



National Clinical Programme for Eating Disorders

NCPED Planning and Oversight Group for Model of Care

Terms of Reference

January 2022



Purpose:

To advise the National Clinical Programme Team on

- the planning and oversight of the Model of care (January 2018).
- the mainstreaming and sustainability of the clinical programme into mental health service operations, ensuring that standards are maintained and evaluated.

Membership:

Members will include people from clinical, service development, academia, and operational groups and will hold this position for one year renewal for a second. The chair can add additional members to the group that will bring additional expertise and knowledge on the subject. The group will comprise of members from the following

- National Clinical Lead – Pending appointment
- Programme Manager – Ms. Rhona Jennings
- Office of Nursing and Midwifery representative
- Health and Social Care Office representatives
- Consultant lead – nominee from each CAMHS and Adult ED teams
- GP link – Dr. Aoife O’Sullivan
- HSE Head of Mental Health Operations rep
- Service Development Advocate - Bodywhys
- Member with research and education expertise in the subject area.
- Clinical Team coordinators required for 4 meetings

Scope:

1. To advise on the planning and oversight of the clinical programme for eating disorders in accordance with the Model of Care.
2. To review and advise on training/education plan and any documentation introduced to support the implementation of the clinical programme.
3. To advise on the resolution of any operational issues that is impacting on the implementation of the clinical programme nationally.
4. To advise on a communication plan for all partners and disciplines on the progress of the clinical programme at agreed intervals.
5. To advise on the dissemination of the data, audit and research results to all stakeholders.
6. To advise on the ongoing evaluation and monitoring of the clinical programme including the development of KPIs

Meeting:

The meetings will be chaired by National Clinical Lead. The Programme manager will act as secretary. The meetings will be monthly (first Wednesday of each month) in Dr. Steeven's Hospital, Dublin from 10am - 12.30am or online via HSE approved platform WebEx. A quorum of 50% is required.

8 of the meetings per annum will be focused on MOC quality etc. rather than individual sector issues- attended by the clinical Lead, programme

manager, CAMHS and adult rep, Bodywhys, GP, plus the nursing and HSCP representatives.

4 of the meetings per annum (Feb, May, August, and November) will be focused on sector logistics of setting up teams, etc. These will be attended by all ED consultants and team coordinators (to share strategy), with PM and Clinical Lead to give advice/ support.

The consultants may also meet separately with their reps as more teams commence.

Responsibility of the Chair

- With the programme manager will prepare the Agenda for each meeting.
- Will ensure the members receive all documentation and information on training, communication and current operation.
- To invite relevant individuals to make presentations to the group
- Will report advice from the group to the National Clinical Advisor and Clinical Programme Advisor and Group Lead (NCAGL).

Responsibility of the Programme Manager:

- With the Chair agree the Agenda for each meeting.
- Ensure the time, venue and supports for each meeting are in place.
- Record minutes of each meeting.

Responsibility of Group Members

- Familiarise themselves with documentation related to each meeting.
- Attend meetings and provide expert advice as required.

Resources: Meeting resources and venue will be funded by the Clinical Programme. Funding to attend meeting must be approved in advance by the relevant line manager.

Reporting: The Clinical Lead will report to the NCAGL in writing on a quarterly basis.

Other supporting Groups

Eating Disorders Hub Development Days: For all ED hub team members and those in dedicated ED posts across the HSE.

Eating Disorders Network: This is open to all clinicians and advocates with an interest in the development of eating disorders services.

Annual NCPED Network Study Day/Conference: This is open to all clinicians and advocates with an interest in the development of eating disorders services. The conference will be organised by NCPED.

NCPED Eating Disorders Research Group: