

Expressions of interest Chair, Deputy Chair and Steering Group Members:

The YEARN Expression of interest process for the following roles is now open:

- Chair (Election)
- Deputy Chair (Election)
- Steering Group Members (Volunteer)

Attached are:

- A brief outline of Chair duties with an approximate time commitment for each
- Terms of reference which detail some key responsibilities (need revising by new Chair & Deputy as some aspects will change with Deputy & Steering Group in place)
- Opportunities to get involved N-QI-CAN document

Process for elections to be undertaken:

- Deadline for EOI is close of play Friday 20th January 2023. Please ensure you have the support and approval of your employing organisation/line manager to undertake the role
- Please submit a word document (no word limit – it can be as short or as long as you like) including what you will bring to the role and how you will develop the network further
- N-QI-CAN Comms Lead will circulate the EOIs to the members of YEARN for their vote
- Election of Chair & Deputy Chair final vote to be undertaken before March 23 YEARN meeting (New Chair & Deputy will be expected to Chair the March 23 YEARN meeting)
- Previous Chair will provide a handover

Please can you send your 'Expression of Interest' to myself via email to: nqi.can1@nhs.net by close of play Friday 20th January 2023.

Personal experiences of the role to accompany the role descriptor as outlined in the TORs:

- The role requires you to plan, lead and follow up on actions from the quarterly regional network meetings
- Attend the quarterly N-QI-CAN Open & Business meetings as an active participant feeding back to YEARN and in addition escalating back into N-QI-CAN information such as issues, challenges, successes etc.
- As an N-QI-CAN member there are opportunities to get involved in NCA specification development meetings and help to shape the NCAs. Alongside sitting on other groups/boards on behalf of N-QI-CAN. This isn't mandatory though if this does not tick your box
- Coordinating the annual network plan and submission to N-QI-CAN for approval (this is the ability to claim for re-imbursements of time, identify training & other costs etc.)
- Keep the YEARN section of the Forum up to date with notifications of meetings, events etc. in the region and submit meeting agendas, minutes, presentations etc. for inclusion on the YEARN section of the forum. This is best undertaken within the month before each meeting and within the month post each meeting
- As Chair you are expected to be seen on the Forum and to provide responses to queries raised – although all current Chairs currently find this a challenge with time
- You can now claim through N-QI-CAN/HQIP for re-imbursements of your time chairing the network meeting and up to an hour prep time back to your employing organisation to back fill your role

I would say the approximate minimum time to undertake this role is as follows:

- 4hrs to chair the YEARN quarterly meetings
- 1hr prep for each YEARN quarterly meeting
- 3hr follow up for YEARN minutes and actions
- 1hr NNSF presence weekly
- 4hrs attendance at quarterly N-QI-CAN meetings
- 1hr prep each quarter to read N-QI-CAN papers prep meeting
- Attendance at N-QI-CAN webinars through year - ad hoc – approx 2 hrs each time

This equates to approximately 2 hrs per week. With the Deputy in post this can be shared between you which makes both roles more attractive. I would also propose a steering group with members to further support and drive the network.

YEARN - Terms of Reference – Sept 21

The Yorkshire & Humber Effectiveness and Audit Regional Network (YEARN) is an independent group formed of representatives of health organisations. The network supports member organisations in providing and promoting good practice and innovation in clinical audit, effectiveness and quality initiatives.

1. Aim

To support the work of staff working in clinical audit, effectiveness, and quality within the Yorkshire and Humber region by:

- Providing, sharing, and disseminating good practice relating to clinical audit, effectiveness and quality processes, systems, activity, and tools through local knowledge and horizon scanning
- Providing a support mechanism to members of the network for the development of clinical audit, effectiveness, and quality within their organisations
- Providing a forum for discussion and debate
- Promoting training and development opportunities
- Maintaining alliances and links with the organisations involved in the group and other key external stakeholders; e.g. HQIP, NICE, NHS England, NHS Digital, N-QI-CAN
- Maintaining two way communications with the N-QI-CAN through the representative for Yorkshire and the Humber region
- Contributing to the national agenda and its initiatives

2. Membership of the group

Representatives will be the managers (or nominated representatives who have equal responsibility) for clinical audit, effectiveness, and quality from organisations that are:

- Providers of NHS funded care (including voluntary sector) within the Yorkshire and Humber region
- Commissioners of NHS funded care within Yorkshire and the Humber region
- Organisations providing support services within the Yorkshire and Humber region

Members of other organisations (e.g. HQIP, NICE, NHS England) will be invited to attend meetings by either a standing invitation or an invitation to specific meetings.

