

Urgent Care Division COVID-19 Infection Prevention and Control Working Group

(Terms of Reference)

1. Document Control

1.1. Confidentiality

This document does not contain confidential information and therefore may be shared if required.

1.2. Document Approval

Document Control Sheet Title:		Urgent Care Division COVID-19 Infection Prevention and Control Working Group (Terms of Reference)	
Electronic File Name (if different from above):		UCD COVID IPC Working Group Terms of Reference D1.00	
Consultation with stakeholders:		UCD COVID-19 Infection Prevention and Control Working Group members	
Approval Level:		UCD COVID-19 Gold Command	
Dissemination Date:	07/04/20	Implementation Date:	07/04/20
Method of Dissemination:		Email to: <ul style="list-style-type: none"> Vocare Triumvirates Vocare Senior Management Team 	
Distribution: <ul style="list-style-type: none"> Essential Reading for: Information for : 		<ul style="list-style-type: none"> UCD COVID-19 Infection Prevention and Control Working Group members UCD COVID-19 Gold Command 	

Author(s) (name and post):	Heather Maughan, Director of Quality and Nursing	
Approved by:	Function	Name
	UCD Managing Director	Andy Gregory
Version No:	V1.00	
Supersedes:	Not applicable	
Summary of Changes	Extension of review time as per guidance	
Approval Date:	07/04/2020	
Review Date:	Not applicable	
Next review date	January 2022	

Contents

1. Document Control.....	2
1.1. Confidentiality	2
1.2. Document Approval.....	2
2. Introduction	4
3. Purpose of the Group.....	4
4. Membership	4
4.1. The membership will comprise:.....	4
4.2. Quoracy.....	4
4.3. Responsibilities	4
5. Reporting	5

2. Introduction

As part of the response to the COVID-19 pandemic Totally's Urgent Care Division COVID Gold Command require that an Infection Prevention and Control Working Group is established.

3. Purpose of the Group

The Urgent Care Division COVID IPC Working Group is being established to provide infection prevention and control advice to the Totally Urgent Care Division COVID Gold Command. The group brings together senior clinicians from across the Urgent Care Division.

The purpose of the group will be to:

- Consider changes in guidance relating to infection prevention and control (IPC) and the use of personal protective equipment (PPE) and the implications for the Urgent Care Division
- Prepare and approve internal guidance on IPC and PPE for the Urgent Care Division
- Review incidents, complaints and staff feedback relating to IPC and PPE and provide guidance to the Urgent Care Division on what changes may be made to address any issues being raised
- Maintain oversight of IPC related stock (including PPE) and advise on action to be taken to address any shortfalls

4. Membership

4.1. The membership will comprise:

- Heather Maughan, Director of Quality and Nursing - Vocare (Chair)
- Jim Heptinstall, Urgent Care Division Medical Director
- Jon Craig, Medical Director – Greenbrook Healthcare
- Matthew Parkes, Director of Nursing – Greenbrook Healthcare
- [REDACTED] – Head of Clinical Governance – Vocare
- [REDACTED] IUC Clinical Development Lead (Deputy Chair)
- [REDACTED] – Executive PA – Vocare (Administrator)
- [REDACTED] Risk Manager – Vocare

4.2. Quoracy

The meeting will be deemed as quorate if one director of nursing and one medical director are present, regardless of which organisations they currently represent.

4.3. Responsibilities

Members have a responsibility to:

- If unable to attend, send apologies at least 1 day prior to the meeting to the Administrator, with an update on their outstanding actions and progress.
- Attend meetings punctually, be engaging and supportive, contribute and commit to these terms of reference
- Identify agenda items for consideration by the Chair at least 1 working day before the meeting
- To consider papers to review. A schedule of papers for review will be circulated with the agenda for meetings, 1 day in advance of the meeting.
- When matters are discussed in confidence at the meeting, members will maintain such confidences.
- The Administrator will have a responsibility to prepare and circulate papers for meeting at least 1 working days before the meeting, to record the minutes of the meeting and circulate for accuracy

not later than one working day following the meeting. The minutes will be stored electronically for future reference. These will be stored in Vocare's G Drive in: G:\EPRR\Coronavirus\IPC\IPC Working Group Meetings

- The Administrator will ensure that the minutes of the meeting are formally recorded and are shared in time for the following group/ Committee.

5. Reporting

The Urgent Care Division COVID IPC Working Group will report directly to the Urgent Care Division COVID Gold Command.

The Urgent Care Division COVID IPC Working Group will meet on a weekly basis for the duration of the COVID-19 incident. Where required additional meetings will be stood up.