE National Centre for Clinical Audit programme of work. In fulfilling this role, the HSE National Steering Group for Clinical Audit will develop, champion, advance and support the implementation of the HSE National Centre for Clinical Audit Programme.

3.0 Scope and Objectives

3.1 The **scope** of the HSE National Steering Group for Clinical Audit's remit includes, but is not limited to:

- The Strategic direction of National Clinical Audit
- Overall governance arrangements for clinical audit – National and Local
- The assessment of the existing National Clinical Audit portfolio in terms of alignment to Clinical Audit Strategy
- Review Clinical Audit recommendations and support their implementation
- Commissioning and prioritisation of new National Clinical Audits
- Funding arrangements for Clinical Audit and performance management of delivery organisations
- Support and act as a point of escalation for the Clinical Audit process (excluding clinical audit findings at local level).

3.2 The overall **objective** of the HSE National Steering Group for Clinical Audit is to provide a co-ordinated strategic approach for the Clinical Audit activity and provide central oversight for all National Clinical Audit service providers.

This will be achieved by ensuring:

- The HSE has a robust Clinical Audit Strategy* in place that complies with legislation and best international practice
- Implementation of Clinical Audit Strategy takes place at all levels of the health service through the accountability structure of the HSE
- There is regular evaluation and audit carried out to assess the implementation of the Clinical Audit Strategy* nationally.

*(*To be developed as per the National Review of Clinical Audit, 2019 recommendations)*

4.0 Responsibilities

- Responsibility of the HSE National Steering Group for Clinical Audit will be in accordance with the HSE Performance and Accountability Framework 2020
 - To provide operational oversight of National Clinical Audits and provide agreed National guidance to support local Clinical Audit
 - To provide a co-ordinated strategic direction for clinical audit
 - To review key findings and recommendations arising from National Clinical Audit Annual Reports
 - To act as a conduit between independent recommendations and operational implementation, for example;
 - Agree action plans for recommendations.
 - Review status of previous recommendations
 - To approve commissioning for new National Clinical Audits
 - To oversee the implementation of NCEC's national clinical audit prioritisation process

- To review the existing portfolio of audit on an annual basis, ensuring the audit portfolio reflects national healthcare priorities
- To provide oversight of clinical audit organisations in terms of maintaining audit standards
- To ensure audit organisations are fulfilling their obligations from a management and operational standpoint regarding the delivery of national clinical audit
- To assess and approve funding requirements for audit delivery organisations
- To establish innovative accessible pathways to communicate the improvements achieved through clinical audit to the Public in a way which captures their attention and encourages conversation
- To monitor the progress of the Clinical Audit Strategy. *

(*To be developed as per the National Review of Clinical Audit, 2019 recommendations)

5.0 Membership

The HSE National Steering Group for Clinical Audit will consist of key stakeholders who have a role in the governance and operational management of clinical audit. The HSE National Steering Group for Clinical Audit will consist of the following stakeholders and may be expanded if the scope of clinical audit changes or, the Steering Group requires representation from specific stakeholders within the healthcare system.

Membership of the HSE National Steering Group for Clinical Audit will include:

- Dr. Colm Henry, Chief Clinical Officer (Chair)
- Dr. Orla Healy, National Clinical Lead, Quality and Patient Safety
- Dr. Philip Crowley, National Director, Research and Strategy
- Dr. Eimear Brannigan, National Clinical Lead, Healthcare Associated Infections and Antimicrobial Resistance Team, Consultant Microbiologist
- Professor Risteard O Laoide, National Director, National Cancer Control Programme
- Dr. Siobhan Ni Bhriain, National Lead Integrated Care
- Liam Woods, National Director, Acute Hospitals Division
- Yvonne O'Neill, National Director, Community Healthcare Organisations
- Dr. Geraldine Shaw, Director, ONMSD
- Jackie Reed, National Lead, National Health and Social Care Professions
- Ms. Fiona Murphy, National Screening Service (NSS)
- Christine Fenton, National Patient Representative Panel
- Tibbs Pereira, Patients for Patient Safety.

