

STPN Epilepsy CNS Forum; Terms of Reference

Frequency: Quarterly
Duration: 1 hour
Location: Virtual
 (via MS teams)
Chair: STPN Epilepsy
 CNS Clinical Lead
Deputy: Kirsten
 McHale

Reporting

The Forum shall provide:

- An update to the STPN Annual Report showing the deliverables from the forum
- Ad-hoc reporting to the STPN Board with progress on deliverables
- Ad-hoc updates to Epilepsy meetings, both national and regional where needed.

Membership:

- STPN Epilepsy CNS Clinical Lead
- East Sussex, Kent, South London and Surrey Epilepsy CNS Leads
- Community CNS Leads
- STPN Network Manager
- STPN Project Manager

Ad Hoc Membership (when needed for a specific agenda item):

- Epilepsy Clinical Leads
- ICB or Commissioning Leads
- Pharmacy Leads
- Genetic Leads
- STPN Clinical Educator
- NHSE CYP Leads

The Group will ensure that any conflicts of interest arising at the forum are dealt with in accordance with the NHS Code of Conduct, Code of Accountability.

Background & Objectives

To enable a forum where Paediatric Epilepsy CNS members can discuss, plan and implement quality improvement initiatives, share learning and education, and make the changes required to Paediatric Epilepsy Service's across the South Thames. The objectives & responsibilities of the Forum are as follows:

- To seek opportunities to align guidelines, policies and processes used by Providers and Commissioners, ensure they are appropriate circulated to relevant teams/colleagues for consistent and effective implementation;
- To review and feedback on the effectiveness and safety of approved guidelines/processes helping the forum to agree amendments to shared guides/frameworks as needed;
- To act as a best practice and information sharing forum and a platform for learning and education;
- To share practical and peer support all members of the forum;
- To assess and support the delivery of high quality Paediatric Epilepsy Service for all Children, Young People and Families across South Thames;
- To review service provision and where possible implement the required actions required to achieve all the criteria in the service national framework;
- To highlight service provision issues in light of national and local guidance and commissioning priorities to the STPN Epilepsy Network Meeting, NHSE CYP Transformation Team and ICBs;
- To act as a supportive network for Paediatric Epilepsy CNSs in South Thames and strengthen partnership between services where it would benefit the patient population and is possible;
- To support NHSE on delivery of the NHSE CYP Epilepsy Programme's published guidelines or recommendations for specialised children's services.

Quorum:

The quorum of the Forum is 50% of the membership as well as the Chair or Deputy.

Decision-making

The Chair of the Forum will work to establish consensus as the basis for any decisions resulting from the forum. If the Board cannot reach a unanimous decision, the Chair will put the matter to a vote, with decisions confirmed by a simple majority of voting members, subject to the forum being quorate.

Inputs:

- Paediatric Epilepsy Survey Results
- Adhoc presentations/data from individual services or guest speakers

Outputs:

- Minutes/Actions within 10 working days
- Exception reporting via Chair to regional or national Epilepsy meeting as suitable regarding areas of concern or if approval is needed.

Other:

- Terms of Reference to be reviewed at the first meeting and every two years thereafter.