HEE Wessex School of Quality Improvement Steering Group  
Terms of Reference  
November 2018

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<td><strong>1. Background</strong></td>
<td>The HEE Wessex School of Quality Improvement was established in 2014 with an overall aim to support healthcare professionals to make improvements in patient care and patient experience.</td>
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| **2. Purpose** | To steer the work and development of the HEE Wessex School of Quality Improvement.  
The School’s vision is to be the ‘Go to Place’ for Quality Improvement; to inspire, support, and nurture individuals, teams and organisations to enhance behavioural change and increase sustainability; ensuring individuals have the confidence, knowledge, skills and support so to do.  
For the purposes of this group, patient safety and innovation are included.  
The School is:  
- A place to take, share and explore ideas  
- A network of people with experience/expertise in delivering quality improvement (locally, nationally and internationally)  
- A community of mentors, coaches, good practice  
The School will:  
- Deliver programmes to support upskilling of the workforce in quality improvement and patient safety  
- Support education providers to include quality improvement skills within existing programme provision  
- Be a link/resource/broker – work with Providers to support the adoption and dissemination of successful initiatives  
- Bring together existing resources for Fellowships funded by HEE (Wessex)  
- Align developmental work with other organisations |
| **3. Authority and Scope** | • To receive and review the activity of the School’s work programme to ensure it meets local priorities  
• To review existing programmes offered by the School  
• To share good practice relating to quality improvement and patient safety across the Wessex region, as well as nationally and internationally  
• To guide and steer the activity of the School |
| **4. Chair** | Associate Director Workforce Transformation, HEE Wessex. This role also acts as Head of School for the Wessex School of Quality Improvement.  
The Chair will:  
• Lead the Steering Group ensuring that key themes discussed are appropriate and relevant to HEE Wessex.  
• To ensure that there is representation from all relevant organisations within the HEE Wessex region.  
• Chair meetings |
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| **5. Membership** | HEE Wessex  
  • Associate Director for Workforce Transformation (Chair)  
  • Associate Workforce Transformation Lead  
  • Associate Dean for Patient Safety  
  • Head of Quality  
  A representative from the following:  
  • Improvement Leads from each Wessex Provider Trust  
  • Wessex Patient Safety Collaborative  
  • Wessex Strategic Clinical Network  
  • NHS England (South)  
  • HIOW and Dorset STPs  
  • Current fellow on a HEE Wessex supported QI Fellowship  
  • HEE Wessex QI alumni  
  • Thames Valley and Wessex Leadership Academy  
  Others as invited, including universities  
  Membership will be reviewed on an annual basis by the School |
| **6. Duties of Attendees** | • To attend all meetings or provide a suitable deputy if unable to attend  
  • To review all paperwork prior to the meeting and contribute to discussion and decisions  
  • Undertake action points as required |
| **7. Frequency of Meetings** | • Biannual, although more frequent meetings by exception if required  
  • The group may communicate via email in the interim if required  
  • Meetings normally held at HEE Wessex offices, Southern House, Otterbourne, Winchester, SO21 2RU |
| **8. Administration** | Via HEE Wessex Workforce Transformation team |
| **9. Agenda, papers and minutes** | Agenda items will be called for prior to the meeting  
  Standard agenda items will include:  
  • An update from a current HEE Wessex QI Fellow  
  • Members sharing headlines of work taking place across the patch relating to improvement, innovation and patient safety  
  • A summary of the School's focus  
  Agenda and papers will be sent to members via email at least seven working days before the meeting.  
  Brief notes and action points from each meeting will normally be circulated to the group within 14 working days. |
| **10. Quorum** | The Steering Group will be quorate with five attendees, including representatives from the following groups:  
  • HEE (Wessex) Workforce Transformation team  
  • Wessex Provider Trusts |
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| 11. Relationships | • The Steering Group steers the work of the HEE Wessex School of Quality Improvement.  
• The School is accountable to senior leadership team of HEE Wessex  
• Reference will be made to the Group’s relationship with the wider community including (but not limited to) the Health Foundation, NHS Improvement, Wessex Academic Health Science Network, local Sustainable Transformation Partnerships, and any others, with an aim to align developmental work with other organisations.  
• The School will work with the wider community to develop and work to Wessex wide principles to support improvement work |
| 12. Review | These terms of reference will be reviewed on at least an annual basis to ensure the Group’s purpose is still relevant and the membership requirements have not changed. |