

## **SWANSEA BAY UNIVERSITY HEALTH BOARD**

### **PREHAB2REHAB STEERING GROUP TERMS OF REFERENCE**

#### **1. AUTHORITY**

The Prehab2Rehab Steering Group has accountability and authority from the Planned Care Programme Board to receive assurance and provide strategic oversight and direction in matters relating to the Prehab2Rehab programme. The programme intends to deliver health optimisation, prehabilitation and rehabilitation to all eligible patients who are waiting for a diagnosis or surgical intervention. The Steering Group will be made up of representatives from across the Health Board together with relevant partners, who have a key role in informing the decisions and actions of the Group.

#### **2. PURPOSE**

Working in collaboration with key stakeholders the purpose of the steering group is:

- To oversee the implementation and progress of the programme and all prehab work streams across the Health Board.
- To receive assurance on the delivery of the programme in line with the agreed Goals, Methods and Outcomes
- To provide strategic direction for the delivery of the programme.
- To provide assurance of the programme through formal reporting to the Planned Care Programme Board.
- To monitor and mitigate risks associated with the programme.
- To explore and initiate opportunities for further development, research and innovation of the model, making recommendations for extensions and further roll out.
- To ensure the programme and its cross cutting sub-groups align with the Health Board's Recovery & Sustainability and Clinical Services Plan.

#### **3. MEMBERSHIP**

- Medical Director/ Chief Executive (Co-chair)
- Clinical Lead Prehab2Rehab
- Clinical Lead, GP Lifestyle Model
- Transformation Office Project Manager
- Strategic Planning Lead, Strategy
- Clinical Lead, Surgery & Theatre Transformation Programme Board
- Managerial Lead, Surgery & Theatre Transformation Programme Board
- Clinical Lead, Pre-Operative Assessment Centre (POAC)
- Directorate Manager, Clinical Support Services (CSS)

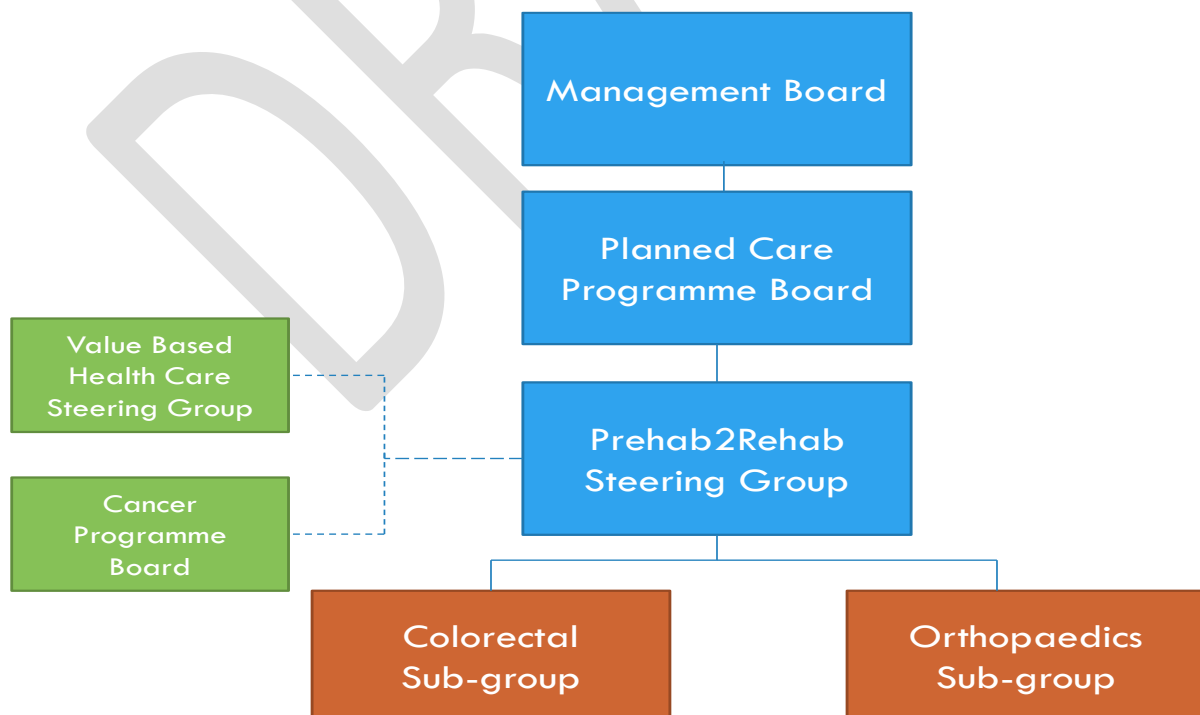
- Therapies & Health Science Representative
- Managerial Lead, Clinical Support Services (CSS)
- Steering Group Sub-group representatives
- Digital Transformation Representative
- Value Based Health Care Representative
- Pharmacy & Medicines Management
- Childrens Services Representative, Paediatric Surgeon
- Mental Health & Learning Disabilities Service Group Representative
- Public Health Representative
- Women's Health Services Representative
- Associate Service Group Director, Cancer Services
- Strategy Cancer Lead
- Macmillan Cancer Allied Health Professional Lead
- Deputy Head of Nursing, Cancer Services

In order to be quorate, the meeting should have at least five of its members attending, either in person or by telephone/video link, including the chair or a co-chair. Deputies may be sent with prior agreement of the Chair.

With the agreement of the Chair, the Group may co-opt new members as required if gaps are identified during the lifetime of the project.

#### 4. REPORTING AND ASSURANCE ARRANGEMENTS

The Steering Group will be accountable to the Planned Care Programme Board and will update on the development and delivery of the programme.



The following will be required each month for review by members:

- Up to date risk register
- Highlight report in the agreed template to be submitted to Planned Care Programme Board

## **5. MEETING FREQUENCY**

Meetings will be held on a monthly basis

## **6. SECRETARIAT & ADMINISTRATION**

Secretarial and appropriate administrative will be provided to support the Steering Group. This will include:

- Agreement of the agenda with the Chair, collation of papers, taking the minutes and keeping a record of matters arising and issues to be carried forward.
- Circulating meeting papers to members at least four working days prior to each scheduled meeting via email.
- Circulating notes, actions and key messages from each meeting to members one week after the meeting has taken place

## **7. REVIEW**

These terms of reference will be reviewed annually.