

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

Aims of the 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/ working groups and underpinned by a clear quality improvement framework
- To assist all endoscopy units and endoscopists in achieving these standards in endoscopy

Membership of the ESGE QIC

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

Meetings

- There will be a minimum of 1 and maximum of 4 meetings per year
- At least one meeting per year will be face to face (preferably at ESGE Days); other meetings may be by teleconference
- 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 placed on the ESGE website, in the governing board restricted area, within 2 weeks of the meeting

Responsibilities of the ESGE QIC and its members

- To facilitate the implementation of ESGE QIC aims
- To disseminate quality and performance measures to national member endoscopy societies and endoscopy sections of national gastroenterology societies

- To review, consolidate or adjust performance measures every 5 years or earlier if significant evidence becomes available
- To convey information to and from ESGE QIC and their respective committees/working group
- The QIC will report to the ESGE governing board. The ESGE governing board will elect the chairman for a period of two years (maximum 2 consecutive terms of office)
- The terms of reference shall be reviewed every two years. Any changes to the ToR will require approval of the ESGE Secretary General

September 2019