

APPENDIX A

PHYSICAL HEALTH COMMITTEE REVISED TERMS OF REFERENCE AUGUST 2016

1. PURPOSE

To ensure that systems and processes are in place across Trust services to promote and protect the physical health and well-being of service users.

2. MEMBERSHIP

- Deputy Medical Director (Chair)
- Senior Nursing Representative (Vice Chair)
- Matron representative
- Senior Pharmacy Representative
- Senior AHP Representative
- Nominated representative for each clinical service area
- Head of Cardiovascular health and diabetes care
- Tissue Viability Lead
- Dietician
- Infection Prevention and Control Representative
- Service user/carer representative
- Representative for medical equipment (??)
- Nominated Clinical Governance Facilitator
- Pathology and clinical image representative

3. QUORUM

In order to be quorate a minimum of six members must be present, and each clinical directorate must be representative

4. KEY OUTPUTS

- (a) To deliver and further evolve the BSMHFT strategy for promoting physical health and well-being
- (b) To establish and oversee the implementation of an operational plan for the strategy
- (c) To devise and coordinate an annual plan of audit for physical health and well-being
- (d) To have a quarterly focus on reducing harm in care informed by reports from respective leads for
 - Pressure ulcers
 - VTE
 - Falls
 - Catheter acquired urinary tract infection
- (e) To commission and oversee the work of task and finish groups for projects around:-

- Smoke free policy
 - Physical health screening
 - Annual physical health checks for service users on CPA
 - The Patient Safety Thermometer
 - Promotion of physical exercise
 - End of life care
- (f) To develop and ratify policy relating to promoting or protecting physical health
- (g) To receive, interpret and where indicated implement NICE guidance on physical health promotion and protection
- (h) To identify and celebrate best practice across the Trust
- (i) To explore opportunities to work in partnership or collaboratively with others – for example, primary health care providers - for the improvement of physical health of our service users
- (j) To provide an annual report of physical health prevention and promotion work within BSMHFT

5. FREQUENCY OF MEETINGS

- Monthly formal meetings
- Email briefings will be provided to committee members between meetings based on horizon scanning and other updates

6. SUPPORT ARRANGEMENTS

- Meeting will take place in the Seminar Room at B1 unless otherwise notified
- Meetings will be administered and minutes recorded by:
- Minutes will be produced and draft circulated to committee members within one week of the meeting taking place
- Agenda items to be requested no more than one week prior to the meeting and will require a supporting paper.
- No papers will be tabled at the meeting

7. LINKS TO OTHER GROUPS

- Committee reports formally to the BSMHFT Clinical Governance Committee
- Committee has links with
 - BSMHFT Health and Safety Committee
 - Medicines Safety Group
 - Pharmacological Therapies Committee
 - Professional Forums
 - Local Clinical Governance Forums
 - Nutritional Steering Group

Meeting	Theme	Reporting Period	Reports required from
January 2017	Harm Reduction	Reporting to cover • Quarter 3 2016/17	<ul style="list-style-type: none"> Patrick Cullen (falls and PST) Lyndi Wiltshire (CV risk) Jodie Jordan (TV)
February 2017	Physical health strategy – review and priorities for 2017/18		•
March 2017	Update from service areas	Dec 2016-Feb 2017	• Divisional leads
April 2017	Harm reduction	Quarter 4	<ul style="list-style-type: none"> Patrick Cullen (falls & PST) Lyndi Wiltshire (CV risk) Jodie Jordan (TV)
May 2017	Physical health strategy – review and priorities for 2017/18		•
June 2017	Update from service areas	March –May 2017	•
July 2017	Harm reduction		<ul style="list-style-type: none"> Patrick Cullen (falls & PST) Lyndi Wiltshire (CV risk) Jodie Jordan (TV)
August 2017	Physical health strategy – review and priorities for 2017/18		•
Sept 2017	Update from service areas	June-Aug 2017	• Divisional leads
October 2017	Harm reduction		<ul style="list-style-type: none"> Patrick Cullen (falls & PST) Lyndi Wiltshire (CV risk) Jodie Jordan (TV)
November 2017	Physical health strategy – review and priorities for 2017/18		•
December 2017	Update from service areas	Sep-Nov 2017	• Divisional leads

Standing agenda items

- CQUIN
- Work plan