



PHYSICAL HEALTH COMMITTEE

TERMS OF REFERENCE (January 2024)

1. PURPOSE

To ensure that systems and processes are in place across all the trust services to promote and protect the physical health and well-being of service user. The committee's function is to coordinate data analysis and provide quality assurance of these processes which will lead to quality improvements.

2. MEMBERSHIP

- Deputy Medical Director (Chair)
- ACP – physical health
- BSOL ICS – Senior Quality Clinician for Primary Care
- Diabetes Specialist Nurse
- Falls Prevention Lead
- Infection Prevention and Control representative
- Learning & Development representative
- Lead Nurse for the Deteriorating Patient and Palliative Care
- Lead Nurse for Physical Health (Vice Chair)
- Lead Physical Health Clinical Educator
- Lead Tobacco Dependency Advisor
- Nominated Clinical Governance facilitator -QI.
- Nominated representative for each clinical service area.
- Nurse Consultant for Physical health (Dementia and Frailty)
- Nurse Education Lead
- Phlebotomy training representative
- PSIRF (Learning from Death) Lead
- Resuscitation committee representative
- Senior AHP representative
- Senior Medical representative
- Senior Nursing representative (Matron representatives)
- Senior Pharmacy representative
- Service Manager – HMP Birmingham
- Service user/EBE representative
- Tissue Viability and Continence Lead

3. QUORUM

In order to be quorate a minimum of eight members must be present including either the chair or vice chair. This should be made up of representatives from 4 clinical areas are present, or that a summary is received to discuss at the meeting from each clinical area.

4. KEY OUTPUTS

- (a) To deliver BSMHFT strategy (2021-2024) for promoting physical health and well-being
- (b) To oversee and co-ordinate an annual plan of audit and/or quality improvement projects for physical health and well-being
- (c) Share learning from Physical Health related incidents, audit, and quality improvement projects
- (d) To have a quarterly focus on reducing harm in care informed by reports from respective leads highlighting areas for note for: -
 - Deteriorating patient (NEWS), report
 - Documentation Quality and quantity (physical health)
 - Falls report.



- Physical Health Education Report
- Pressing issues identified. (e.g., clinical systems, pathology, CQC reports)
- Pressure Ulcer prevention report
- Resuscitation (to include ReSPECT) report.
- Tobacco Dependency strategy report
- Trust Food Group

- (e) To ensure that the trust policies (relating to physical health) are relevant, evidence based and in date.
- (f) To receive, interpret and where indicated implement NICE guidance on physical health promotion and protection.
- (g) To identify and celebrate best practice across the Trust.
- (h) To provide a quarterly report to Clinical Governance Committee
- (i) To provide an annual report of physical health prevention and promotion work within BSMHFT.
- (j) To review national campaigns and consider and local implementation processes.
- (k) Link with the local and regional physical health working groups (UHB, Community transformation, Black Country Pathology Services etc)

5. FREQUENCY OF MEETINGS

- Monthly formal meetings of Committee
- Smaller working groups regarding key parts of the physical health strategy will meet in task and finish groups between committee meetings and report in a timely manner.

6. SUPPORT ARRANGEMENTS

- Meeting will take place via Microsoft Teams
- Meetings will be administered, and minutes recorded.
- Minutes will be produced and draft circulated/put onto the shared Teams pages for the 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 supporting papers provided.

7. LINKS TO OTHER GROUPS

- Committee reports formally to the BSMHFT Clinical Governance Committee each quarter.
- Committee has links with: -
 - Clinical Effectiveness Group
 - Clinical Transformation (Physical Health)
 - Infection Prevention and Control committee
 - Learning and Development, development group
 - Local Clinical Governance Forums
 - Pharmacological Therapies Committee
 - Professional Forums
 - PSIRF oversight group
 - Resuscitation Committee
 - Tobacco Dependency Strategy Group
 - Trust Food Group
 - Workforce skills working group (including PGMG)

8. EACH MEETINGS WILL HAVE THE FOLLOWING STANDING ITEM

- Policy review (due for consultation)
- PSIRF review (Physical Health)
- QI audits (physical Health)
- Quality assurance of the physical health processes (Rio documentation, quality of data in documentation, insight of our physical health processes)
- Quarterly reports



Physical Health Workplan - 2024

Date	Theme	Quarterly report	Report presenter
Jan	Physical health strategy TOR and work plan	Trust Food Group BCPS Data Review CTP – physical health	Alison Jowett Lyndi Wiltshire TBC
Feb	The Deteriorating Patient	Deteriorating Patient Report Quality of Rio Documentation review Diabetes Report Pressure ulcer prevention Resuscitation Report	Lyndi Wiltshire Lyndi Wiltshire Cathy Holmes Amanda Groome Helen Bremner
March	Training and Learning	Physical Health Clinical Education report (including Phlebotomy & ECG) Tobacco Dependency Report Falls report	Kathryn Robertson Hanan Khan Tim Hebbert
April	Strategy, Key Strategy goals & Community Transformation	Trust food Group BCPS Data Review CTP – physical health	Alison Jowett TBC TBC
May	The Deteriorating Patient	Deteriorating Patient Report Quality of Rio Documentation review Diabetes Report Pressure ulcer prevention Resuscitation Report	Lyndi Wiltshire Lyndi Wiltshire Cathy Holmes Amanda Groome Helen Bremner
June	Training and learning	Physical Health Clinical Education report Tobacco Dependency Report Falls report	Kathryn Robertson Hanan Khan Tim Hebbert
July	Strategy, Key Strategy goals & Community Transformation	Trust food Group BCPS Data Review CTP – physical health	Alison Jowett Lyndi Wiltshire TBC
Aug	The Deteriorating Patient	Deteriorating Patient Report and Resuscitation Report Quality of Rio Documentation review Diabetes Report Pressure ulcer prevention	Helen Bremner Lyndi Wiltshire Cathy Holmes Amanda Groome
Sept	Training and learning	Physical Health Clinical Education report (including Phlebotomy & ECG) Tobacco Dependency Report Falls report	Kathryn Robertson Hanan Khan Tim Hebbert
Oct	Strategy, Key Strategy goals & Community Transformation	Trust food Group BCPS Data Review CTP – physical health	Alison Jowett Lyndi Wiltshire TBC
Nov	The Deteriorating Patient	Deteriorating Patient Report and Resuscitation Report Quality of Rio Documentation review Diabetes Report Pressure ulcer prevention	Helen Bremner Lyndi Wiltshire Cathy Holmes Amanda Groome
Dec	Training and learning	Physical Health Clinical Education report Tobacco Dependency Report Falls report	Kathryn Robertson Hanan Khan Tim Hebbert
Jan 2025	Strategy, Key Strategy goals & Community Transformation TOR and workplan	Trust food Group BCPS Data Review CTP – physical health	Alison Jowett Lyndi Wiltshire TBC