

National Endoscopy Database

Committee terms of reference

Introduction

The National Endoscopy Database (NED) is a joint initiative between Joint Advisory Group on gastrointestinal endoscopy (JAG), British Society of Gastroenterology (BSG), Association of Upper Gastrointestinal Surgeons (AUGIS) and Association of Coloproctology of Great Britain and Ireland (ACPGBI), owned and hosted by the Royal College of Physicians (RCP). The aim is to pool data from each hospital's endoscopy reporting system (ERS) to a single national database, to facilitate quality assurance, benchmarking, service evaluation and research.

Role and duties

The core duties of the NED committee are:-

- Design, deliver and maintain NED.
- Coordinate input from the IT team, JAG Endoscopy Training System (JETS) team, ERS manufacturers and supporting organisations.
- Ensure information governance requirements are met.
- Support individual trusts/organisations implementing NED.
- Oversee validation of data quality and completeness in NED.
- Develop and deliver the user interface to allow endoscopists, trust / organisation leads and JAG to access performance data.
- Liaise with representative bodies to define and present appropriate key performance indicators (KPIs) aligned with national standards.
- Define and update the mandatory and non-mandatory data schema to be uploaded for each procedure.
- Provide ERS manufacturers with data schema modification and data requirement changes on an annual basis.
- Ensure that there is UK-wide engagement with the NED project.
- Review and manage risks related to the NED project and to escalate risks appropriately to the JAG Committee and other appropriate organisations.
- Review and learn from issues, complaints and feedback. An issues log will be presented regularly at NED committee meetings.
- Ensure provision of data from NED for quality assurance purposes is appropriate, accurate and data use is aligned with national policy, priorities and agenda.
- Work closely with JAG Research group to support the overseeing of applications requesting NED data.

For the avoidance of doubt, the NED committee is not responsible for line management of staff, responsibility of which lies with the RCP. The NED committee does not have executive power and financial decisions will ultimately rest with the RCP.

Membership and means of appointment

The NED committee is led by a Chair who shall be appointed by the RCP along with the Chair of JAG. The NED committee chair will have a fixed tenure of two years with the option of extending for a further one year on agreement from both chair and RCP.

The full membership and means of appointment are as follows:

| Post | Term | Means of appointment |
|---|---------|---|
| Chair | 2 years | Appointed by JAG chair and RCP accreditation unit following open application process |
| Clinical Lead | 2 years | Appointed by NED committee Chair/committee following open application process The clinical lead and Chair roles will be staggered appointments/ tenures to ensure the project does not lose both key leads at the same time. |
| JAG QA Training Working Group Chair | N/A | Appointed by JAG chair and RCP accreditation unit |
| Technical Lead | N/A | Representative from NED IT provider |
| JAG office | N/A | RCP accreditation unit |
| BSG endoscopy representative | 2 years | Nominated by BSG |
| BSG endoscopy research representative | 2 years | Nominated by BSG |
| JAG Endoscopy Quality Assurance Group chair | N/A | Appointed by JAG chair and RCP accreditation unit |
| Trainee representative | 2 years | Appointed by QA Training working group. This position could rotate between QAT trainees. |
| AUGIS representative | 2 years | Nominated by AUGIS |
| ACPGBI representative | 2 years | Nominated by ACPGBI |
| Lay Person | 2 years | Appointed by Chair |

Quoracy

A minimum of 25% of the committee must be present for a meeting to take place, this must include at least 2 of the following: Chair, Clinical Lead, Clinical Lead/JAG QA Training Working Group Chair. A minimum of 50% of the committee present must be in agreement to pass an item. The chair may decide that a higher percentage or quoracy is required to pass contentious issues or items of major significance.

Accountability

The NED committee is directly accountable to the JAG Committee and will report to the JAG committee on its activities at the bi-annual committee meetings.

Terms of Reference

- Each NED committee meeting will be chaired by the NED Chair, or nominated deputy.



Joint Advisory Group on GI Endoscopy

- The NED committee will meet at least quarterly. Meetings may be by teleconference, although physical meetings will take place at least twice per year.
- The agenda and papers will be distributed electronically at least 5 working days in advance of meetings.
- Group members should read meeting papers so that they are informed and have enough information to contribute to programme development.
- Meeting minutes will be distributed within 14 working days following the meeting.
- If NED committee members are unable to attend a meeting, they are asked to: (i) send comments or relevant papers for decision at the meeting or (ii) arrange for alternative member of their representative body to attend as appropriate.
- Failure to attend at least 2 meetings or calls per year will lead to mandatory resignation and replacement of the member.
- If a member wishes to leave the NED committee they should notify the chair and a replacement will be sought.
- Members should inform the NED committee of any developments or changes within their areas of expertise which might affect the project.
- Members shall be required to abide by the Accreditation Unit Conflict of Interest policy and disclose to the Chair and the Team any conflicts of interest that arise through their involvement with the NED project.
- Members shall be required to complete the RCP Declaration of Interests
- Ownership for any work developed for this committee, including foreground intellectual property, shall vest in the Royal College of Physicians. The author of said work agrees to provide a a royalty-free, irrevocable, world-wide, perpetual and non-exclusive licence, including a right to sub-license, to any background intellectual property required in order to enjoy full use of the foreground intellectual property. .

Reimbursement

Except for the NED Chair and NED Clinical Lead roles, membership of the NED committee is undertaken gratis. RCP shall reimburse out of pocket expenses only where reimbursement for such expenses is stipulated within the member's contract with RCP. Members without a contract with the RCP will receive reimbursement for out of pocket expenses as per the RCP Accreditation Unit expenses policy. Members are reminded that as a charity RCP is required to demonstrate value for money and members are requested to use the most economical means of transport possible.

Review

The terms of reference were finalised in 1 October 2017 and accepted by the NED committee on 12 October 2017. The terms of reference will be reviewed and accepted by the governance group every two years from this date.

Hosted by



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