

## ESGE Quality Improvement Working Groups

### Terms of Reference

#### Introduction

- These Terms of Reference (TOR) set down how the quality improvement working groups operate
- A copy of the TOR will be made available on the ESGE website

#### Working Groups

There are 5 working groups:

- Lower GI quality
- Upper GI quality
- Small bowel
- Hepatobiliary
- Endoscopy service

#### Aims of ESGE quality working groups

- To facilitate the implementation of ESGE QIC aims, namely:
  - 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
- Specifically, the working group remit shall include (but not be limited to):
  - developing quality standards and assisting in guidelines & position statements (in conjunction with the guideline committee)
  - assisting in quality improvement activities, educational activities & meetings (in conjunction with the education committee)
  - liaising with research committee regarding research priorities
  - writing updates/conference summaries for Endoscopy Journal and ESGE newsletters
  - promoting quality in endoscopy across ESGE territories

## **Membership**

- Working group chairperson
- Between 5 and 9 other working group members
- Other members shall be co-opted onto the working group for specific projects as appropriate

## **Meetings**

- Meeting frequency will be at the discretion of the chair, but at least one meeting per year will be face to face; other meetings may be by teleconference
- The secretariat will be provided by ESGE

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

- To facilitate the implementation of the quality improvement working group aims
- The group shall report to the ESGE Quality Improvement Committee. This committee will nominate the chair for a period of two years (maximum 2 consecutive terms of office)
- Members will also serve a term of two years (maximum 2 consecutive terms of office)
- The chair, or nominated deputy, shall participate in ESGE QIC committee meetings & shall convey information to and from ESGE QIC and their respective working group, and respond to communication in a timely fashion (within 1 week)
- The terms of reference shall be reviewed every two years

*MD Rutter Oct 2013*