

Scottish Stroke Care Audit Sub-Group

Terms of Reference

Strategic Context

1. The Scottish Government is implementing the Scottish Stroke Improvement Plan (2014) which reaffirms stroke as a clinical priority for the NHS in Scotland. It sets out a comprehensive programme for reducing the number of deaths from stroke and, improving stroke treatment and care across the whole patient pathway, including improving the experience and outcomes for people living with stroke.

2. The Programme for Government (PfG) 2019-20 sets out ambitious aims to improve outcomes for people living with stroke. We will develop a programme of work to improve stroke pathways and services, including prevention, treatment and care. Through the PfG we will:
 - Appoint a Chief Medical Officer speciality advisor for stroke care;
 - Review and improve the current stroke care bundle to improve outcomes for patients;
 - Collaborate across government on stroke prevention and raising awareness of the signs of stroke;
 - Begin work to scope out and define what a progressive stroke unit looks like
 - Ensure that a national planning framework is in place for a high quality and clinically safe thrombectomy service.

3. The National Advisory Committee on Stroke (NACS) is a national group which coordinates implementation of the Scottish Stroke Improvement Plan and the Programme for Government 2019-20 commitments. In order to do this, the NACS has established 3 sub-groups to deliver the work: a Rehabilitation sub-group, MCN sub-group and Scottish Stroke Care Audit (SSCA) sub-group. Work on thrombectomy is overseen by the Thrombectomy Advisory Group (TAG) which includes members from the NACS.

Purpose of the Scottish Stroke Care Audit (SSCA) Sub-Group

4. The SSCA sub-group is a sub-group of the NACS. The role of the SSCA Sub-Group is to:

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- Review and improve the current stroke care bundle to improve outcomes for patients;
- Monitor local and national performance of hospital stroke care in Scotland and agree to improve performance against the Scottish Stroke Care Standards in order to improve delivery of stroke care in Scotland;
- Work with the Rehabilitation subgroup to arrive at an agreed vision of how the quality of rehabilitation is monitored as part of a progressive stroke service; and
- Advise the NACS and Scottish Government Clinical Priorities Team on issues relating to the Scottish Stroke Care Audit in Scotland.

Deliverables

5. Ensure complete national dataset is available for each calendar year by the following May;
6. Produce an annual report for the previous year by the following July;
7. Organise an annual meeting to discuss current performance and plans for the future;
8. Regularly review national standards and criteria, and propose changes which would be ratified by NACS;
9. Provide a draft report by Spring 2021 which includes the current organisation and performance (against agreed standards and criteria) of stroke services across Scotland. This would cover the entire patient pathway including:
 - a. Pre-hospital care
 - b. Hyperacute care including thrombolysis and Thrombectomy
 - c. Services to manage TIA and minor ischaemic stroke
 - d. Stroke unit care
 - e. Rehabilitation and ongoing support, in hospital and in the community.

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Membership

10. Members are invited as a representative of their profession or organisation rather than as an individual unless otherwise stated in their appointment letter. Members will be expected to consult with their professional groups, networks and other stakeholders as appropriate.
11. Members are invited onto the group for a period of 3 years after which their membership will be reviewed and updated as appropriate.
12. Members are expected to attend or dial-in to all meetings. Members should also have a nominated deputy if they are unable to attend. This is on the understanding that the deputy will provide a report on the meeting to the substantive member and the board/group they represent.
13. Members submitting apologies for meetings, and who are unable to send their deputy, are asked to notify the secretariat in advance.
14. New members may be invited onto the group as necessary, or onto working groups examining specific issues. Such appointments will be discussed and approved by the committee.
15. Members are asked to inform the SSCA Sub-Group Chair and Secretariat of any changes in circumstances e.g. contact details or employment details change.
16. All members are required to make a full declaration of interests. If a member is uncertain as to whether or not an interest should be declared, s/he must seek guidance from the chair. The NAC Secretariat will maintain a central register of all interests declared.

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Chairing

17. The Chair of the SSCA Sub-Group will be a member of the NACS and will be appointed for a period of 3 years after which their position will be reviewed and updated as appropriate.
18. The Chair will provide an update to the NACS at the NACS biannual meetings.
19. The SSCA Sub-Group will select a Deputy Chair should the Chair be unable to attend.

Confidentiality

20. On those rare occasions where a matter is discussed in the SSCA Sub-Group in confidence, members are expected to maintain confidentiality until the group approves disclosure.

Meeting arrangements

21. Meetings will be held 3 times per year, with additional meetings held when required.
22. Secretariat support to meetings will be provided by SSCA Sub-Group.

Expenses

23. NAC member's employing organisation is expected to cover the costs of travel and other expenses associated with participation on the group.
24. In the event where this is not possible specific requests for expenses should be directed to the Scottish Government.

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Review

25. These Terms of Reference will be reviewed every 3 years. The next review date will be July 2023.

August 2020