

## **JAG Committee Terms of reference**

### **Introduction**

*The XXX governance group provides expert advice and guidance to the XXX scheme, ensuring its good governance and management, and providing strategic direction and forward planning. The governance group will keep XXX informed of developments to the scheme and will consult them where expert guidance is required.*

The JAG committee provides support for the whole of the endoscopy workforce to ensure they have the skills, resources and motivation necessary to provide the highest quality, timely, patient-centred care.

### **Role and duties**

*The governance group undertakes the following roles and duties:*

- To provide high-level guidance on all matters pertaining to XXX and to provide feedback on proposals made to the group.*
- To advise on the policy, strategy, management, operations and development of the scheme. To present proposals on these matters to the group.*
- To advise on potential opportunities and threats to the scheme, horizon-scanning and forward planning.*
- To report or advise on any significant or urgent issues relating to XXX and accreditation immediately to the XXX management team.*
- To receive and advise on feedback on the performance of the scheme, through the results of satisfaction surveys and an annual review.*
- To facilitate communication between the governance group and group(s) represented, by gathering feedback from the group(s) represented and by communicating the work of the governance group (for non ex officio members).*

For the avoidance of doubt, the committee is not responsible for line management of staff or for the day to day management of JAG, responsibility of which lies with the Royal College of Physicians. The committee does not have executive power, and exists to provide expert recommendation and guidance only. It is envisaged that the committee will meet biannually, however this may change dependant on agreement by the committee.

## **Membership and means of appointment**

The committee is chaired by the JAG chair, who shall be appointed by the Royal College of Physicians. The full membership and means of appointment are as follows:

- Chair
- Lay representative

Representatives from:

- Joint Committee on Surgical Training (SAC in General Surgery - Upper GI)
- Joint Committee on Surgical Training (SAC in General Surgery - Lower GI)
- Joint Royal Colleges of Physicians Training Board (SAC in Gastroenterology)
- Royal College of Radiologists
- Royal College of General Practitioners
- British Society of Gastroenterology (Training Committee)
- British Society of Gastroenterology (Endoscopy Committee)
- The Association of Coloproctology of Great Britain and Ireland
- British Society of Paediatric Gastroenterology Hepatology and Nutrition
- British Association of Paediatric Surgeons
- Federation of Training Centres Chair
- Royal College of Nursing
- Association of Upper Gastrointestinal Surgeons
- British Society of Gastroenterology Nurses Association (BSGNA)

JAG leads (ex-officio):

- JAG lead nurse
- Chair, National Endoscopy Database
- Chair, BCSP Accreditation Panel
- Chair, QA of Units Working Group
- Chair, QA of Training Working Group
- Accreditation Unit manager
- JAG accreditation manager
- JAG senior programme manager

All non ex officio appointments are nominated by the representative body and are approved by the current members of the governance group. They are appointed for a two year term, with possible extension by agreement of the governance group. The committee has the power to co-opt up to three additional members and to invite others on an ad-hoc basis. Some roles may be shared by agreement of the committee.

All members will sign a Memorandum of Understanding regarding their role on the governance group.

## **Quoracy**

A minimum of 50% of the governance group must be present for a meeting to take place, and a minimum of 50% of the governance group must be in agreement to pass an item. The chair may decide that a higher percentage is required to pass contentious or items of major significance. For decisions on clinical matters, all clinical representatives must be in agreement (WHO?). Members of the governance group may indicate their agreement via email.

## **Accountability**

The committee is accountable to the JAG executive, which in turn is accountable to the Care Quality Improvement Department board of the Royal College of Physicians.

### **Terms of reference**

The governance group will adhere to the following terms of reference...

- The agenda and papers are distributed electronically at least 5 working days in advance of meetings.
- Minutes / meeting notes are distributed within 10 working days following the meeting.
- Members should read meeting papers so that they are informed and have enough information to contribute to the aims of the committee.
- If members are unable to attend a meeting, they are asked to send comments or relevant papers for decision at the meeting or arrange for alternative member of their representative body to attend.
- If a member wishes to leave the committee they should notify the chair and a replacement will be sought from that member's professional organisation / peers.
- Members share a responsibility to disseminate news of progress during the lifespan of the project to colleagues and members of their professional organisations.
- Members should inform the committee of any developments /changes within their areas of expertise which might influence the project.
- Members share a responsibility to promote dissemination of the work of the committee, and should discuss a mechanism for so doing within their professional organisations.

### **Reimbursement**

Membership of the governance group is undertaken gratis. Ex-officio members, the chair and the lay representative will receive reimbursement for out of pocket expenses, as per the RCP Accreditation unit expenses policy. All other members are unable to claim expenses as their expenses will be covered by their representative body.

### **Review**

The term of reference were finalised in XX and accepted by the governance group on XX. The terms of reference will be reviewed and accepted by the governance group annually from this date.