Video Enabled Care Working Group - Terms of Reference

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| Group  | Video Enabled Care Working Group  |
| Frequency of meeting  | Bi weekly at the outset and then determined by the Group |
| Group Chairperson  |  |
| Membership  |  |
| Quorum  |  |

Background

Telehealth is the "delivery of health care services, where patients and providers are separated by distance. Telehealth uses ICT for the exchange of information for the diagnosis and treatment of diseases and injuries, research and evaluation, and for the continuing education of health professionals” WHO 2020. Telehealth encompasses Remote Health monitoring, Video Enabled Care and Online Supports & Therapies

This document is related to video enabled care. Video enabled care has been deployed and implemented across some areas within the HSE.

The HSE can continue to develop upon this work programme by establishing scalable and sustainable video enabled care solutions that can integrate with existing services and improve continuity of care, accessibility to HSE services and patient management.

Accountability:

The Group is accountable to ………

Structure and responsibilities:

The Video Enabled Care Working Group is led by the project Lead responsible for making collaborative decisions and ongoing progression of video enabled care within the service.

The group will comprise of clinical and business representatives and collectively have a strong clinical focus.

The group will have the following expertise, attributes responsibilities:

* Reflect a core  representation  from all MDT and administrative support involved in the project implementation
* Support  open discussion and debate within the group and complete agreed tasks within the allocated timeframes
* Responsible for the dissemination of information and the positive communication of the project among the staff they represent.
* Have the passion and commitment to ensure that the Group succeeds in its objectives.
* Actively participate through attendance, discussion and agree appropriate processes, documents and assigned tasks to progress the project within the agreed timeframe.
* Support the deployment and implementation of video enabled care in conjunction with all stakeholders, ensuring adherence to a standards-based approach.
* Drive uptake of video enabled care with a focus on active shared learning.
* Report on current usage and deployment status of solutions.
* Communicate and champion the use of video enabled care to a broad audience.
* Support evidence base, including measurement of clinical outcomes and outputs.

Managing the group

The group are expected to comply with the HSE Code of Standards, and Behaviour (<https://www.hse.ie/eng/staff/resources/hrppg/code-of-standards-and-behaviour.html>)

Group members should:

Ensure regular attendance and active participation at meetings. Use their experience to challenge and critically examine items under discussion by the Group.

Commit to participate vigorously and energetically but also ethically and honestly.

Group Chair

The Group Chair will chair each meeting or nominate a deputy when unable to attend.

Frequency and notice of meetings

The meetings of the group will be held ………. at the outset.

Meetings will be held ……… initially.

The Group Chair will forward the meeting dates.

Review and agree on minutes

AOB

Minutes and meeting documentation

Agreed actions will be documented at each meeting and disseminated to the group within an agreed timeframe.

Decision making

In making decisions, the Group will apply best practices in the decision-making processes. All decisions should be informed by relevant and reliable information.

Decision-making will require a quorum of ….

Conflicts of interest

Members of the Group are expected to perform their functions in good faith, honestly, and impartially and must, at the outset, declare any interest where there is a potential or actual conflict.