In Attendance:

- Dr. Brian Creedon, Clinical Director, NOCA
- Prof. Conor O'Keane, RCPI/SQI Programmes Representative
- Dr. Robert Cunney, Irish Clinical Audit Network (ICAN) Representative
- Maria Lordan Dunphy, Assistant National Director, HSE National Centre for Clinical Audit Programme Lead
- Karen Reynolds, HSE National Centre for Clinical Audit Programme Co-Lead

6.0 Reporting Lines and Risk Management

- The HSE National Steering Group for Clinical Audit will report via the CCO to the HSE Quality and Safety Sub Committee, who report into the HSE Board
- The purpose of the HSE National Steering Group for Clinical Audit reporting into the HSE Quality and Safety Sub Committee is to escalate risks as required and ensure the HSE Board has oversight of clinical audit
- Clinical Audit service providers will report into the HSE National Steering Group for Clinical Audit.

Reports received by the HSE National Steering Group for Clinical Audit:

- Reports from the HSE National Centre for Clinical Audit and HSE National Clinical Audit Work Streams for Clinical Audit on a quarterly basis or as required
- Reports from Clinical Audit service providers (ie; NOCA, RCPI, NPEC, CSPD, OHCAR, and ONMSD).

Reports issued by the HSE National Steering Group for Clinical Audit:

- Quarterly Reports to the HSE Board Quality and Safety Sub Committee
- Annual Report to the HSE Board Quality and Safety Sub Committee.

7.0 Mode of Operation

7.1 Time and frequency of meetings

The HSE National Steering Group for Clinical Audit will meet on a monthly basis (a minimum of eight meetings will be held annually at dates and times suitable for committee members). An annual schedule of dates will be agreed. The quorum for the meeting is the Chair and at least three other committee members for a meeting to proceed.

7.2 Administrative Support

Administrative support will be identified to support the working of the Steering Group.

S/he will be responsible for:

- Circulating the agenda and supporting papers at least 48 hours before each meeting
- Organising the logistics of meetings
- Attending meetings to take actions
- Circulating the actions/actions of the meeting
- Writing up decisions/actions made by the Steering Group and circulating these actions and/or required follow up.

7.3 Steering Group Performance

Performance measure will include:

- Percentage of attendance at meetings by members
- Completion of follow up actions
- An annual evaluation of Steering Group objectives.

8.0 Authority

The HSE National Steering Group for Clinical Audit has the authority, following appropriate consultation to define, recommend and implement the necessary structures and processes required to strengthen the implementation of the National Clinical Audit Strategy and Action plan subject to agreement on the availability of resources and funding.

9.0 Accountability

The members of the HSE National Steering Group for Clinical Audit are accountable via the CCO to the HSE Board Quality and Safety Sub Committee for fulfilling the activities outlined under sections 2, 3 and 4 of this document.

In particular, they are accountable for agreeing corrective action to manage any emerging difficulties with the implementation of the National Centre for Clinical Audit programme.

10.0 Review/Evaluation

- The HSE National Steering Group for Clinical Audit will review its terms of reference on an annual basis and report the review to the HSE Quality and Safety Sub Committee for consideration.
- The HSE National Steering Group for Clinical Audit will conduct an annual self-assessment of its performance and report the results of the assessment to the HSE Quality and Safety Sub Committee
- An external assessment of the HSE National Steering Group for Clinical Audit will be undertaken after an established period, with the results reported to the HSE Quality and Safety Sub Committee.

References

- Future Governance Structure for Clinical Audit, Office of the CCO
- National Review of Clinical Audit Report, 2019.

Appendix 1: HSE National Steering Group for Clinical Audit Governance Structure Organogram

HSE National Centre for Clinical Audit – Governance Structure & Reporting Lines 2022

Updated 28/03/2022

