

**WOMEN & CHILDREN'S CARE**

**GOVERNANCE BOARD**

**TERMS OF REFERENCE**

(Planned and Urgent Care Divisions)

**Membership:**

<b><u>Planned Care</u></b>	
<b>Chair</b> Consultant Obstetrics & Gynaecology [Risk Lead Gynaecology]	Jim McCormack ( <b>JMC</b> )
Consultant Obstetrics & Gynaecology [ Risk Lead Obstetrics]	Sara Brigham ( <b>SB</b> )
Head of Midwifery (Deputy chair)	Julie Fogarty ( <b>JCF</b> )
Head of Nursing-Planned Care	Carmel Healey ( <b>CH</b> )
Manager of Gynaecology Outpatients	Karen Woodward ( <b>KW</b> )
Midwifery Manager	Jean Fisher ( <b>JF</b> )/Deputy
Supervisor of Midwives	Gwenda Jones ( <b>GJ</b> )
<b><u>Urgent Care</u></b>	
Consultant Paediatrician [Lead Clinician Paediatric Services]	Ravi Jayaram ( <b>RJ</b> )
Consultant Paediatrician [Lead Clinician Neonates]	Stephen Brearey ( <b>SBr</b> )
Head of Nursing- Urgent Care	Karen Rees ( <b>KR</b> )
Business Performance Manager - Urgent Care	Habeeb Braimo ( <b>HB</b> )
Lead Nurse Children's Services	Anne Murphy ( <b>AM</b> )
<b><u>Corporate</u></b>	
Risk & Patient Safety Lead	Debbie Peacock ( <b>DP</b> )
<b><u>Quarterly Attendance</u></b>	

**Research Nurse Paediatrics	Caroline Burchett ( <b>CB</b> )
**Research Nurse Obstetrics & Gynaecology	Nichola Kearsley ( <b>NK</b> )
Human Milk Bank Manager	Jackie Hughes ( <b>JH</b> )
<b><u>To attend when requested</u></b>	
**Clinical Audit Manager	Michael Spry ( <b>MSp</b> )
Any other Member of staff or external representative who can or is required to contribute to a meeting.	
<b><u>To receive minutes</u></b>	
Urgent Care Divisional Governance Board Planned Care Divisional Governance Board	
Minute taker	Anne Mason

**\*\* Denotes scheduled attendance only (not each meeting)**

### **Duties / Responsibilities**

- Monitoring compliance of the Measurable Objectives for Risk Management (refer to Maternity Services Risk management strategy - Measurable Objectives).
- Provide assurance to Board lead executive of effective risk management
- Review & monitor the risk registers, escalate risks to the Divisional and Organisational Risk Registers.
- Review and monitor staffing levels of obstetricians and, anaesthetists and midwifery staff
- Review & monitoring compliance for specialities clinical incidents, NPSA Level 1, 2 & 3 reviews and action plans, incident trends ensuring lessons learnt are disseminated
- Review & monitor Complaints, Claims and PALS ensuring lessons learnt are disseminated
- Review & monitor compliance with Midwifery care metric health records audit results and action plans
- Review & monitor training & educational needs ensuring that the results of audits, learning from incidents, complaints and claims and other sources are considered as part of the on-going review for Training.
- Review & implement National Guidance ie MBRRACE, NCEPOD, NICE etc
- Ensure that clinical performance, quality monitoring and reporting mechanisms are working effectively.
- Review & monitor progress for Business Continuity and Pandemic Flu and ensure all action plans, and relevant training is disseminated to all staff.
- Ratification of policy and guidelines

### **Quorum**

A quorum shall be a minimum of the Chairperson or his deputy and at least two members from Urgent and Planned Care.