

BAPM Quality Steering Group - Terms of Reference

Background, General Terms and Purpose

The purpose of the Quality Steering Group is to advise the BAPM Executive Committee on quality related projects within BAPM's overall work programme, and to lead BAPM's Quality Improvement (QI) work.

The Quality Steering Group will be comprise individuals committed to championing, facilitating and spreading the use of QI methodologies, tools and approaches, to benefit BAPM members, the broader community of perinatal professionals, patients and their families.

The remit of the group will include:

- To scope, advise and report to the BAPM Executive Committee on projects related to Quality priorities and QI projects within BAPM's work programme and overarching BAPM strategy.
- Development and oversight of a programme of QI related work, in 2-4 defined workstreams, to be facilitated in collaboration with the BAPM Quality Stakeholders.
- Advocacy for embedding and sustaining high quality QI into daily work of perinatal services to benefit patient care and the neonatal community.
- Development of accessible and practical shared resources to support perinatal professionals to undertake QI projects.
- Supporting healthcare professionals to implement BAPM and other national resources, by providing targeted guidance and tools, in delivering relevant initiatives and overcoming barriers.

Membership

The group membership will be multiprofessional, knowledgeable and credible individuals from the BAPM membership. The composition of the group will be as set out below, with existing core members demonstrated in brackets:

Chair: Quality lead, BAPM (**Chantelle Tomlinson** 2024-2027)

Organisational membership:

1. Representative for NeoTrips QI Team

Core Members:

1. Workstream lead – Health disparities and inequalities
2. Workstream lead – Perinatal optimisation (Sarah Bates 2024-2027)
3. Workstream lead – Improvement communities and co-production
4. QI web pages lead (may be co-existent role with representative roles 5-9)
5. Representative for NICUs
6. Representative for LNU/SCUs
7. Representative for Nurses / ANNPs
8. Representative for Resident Doctors
9. Representative for Allied Health Professionals
10. Representative for midwives
11. Representative for Service Users
12. Representative for obstetrics

Role descriptions for new leads 2025-2027

Workstream Lead - Health disparities & inequalities: This quality workstream seeks to examine the existing knowledge base and data landscape for what is understood in terms of health disparities and outcome inequality for neonatal patients. We aim to collate a report on this challenge in the context of 4 nations initiatives in this field, and to identify opportunities for focussed and targeted QI initiatives to reduce burdensome unwarranted variation. The workstream lead will be curious and keen to engage with the multiple stakeholders in this vital field of perinatal care. They will be motivated to synthesise information and critique data from existing literature and oversee a sub-team in evaluating opportunities for improvement. They will have a passion to optimise, and reduce the gradient in, disparities for the most vulnerable of our neonatal populations to the poorer outcomes.

Workstream Lead - Perinatal Optimisation: This role holder will support the implementation of perinatal optimisation tools and strategies including resources from BAPM. They will provide advice on best practice and QI strategies to regions across the UK. They will act as a liaison between BAPM and other national bodies on this topic sharing the data, research and updates.

Workstream Lead - Improvement communities and co-production: BAPM seeks to identify the factors contributing to the “implementation gap” between QI resources and initiatives, and effective, sustainable QI in units, services and regions. This workstream will look to understand, analyse and produce resources to overcome and bridge the gap. The workstream lead will have experience of QI communities or Communities of Practice and be motivated to explore this provision with BAPM. They will value the contribution of, and formulate co-production with, service users past and present, championing their meaningful integration to projects.

QI Web pages Lead: This role holder will have responsibility for overseeing the content on the [quality section](#) of the BAPM website and advising the office team on updates needed. They will lead and support the development of new content to regularly refresh the pages. They may oversee a sub group of quality steering group members to support this work. This role holder should have an understanding and vision of how web content can be used to support the aims of the quality steering group. Technical web skills are not needed as the web updates will be done by BAPM office staff.

Meetings

Members will serve a three-year term and may be reappointed for up to two terms, or as determined by BAPM EC.

It is envisaged that the steering group will meet virtually 3 times per year, however, there may be additional meetings for any sub-groups working on specific workstreams or individual projects. Steering group meetings will be quorate for the purposes of decision making if the Chair, at least one MDT representative, at least one workstream lead, and a minimum of 4 other members are in attendance. Workstream leads will be anticipated to feedback and report on progress in the preceding interval at each meeting, or communicate such via a short report to the chair if their apologies are given.

Meetings will primarily take place on-line. If a face-to-face meeting is deemed essential, then BAPM will reimburse reasonable expenses as per BAPM expenses policy.

Responsibility and Accountability

The group is responsible to the BAPM Executive Committee and accountable to the BAPM membership.