

IUC Special Patient Notes TOR

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Special Patient Notes Group TOR

Purpose

- Review Special Patient Notes (SPNs) in the process outlined in SPN standard Operating Procedure (SPN)
- Review SPN SOP as new process within system

Responsibilities

- The SPN Group will hold responsibility for effective and efficient updating and reviewing of SPNs within the SevernSide IUC service and system.

Co-owners Council Engagement

The Urgent Care Clinical Leads group will maintain a clear channel of communication with the Co-Owners' Council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the Co-Owners' Council remains part of this group's consciousness when making key decisions.

Membership

The membership of the Board will be comprised of;

- IUC Head of Nursing and AHPs
- IUC Lead Clinical Practitioners currently one member
- IUC Lead GPs currently two members
- IUC Head of Rota Team (as required by request)
- IUC Head of Governance (as required by request)
- IUC Head of IUC (as required by request)

Meetings will be chaired on a rotating monthly basis. A record of decisions/ actions will be maintained from each meeting will be kept by the allocated minute taker.

In addition, members will be invited into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the Co-Owners' Council if required or is requested by the council.

Frequency

The SPN Group will meet for one hour every month.

Members of the SPN will work independently, weekly within a designated mailbox, reviewing SPNs sent by the Rota Team. The mailbox will be accessed by individual SPN members on designated weeks. It is the responsibility of the SPN member to clear the inbox on any allocated week. The completed emails are then archived in a sub-folder with respective member names.

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Additional exceptional meetings can be called by the chair as required as this is a new SOP and TOR and may require review.

Quoracy

A minimum of three members to be present for a decision to be made.

Reporting and Accountability

The SPN Group is accountable to Severnside Quality Group and will ensure close links and communication with Service Delivery and Improvement Group and Rota Team Group as required.

The SPN Group will create a monthly audit as stated in the SPN SOP.

Review

The purpose value and outcomes of the TOR for the Special Patient Notes Group will be reviewed annually, with the opportunity to disband or further refine the way the group works.

Version Control

Version	Date	Author	Changes Overview
V1.0	4 February 2025	Renuka Suri	draft

Agenda Template

Number	Item	Presenter
1	Introductions, Apologies & Conflicts of Interest	Chair
2	Previous Minutes and Action log	Chair
3	Items for Discussion	All
4	Risks	All
5	AOB	All
6	Comms from the meeting/Items for Escalation	Chair