

**TERMS OF REFERENCE****PROFESSIONAL STANDARDS AND COMPETENCE COMMITTEE**

**Status:** Sub Group of the Board

**Chair:** **Non executive Director**

**Membership:** Medical Director  
Director of Nursing  
Director of Delivery  
Relevant Clinical Director  
Non-Executive Director  
Director of Workforce

**Frequency of Meetings:** Quarterly

**Quorum:** 3 members present

**1. Remit**

1.1 The Professional Standards and Competence Committee (PSCC) is constituted as a committee of West Hertfordshire Hospitals NHS Trust Board to fulfil the following functions:

- to provide a Trust Board forum for the consideration of issues of concern regarding the professional standards and competence of senior clinical staff\*
- to steer and monitor on behalf of the Chief Executive and the Board progress relating to investigations into such matters
- to ensure that the Trust meets its objectives regarding employment law, policy and professional codes of conduct
- to report on case load to the full Board on a regular basis
- to make recommendations to the appropriate officer and Chief Executive on actions to be taken

**2. Objective**

2.1 The operation of a fair system, consistent with the Trust's values, employment law and the legitimate requirements of professional bodies, for dealing with issues of concern regarding the professional standards and competence of senior clinical staff.

### **3. Terms of Reference**

- 3.1 To consider, as and when necessary, matters referred to the committee and those which the committee itself deems relevant in furtherance of the objective set out above.
- 3.2 To commission investigations into any matters of concern, in line with established procedures.
- 3.3 To oversee the progress of investigations, ensuring that all key stakeholders are appropriately updated.
- 3.4 To ensure that the safety of patients is paramount and that the welfare of staff and the reputation of the Trust are considered.
- 3.5 To ensure that comprehensive risk assessments are completed in relation to any matters under consideration and that these are entered on the Trust risk register in line with established procedures.
- 3.6 To report progress on case load to the Trust Board (Part 2) and the Chief Executive on a regular basis.
- 3.7 To report on outcomes (giving due regard to patient confidentiality and the right to privacy of staff) to the Board meeting in public.
- 3.8 To agree any communications plans with the Head of Communications.

### **Reporting Arrangements**

The Committee will meet on a quarterly basis with minutes provided to the Board in Part 2.

The Terms of Reference will be reviewed annually.

\*(For example, Band 8c non-medical clinical staff, Registrar (or equivalent) and Consultant grades of medical staff. This is not an exhaustive list and the committee may also consider other grades on a case by case basis).

<b>Document History</b>	<b>V1.0</b>
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