



Association of British Neurologists

ABN Quality Committee Terms of Reference

09-01-2018

Committee Name

Association of British Neurologists – Quality Committee

Type

Standing, reporting to to ABN Council via ABN Executive Committee

Purpose [Goals; Primary, Secondary]

To advise the Association, through Council, on all issues relating to quality in neurology within the UK and Ireland

- Profile: Raise the profile and articulate the importance of quality at all levels within the ABN aiming to ensure that quality is everyone's business
- Information: Provide support and information for members on quality assurance, quality improvement and innovation
- Processes: Develop quality assurance processes and improvement methodology within the ABN to support
 - Clinical practice guideline development
 - Use of clinical and service audit in quality assurance, quality improvement and innovation
 - Revalidation
 - ABN processes in other areas of the organisation to maximize effectiveness in meeting ABN members' needs
- Measurement: identify appropriate quality practices and outcomes to support excellence in neurological care for clinicians, services and patients

Scope

All matters related to quality, quality improvement, innovation, audit and revalidation
Support other ABN committees in their role

Authority

- The Quality Committee makes recommendations to the ABN Executive on all matters pertaining to quality within the organisation.
- The Quality Committee acts with the endorsement of the ABN Executive, and may develop initiatives, including project teams, to support its role

Membership

- Chair, appointed by ABN Executive
- Co-chair, nominated by Quality Committee Chair
- Regional representatives (elected by regions) – exact structure to be confirmed
- ABN-T representative (nominated by ABN-T Committee)
- ABN Council Representative (nominated by ABN Council)
- ABN Chief Executive

Meeting Arrangements

Meetings in the first year will be third monthly, with one meeting occurring in person at the time of the ABN Annual Meeting.

Provision will be made for telephone conferencing for other meetings

Ormond House, 27 Boswell Street, London WC1N 3JZ

Tel: +44 (0)207 405 4060 Fax: +44 (0)207 405 4070 email: info@theabn.org www.abn.org.uk

Registered Charity No. 1077893 Company No. 3816842 Registered Office: Ormond House, 27 Boswell Street, London WC1N 3JZ

Provisional Agendas will be provided 4 weeks prior to each meeting, with final agendas available one week prior

ABN Office staff will support communication between meetings

Reporting

The Committee will report via the Chair to the ABN Executive Committee and ABN Council on a regular basis as per ABN Committee reporting schedules.

Resources and budget

The functions of the Committee will be supported by committee members, the ABN Executive and Council, Ordinary members of the ABN and ABN office staff.

There are no funds committed directly to the Quality Committee.

Where appropriate, the Committee will request funding support from the ABN Executive Committee and/or ABN Council to fulfill its function

ABN office use, telephone conferencing and travel support will be made available as offered to other ABN Committees.

Deliverables

Agreed by Committee and notified to Executive and Council

Review

The terms of reference will be reviewed 6 months following the adoption of the Terms of Reference following the ABN Annual meeting, and annually thereafter.