



Northern England
Clinical Senate

CLINICAL REVIEW

TERMS OF REFERENCE

TITLE: **XXX**



Sponsoring Organisation:

Clinical Senate:

NHS England & Improvement regional office: North East and Yorkshire

Terms of reference agreed by:

on behalf Northern England Clinical Senate and

on behalf of sponsoring organisation

Date:

Clinical Review Team Members

- Review Chair
- The Clinical review team is made up of:

Aims and Objectives of the Clinical Review

The aim of the Clinical Senate review is to

The objective for this review is to

Scope of the Review

The review will cover the following service/specialty areas:

The following services are **out of scope**:

Methodology

Timeline

Report

Clinical Senate Internal Reporting arrangements

- The clinical review team will report to the Northern England Clinical Senate Council which will oversee the governance of the conduct of the senate review panel process

Communication and Media Handling

- The arrangements for any publication and dissemination of the clinical senate assurance report and associated information will be decided by the sponsoring organisation

Resources

- The Northern clinical senate will provide administrative support to the review team
- [XXX Organisation] will provide a named lead to coordinate the advance circulation of documentation and data as well as support the arrangements for the necessary discussion and visits

Accountability and Governance

- The clinical review team is part of the Northern England Clinical Senate accountability and governance structure
- The Northern England Clinical Senate is a non-statutory advisory body and will submit the report to the sponsoring organisation
- The sponsoring organisation remains accountable for decision making but the review report may wish to draw attention to any risks that the sponsoring organisation may wish to fully consider and address before progressing their proposals

Functions, Responsibilities and Roles

The **sponsoring organisation** will:

- provide the clinical review panel with the question to be addressed, together with relevant background and current information, identifying relevant best practice and guidance. Background information will include relevant data and activity, internal and external reviews and audits and any other additional background information requested by the clinical review team
- respond within the agreed timescale to the draft report on matter of factual inaccuracy
- undertake not to attempt to unduly influence any members of the clinical review team during the review process

Clinical senate council and the sponsoring organisation will:

- agree the terms of reference for the clinical review, including scope, timelines, methodology and reporting arrangements

The senate council will:

- appoint the clinical review team (this may be formed by members of the senate, external experts, and / or others with relevant expertise) and agree the review chair
- will endorse the terms of reference, timetable and methodology for the review
- consider the review recommendations and report (and may wish to make further recommendations)
- provide suitable support to the team and
- submit the final report to the sponsoring organisation

The senate review team will:

- undertake its review in line the methodology agreed in the terms of reference
- provide the sponsoring organisation with a draft report to check for factual inaccuracies
- keep accurate notes of meetings

Clinical review team members will undertake to:

- commit fully to the review and attend all briefings, meetings, interviews, panels etc that are part of the review (as defined in methodology).
- contribute fully to the process and review report
- ensure that the report accurately represents the consensus of opinion of the clinical review team
- comply with a confidentiality agreement and not discuss the scope of the review nor the content of the draft or final report with anyone not immediately involved in it. Additionally they will declare, to the chair or lead member of the clinical review team and the clinical senate manager, any conflict of interest prior to the start of the review and /or materialise during the review
- undertake to be objective and not unduly influenced by any 3rd party