

IHPN Share and Learn Community of Practice Terms of Reference

Role and purpose

The role of IHPN Community of Practice will provide member organisations with the opportunity to share and learn from incidents, complaints and actual or possible emerging concerns pertaining to patient safety and quality. A safe and confidential space for curiosity, openness with a willingness to challenge, to be challenged and to put forward solutions. To share outcomes and learning from resulting actions.

Term

This Terms of Reference is effective from September 2022 and will be ongoing until terminated by agreement between the parties.

Membership

The Community will comprise:

- Independent Healthcare Partnership Network (IHPN) - Regulation Team
- IHPN Member Organisations – Patient Safety Leads (or corresponding titles)

Roles and Responsibilities

IHPN Regulation Team is accountable for:

- Arranging and managing each Community of Practice meeting
- Taking and sharing anonymised meeting notes
- Always maintaining the focus of the Community of Practice on the agreed scope, outcomes, and benefits
- Providing a formal report every 12 months for IHPN members sharing of topics reviewed and discussed and positive impact to patient safety and quality as a result of this Community of Practice.

The membership of the group will commit to:

- attending scheduled IHPN Community of Practice meetings
- actively participating in the sharing and learning activities of the Community.
- commit to maintaining privacy and confidential all matters discussed

Meetings

All meetings will be chaired by IHPN Regulation Team

A meeting quorum will be 6 members of the group

Meeting agenda and notes will be provided by IHPN Regulation Team this includes:

- preparing agendas and supporting papers
- preparing meeting notes and information.

Meetings will be held quarterly

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by IHPN Community of Practice