3. Group website

The website is hosted on the NQICAN website and will be open to anyone who would like to join (including the public).

4. Function of the group

YEARN will offer and assist with the following:

- Professional support
- Organise a regional annual conference or try to open to all staff within the Yorkshire and Humber region as appropriate
- Provision of task and finish groups as and when necessary
- Identification of training and development opportunities
- Facilitation of cross boundary work
- Promotion of idea sharing
- Invitations to meetings for speakers on topics of current interest
- Feedback from and input to national conferences, NCAPOP, events and legislation
- Links with HQIP through regular communication updates and invites to regional managers meetings
- Maintenance of the YEARN webpage hosted on the N-QI-CAN website
- Maintenance of a Yorkshire and Humber region wide membership list

5. Frequency of meetings

The meetings to be held minimum, quarterly throughout the year with, the venue to be agreed.

6. Administration process

The following administration process must be adhered to by all officers of the group for each meeting to ensure the efficient running of the group and the effective participation of all members in discussions.

- A call for agenda items will be circulated to YEARN members at least two weeks prior to each meeting. YEARN members have a responsibility to ensure that they table agenda items and papers in a timely manner
- Any agenda items tabled where the responsible YEARN member is not present and has not briefed a deputy will be automatically deferred to the following meeting
- The agenda and supporting papers will be circulated to YEARN members at least one week prior to the meeting

- If the meeting is held virtually and recorded for the purposes of the minutes the recording will be safely disposed of once the minutes have been confirmed as final and accurate. If the meeting is to be recorded all attendees will be informed at the start of the meeting/recording.
- Draft minutes will be sent to the Chair within 10 days of the meeting
- Draft minutes will be circulated to YEARN members, who were in attendance, within 14 days of the meeting
- Approved minutes and supporting papers will be uploaded to the YEARN webpage within 14 days of circulation
- Members will have the opportunity to raise items under an 'Any Other Business' section of the agenda

7. Officers of the Network

Officers of the group will be elected every two years at the same time the terms of reference are reviewed. Nominations can only be made in person by the individual wishing to stand, and terms of office are two years. If necessary, an anonymous ballot will be held to determine the officers for the term ahead. Officers are able to hold more than one position at any one time.

7.1 Chair

The Chair of YEARN is responsible for:

- Securing and applying for funding for venues, and securing venues for meetings at least 12 months in advance
- Emailing a call for agenda items from all members two weeks prior to each meeting
- Organising and publicising dates and venues for meetings at least 12 months in advance
- Produce an appropriate and timely agenda
- Distributing all relevant papers via email one week prior to each meeting
- Organising a minute taker prior to each meeting
- Distributing the draft minutes of the meeting once received from the nominated minute taker, within 14 days of the meeting
- Approving meeting minutes prior to distribution
- Uploading the final minutes to the YEARN webpage via the N-QI-CAN website and the N-QI-CAN Forum
- Arranging for an attendance list to be produced for each meeting

- Chairing YEARN meetings
- Chairing a task and finish group to organise the regional annual conference
- Ensuring all other officers and members of the group follow the terms of reference and work plans
- Maintaining a key contacts list for all member organisations
- Responsible for agreeing a YEARN member(s) to organise and run the process for the election of YEARN officers
- Representing the group at NQICAN meetings (including appropriate task and finish groups), arranging deputies where required
- Acting as a conduit between YEARN members and NQICAN, escalating issues and questions raised at YEARN
- Providing feedback from NQICAN meetings in a timely manner

7.2 **Rolling Deputy Chair**

The Rolling Deputy Chair of YEARN is responsible for:

- Providing a venue, refreshments, directions and parking information for attendees
- Supporting the Chair and coordinating YEARN tasks and meetings in the absence of the Chair
- Undertaking delegated responsibilities as agreed with the Chair
- Taking the minutes for the meeting and will be responsible for returning typed minutes to the Chair within 10 days of the meeting.

7.3 **Members**

The members of YEARN are responsible for:

- Actively contributing to each meeting
- Cascading learning and actions arising out of the meetings within their own organisation
- Raising relevant audits, effectiveness and quality projects, presentations and information as agenda items
- Providing a knowledgeable resource to YEARN meetings
- Playing an active role in the assistance of organisation of meetings

- Notifying the Chair of any changes in contact details, attendance at meetings, and the name of the person who will deputise in their absence
- Ensuring the group functions effectively
- Possibly promoting the group
- Actively contributing and supporting other members with information, examples, sharing good practice as required

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