

Tissue Viability Steering Group and Wound Management Formulary Group

TERMS OF REFERENCE

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NHS Tayside Tissue Viability Steering Group (TVSG) and Wound Management Formulary Group (WMFG).

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PURPOSE

The Tayside Tissue Viability Steering Group and Wound Management Formulary Group Terms of Reference document brings together two independent forums with a largely shared membership and purpose. That is, to ensure appropriate governance, process and evidence based practice is in place to enable the safe and effective care and management of skin health for people receiving healthcare services within Tayside.

The two forums are supported by the same Chair person. Due to the area of focus for both groups, separate reporting structures are detailed below. To ensure effective collaborative working across all services and a co-ordinated approach to tissue viability and wound management, these forums form an integrated expert group.

NHS Tayside Tissue Viability Steering Group (TVSG)

This group brings together multi-professional staff from across NHS Tayside to take responsibility for the following:

- Provide an expert steering group that links with relevant National Programmes, providing advice regarding implementation of national policy guidance and education.
- Lead the development and implementation of strategy, policy, protocols and guidelines to enable safe and effective care at local level.
- To commission, support and direct programmes of education and training to ensure all staff involved in tissue viability have access to evidence based education.
- To agree and oversee systems to monitor pressure ulcer prevalence and incidence and compliance with national guidelines.
- The group will be responsible for identifying and ensuring best practice which impacts upon clinical practice, supporting the development of knowledge and skills associated with tissue viability.

NHS Tayside Wound Formulary Group (WMFG)

This group brings together multi-professional staff from across NHS Tayside with a special interest or expertise in wound management.

This group will take responsibility for the following:

- Implement national contract frameworks at a local level, including updating wound products on the wound formulary.
- This includes the development of the Wound Management Formulary (WMF) to include relevant guidance sections alongside product selection.
- Provide governance in relation to clinical evaluation of skin care products or wound dressings prior to being added to the formulary.
- Provide a forum to discuss any relevant issues either national or local, related to wound and skin care.

MEMBERSHIP

There is representation from specialist clinicians and colleagues who are involved in wound care on a daily basis such as tissue viability nurses, vascular, plastic surgery and dermatology colleagues and podiatrists. Membership includes senior procurement colleagues and pharmacy representation, patient safety advisors and practice development colleagues. There should be widespread representations of Lead or Senior Nurses from acute services and all of the Health and Social Care Partnerships.

In taking forward the work of these groups it may be necessary to co-opt additional members to debate issues and support group decision-making on key issues. This may include subject experts, professionals, public, services users and carers.

3. CHAIR

The TVSG Chair will be the Lead Clinical Nurse Specialist Tissue Viability. The Chair is responsible for convening scheduled meetings at time stated on the agenda. The deputy chair will be a Senior Clinical Nurse Specialist Tissue Viability.

The Wound Management Formulary Group Chair will be the Lead Clinical Nurse Specialist Tissue Viability; Deputy Chair will be a senior procurement staff member.

The Chair will nominate the Depute-Chairs to convene scheduled meetings in the absence of the Chair.

4. AGENDA ITEMS, MINUTES AND MEETING PAPERS

The agenda will be set in two parts, one for TVSG and one for WMFG.

Agenda, supporting papers and previous minutes will be issued at least five days prior to each meeting and distributed by e-mail.

Group members must submit agenda items, 2 weeks prior to the date of the meeting by contacting the Chair who will then compile the agenda.

Minutes of each meeting will be produced and agreed as an accurate record at the start of each meeting.

When required, an action plan will be developed and reviewed regarding progress at each meeting.

On request, minutes of each meeting and action plans can be made available for Clinical Quality Group and PONMAG.

5. MEETINGS

Meetings will be held quarterly.

Each member will have a nominated deputy who is briefed and provided with papers in preparation for meeting they will attend in group member's absence.

Group members unable to attend a meeting will forward apologies in advance (whenever possible) to the Chair or by Monday prior to the meeting and provide the name of the deputy attending.

6. QUORUM REQUIREMENTS

For the meeting to be considered quorate, one third of the group membership should be in attendance at the meeting. In the event a meeting is not quorate decision making can be supported out with the meeting where business cannot be rolled forward to a future meeting, with a consensus of opinion in line with the requirements above.

7. ROLE OF THE TISSUE VIABILITY STEERING GROUP

- (i) To lead and shape the development of clinical practice in tissue viability management within NHS Tayside ensuring continuous quality improvement.
- (ii) To provide a forum for reaching consensus on issues that impact on tissue viability management practices.
- (v) To provide a robust communication network and cascade through the membership to clinical practitioners across Tayside. Each TVSG member is responsible for the dissemination of information regarding all issues associated with tissue viability to the clinical area/group/specialty and profession they represent.
- (vi) To establish and maintain links with other appropriate meetings and groups locally including national networks.
- (vii) To engage with local education providers to deliver education and training programmes; aimed to improve staff competence and confidence in relation to wound and skin care, resulting in reduced patient harm and adverse events or incidents.

- (viii) To support the use of the WMF in practice, ensuring staff have access to robust clinical information, education and training as appropriate to ensure the safe and effective use of any skin care product or wound dressing agreed for use in Tayside.

8. ROLE OF THE WOUND MANAGEMENT FORMULARY GROUP

- (i) Wound Management Formulary Group will communicate with and make recommendations on tissue viability and wound care products, and their use, to a range of other staff groups within NHS Tayside, including NHS Tayside Board, Nurse Director and Medical Director.
- (ii) The members of the WMFG will review current spend and contractual arrangements to identify opportunities for rationalisation and ensure best value is obtained.
- (iii) The WMFG members will consider clinical best practice to optimise patient care in relation to wound and skin care product selection when reviewing the wound formulary.
- (iv) During the duration of national contracts, the WMFG will be consulted on alternative products, for example, when a product is discontinued and an alternative product is required.
- (v) The WMFG will be responsible for the nomination of Commodity Advisory Panel (C.A.P) representatives for relevant national contracts.
- (vi) Advise on market and supplier intelligence in relation to wound care products.
- (vii) Each WMFG member will complete a Declaration of Interest form.

9. Authority

The NHS Tayside Tissue Viability Steering Group is accountable to the Care Governance Committee, through the Clinical Quality Forum.

The NHS Tayside Wound Management Formulary Group is accountable to the Care Governance Committee, through PONMAG to the ADTC.

In order to fulfil its remit, NHS Tayside Tissue Viability Steering Group and Wound Management Formulary Group may obtain whatever professional advice it requires to discharge their responsibilities as detailed above.

10. Reporting Arrangements

Items and issues reported through NHS Tayside Tissue Viability Steering Group are escalated to the Clinical Quality Forum as required, and to the NHS Tayside Wound Formulary Group are escalated to PONMAG as required.

