**Specialty Quality Management Group**

**(sQMG)**

**Terms of Reference**

**Purpose/role of the group:**

The sQMG is responsible for Deanery Quality Management–Quality Improvement (DQMG) within a specialty groups for Scotland, including managing and facilitating the QRP/s (QRP) for its specialty grouping as well as having responsibility for oversight of data, information and intelligence relating to the specialty. This includes the organisation of visits as required and ensuring that agreed actions and requirements are completed within prescribed times.

Chaired by the LDD the sQMG will meet for up to 4 hours, 6 times per year. The agenda for each meeting shall include the following, together with any other relevant business determined by the meeting:

1. Minutes of previous meeting & matters arising.
2. Actions outstanding from the QRP.
3. QM-QI visits - QM visit tracker, visit planning, and Visit report update – agreement of content for distribution.
4. Enhanced monitoring update.
5. New specialty data, information, intelligence [latest Scottish Trainee survey (STS) new notifications of concern, updates to actions from previous visits] for review and consideration of need for action & response.
6. Update on specialty lines for Scotland Deanery, Deanery Report.
7. Specialty Training Board (STB) highlights report update.
8. sQMG Annual Report

**Membership:**

The sQMG membership consists of:

* Lead Dean/Director.
* Specialty APGDs.
* Foundation APGD (where appropriate).
* GP APGD (where appropriate).
* College representative.
* Lay representative.
* Quality APGDs.
* Quality Leads.
* Quality Improvement Managers.
* Quality Improvement Administrators.

**Accountability:**

The sQMG is accountable to the DQMG.

**Review:**

The DQMG will review these Terms of Reference annually, making changes as appropriate.

**Sub groups:**

The sQRP is the responsibility of the sQMG. Working Groups may be formed, if required.

**Working methods / ways of working:**

The sQMG shall

* Meet every 2 months across the course of the business year.
* Be chaired by the LDD or on occasion by a Quality Leads with delegated responsibility.
* Invite non-member participation, when required, through the chair.
* Accept topics or papers from all members and consider all outside material of relevance and importance to the Quality Management – Quality Improvement e.g. GMC Consultation Papers or NES Board papers.
* Make all papers available 1 week before each meeting where feasible.
* Adopt a shared learning approach and seek to promote best practice at all times.

**Supporting infrastructure:**

* Information sharing, storage and information management will be undertaken via a dedicated Alfresco space or equivalent space where all agendas, minutes and attendant papers will be made available.
* Administrative support will be provided by Quality Workstream QIAs.
* QLs supported by the QIMs are accountable for the business of the sQIM.