**North ICP Clinical Guidelines Operational Group**

 **TERMS OF REFERENCE**

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| **Chairperson:** | Heather Tebbutt |
| **Membership:** | Newcastle Gateshead CCGNorth Tyneside CCGNorthumberland CCGNewcastle Upon Tyne Hospitals NHS Foundation Trust (NUTH)Gateshead Health NHS Foundation TrustNorthumbria Healthcare NHS Foundation TrustCumbria, Northumberland, Tyne and Wear NHS Foundation Trust (CNTW)North East Ambulance Service (NEAS) |
| **Stakeholders:** | The Operational Group is a multi-stakeholder group comprised of members of the North ICP with a common collective purpose to support and action an approach to standardise and share guidelines across the ICP from one central source – Clarity TeamNet. |
| **Frequency of Meetings:** | Monthly |
| **Quorum:** | The quorum for the group’s meetings is one third of Membership present at meeting plus majority voting in advance. |
| **Purpose:** | The remit of the Operational Group is to ratify clinical guidelines for publication into the North ICP TeamNet portal, and subsequent sharing out to Primary Care across the North ICP. This group will report progress back to the strategic Governance Group.Phase 1 will review regionally adopted guidelines from existing portals i.e. North Tyneside CCG and County Durham TeamNet portals in the following specialities:* Cancer
* Respiratory
* Diabetes
* Stroke
* Hepatology
* Cardiovascular Disease (CVD)
* COVID19
* End of Life Care
* Plus any other speciality that requires priority for regional inclusion

Phase 2 will review existing guidelines already approved by relevant Departments/Directorates within individual stakeholder organisations but not yet agreed collectively for the North ICP.The Operational Group will:* form task & finish groups when required to consult collaboratively on guidelines (prioritised by the strategic Governance Group).
* establish criteria for group sign off of existing guidelines.
* provide feedback and reach agreement on a draft finalised version of a guideline to be circulated to the Operational Group for final review.
* consider/review any gaps or areas or concern in guidelines where identified.
* develop new guidelines if required.
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| **Accountability:** | Accountable and reporting to the North ICP Clinical Guidelines Governance Group |