

# Stoma Clinical Sub-Group: Terms of Reference

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# DOCUMENT CONTROL SHEET

## Key Information:

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## Revision History:

Version	Date	Summary of Changes	Name	Changes Marked
0.1		First draft of the document	LB	N

## Distribution:

*This document has been distributed to:*

Name:	Title/Board:	Date of Issue:	Version:

## Linked Documentation:

Document Title:	Document File Path:
Procurement Transformation Board ToR v1.2	

**1. Name of the Group**

Stoma Clinical Sub-Group

**2. Purpose of the Group**

The Stoma Clinical Sub- Group is a national group developed in response to instruction from SEND to progress a National Programme to optimise the use of Non-Medical Clinical Products.

Its primary purpose is to bring together representative experts in their fields to provide guidance, oversight and governance to the Stoma Project, and also to use their considerable influence to expedite delivery of clinical, financial and operational improvement in this area.

**3. Role and Remit of the Group and its members**

The role and remit of the group collectively is to maintain focus on delivery of the benefits of the project, by:

- Agreeing a project plan and approach, and securing support to deliver to the plan;
- Providing constructive solutions to escalated impediments to progress;
- Members effectively communicating with their peer group regarding progress and in particular, expected change in manner of provision or process;
- and scrutinise reporting to Sustainability & Value Board, through the link with the Procurement Transformation Board.

**4. Membership**

The group will be Chaired by a nominated Nurse Director/Senior Clinician and comprise:

- Project Manager (Senior Nurse)
- Nurse Director
- ADON representative
- Clinical Lead (Nominate through MCN?)
- Prescribing Pharmacist
- 

In attendance, as required per agenda will be

- ISD Representative
- Procurement Representative

The Group will be supported as required by the Procurement Transformation Programme who can provide ad hoc support in terms of:

- Secretariat

- Programme Manager
- Communications Support

## 5. Governance

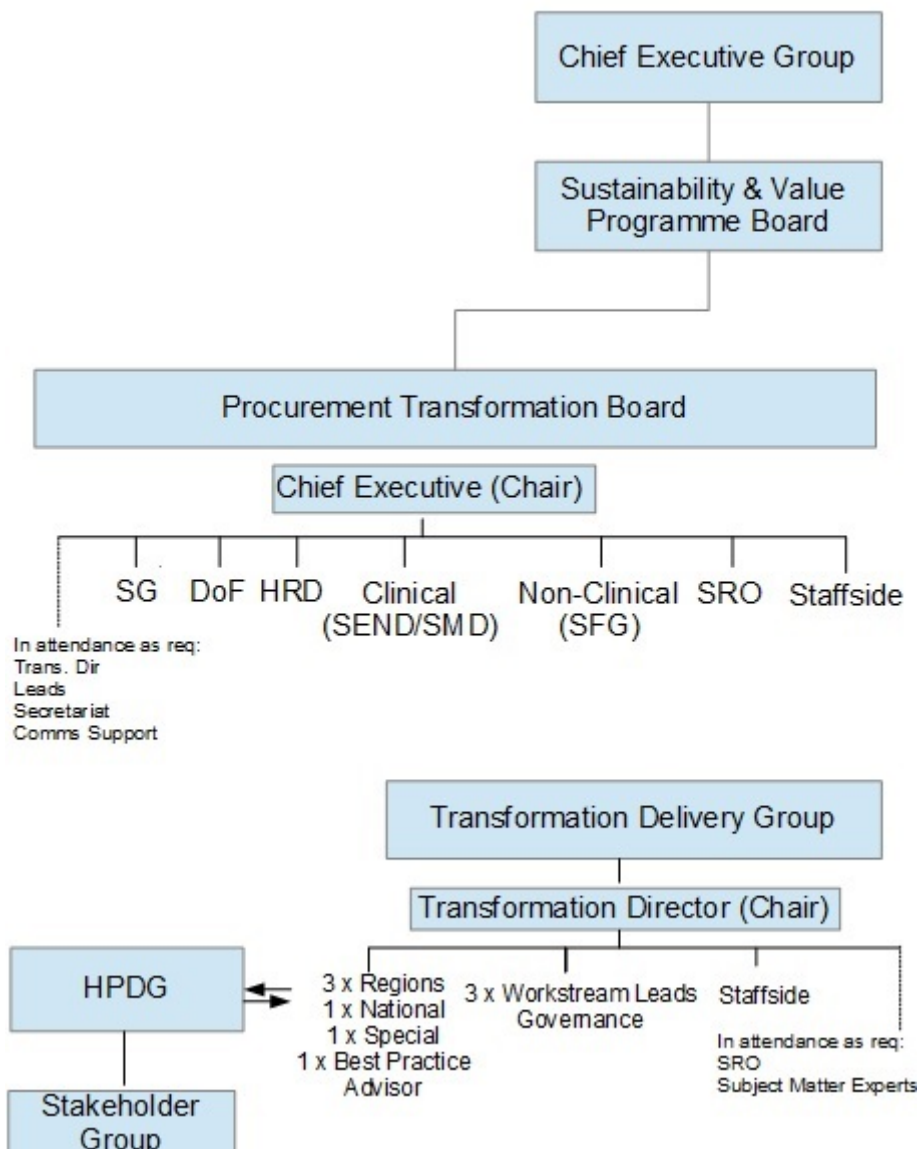
The Stoma Clinical Sub-Group will report to the Sustainability and Value Programme Board via the Procurement Transformation Board, who will support decisions made by Clinicians to improve practice.

The Chair will have ownership of all reporting to the Procurement Transformation Board, who will in turn report to NHSScotland Chief Executives as required.

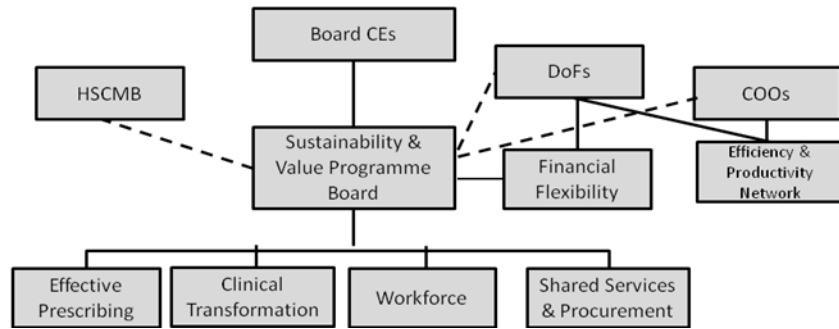
\*INSERT STRUCTURE DIAGRAM HERE ONCE AGREED\*

\*INCLUDE SUBSEQUENT STRUCTURE DIAGRAMS TO GIVE CONTEXT\*

### Reference: Procurement Transformation Programme Governance Structure



**Reference: Sustainability and Value Board Governance Structure**



**6. Meetings**

Formal meetings will be held monthly.

**7. Minutes/Action Notes, Agendas and Papers**

Notes and Actions from the group will be taken with formal approval required at the following meeting. Risks and Issues identified during meetings will be recorded and monitored via the programme risk register which will include internal/external interdependencies. If required, risks will be escalated to the Group to address.

**8. Review**

The Group will provide formal monitoring reports with recommendations and actions to the Procurement Transformation Board on a bi-monthly basis.