

## ESGE Quality Improvement Committee

### Terms of Reference

#### Introduction

- These Terms of Reference (TOR) set down how the committee operates
- A copy of the TOR will be made available on the ESGE website

#### Name of the Committee

The committee shall be known as the ESGE Quality Improvement Committee (ESGE QIC)

#### Aims of ESGE QIC

- To improve the global quality of endoscopy and the delivery of patient-centred endoscopy services
- To promote a unifying theme of quality of endoscopy within ESGE activities, achieved by collaborating with other ESGE committees and working groups and underpinned by a clear quality improvement framework
- To assist all endoscopy units and endoscopists in achieving these standards

#### Membership

- QIC chairperson
- ESGE president
- ESGE president-elect
- Chairs of:
  - Guidelines committee
  - Education committee
  - Research committee
- Other members shall be co-opted onto the committee as appropriate on an ad hoc basis

#### Meetings

- There will be a minimum of 2 and maximum of 4 meetings per year
- At least one meeting per year will be face to face; other meetings may be by teleconference
- At least three months' notice will be given of meeting dates

- Committee members will send apologies if they cannot attend, but will still be requested to send a written update and nominate an appropriate representative
- The maximum length of the meeting will be two hours, unless agreed in advance that more time will be required
- The secretariat will be provided by ESGE
- Meetings will be formally minuted and lodged on the ESGE website within 2 weeks of the meeting

#### **Responsibilities of the committee and its members**

- To facilitate the implementation of ESGE QIC aims
- To convey information to and from ESGE QIC and their respective committees/working group
- The group shall report to the ESGE governing board. The ESGE governing board will nominate the chairman for a period of two years (maximum 2 consecutive terms of office)
- The terms of reference shall be reviewed every two years

*MD Rutter June 2013*