



STRATEGIC OBJECTIVE

Delivering High Quality Digital Services

WELL-BEING OF FUTURE GENERATIONS ACT

A healthier Wales

If more than one standard applies, please list below:

DHCW QUALITY STANDARDS

N/A

If more than one standard applies, please list below:

DUTY OF QUALITY ENABLER

Learning Improvement and Research

DOMAIN OF QUALITY

Effective

If more than one enabler / domain applies, please list below:

EQUALITY IMPACT ASSESSMENT STATEMENT

Date of submission:

No, (detail included below as to reasoning)

Outcome:

Statement:

APPROVAL / SCRUTINY ROUTE:

Person/Committee/Group who have received or considered this paper

COMMITTEE OR GROUP	DATE	OUTCOME
NHS Wales e-Library Service Board	April 2024	Approved
NHS Wales e-Library Champions	July 2024	Approved
NHS Wales e-Library Service Board	July 2024	Approved

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS / IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
LEGAL IMPLICATIONS / IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes, please see detail below On-going funding of the e-Library required to ensure equitable access to digital evidence-based resources
WORKFORCE IMPLICATIONS / IMPACT	Yes, please see detail below Positive – All champions will benefit from collaborating with the e-Library and gain valuable procurement experience
SOCIO ECONOMIC IMPLICATIONS / IMPACT	Yes, please detail below Positive – feedback sought via Champions will support the procurement of resources to support evidence-based care that will in turn support the health and care of the public
RESEARCH AND INNOVATION IMPLICATIONS / IMPACT	Yes, please see detail below Positive - Will ensure all that high quality evidence-based digital resources are available to support research and innovation across NHS Wales

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1 PURPOSE OF THE GROUP

The purpose of e-Library Champions is to provide a mechanism to ensure that the e-Library fairly represents the vast array of professions and specialisms within NHS Wales, Welsh Government including funded and sponsored bodies, and Social Care who are eligible to use the NHS Wales e-Library.

2 OBJECTIVES OF THE GROUP

Support and advise the NHS Wales e-Library Service Board by:

- OB1: Providing subject matter expertise on the range of resources the e-Library procures. Advising as to the procurement and re-procurement of resources and services
- OB2: Actively promoting the e-Library to their respective health and care professions and own organisations
- OB3: Assisting with user engagement activity such as responding to and forwarding surveys or invitations to learning events to their organisation or professional networks
- OB4: Contributing to the procurement of e-resources and systems. All Champions are welcome to join procurement task and finish groups to support the drafting of Invitation to Tender documentation and attend evaluation panels
- OB5: Contributing to the implementation of e-resources and systems following successful tenders by attending relevant supplier training, distributing communications and promotional activity to their respective networks and organisations
- OB6: Routinely asking their colleagues and networks for resource and service recommendations and feedback submitting this via the website
- OB7: Inviting the e-Library to present at in-person or digital conferences, meetings and events to promote the service

3 MEETINGS

e-Library Champions will meet bi-monthly or as required, digitally, via Microsoft Teams to allow for Pan-Wales membership. Meetings will last no longer than 60 minutes and have a maximum of three agenda items for which the e-Library requires subject matter advice and support. There will also be a Q&A section where Champions are welcome to provide feedback or ask any queries.

Champions are welcome to join the whole session or part of the session where agenda items apply to them. If Champions are joining part way through a meeting, they should aim to arrive at the tabled time to ensure the meeting is kept to time. The e-Library team will add agenda items and papers including the latest e-Library quarterly update to the meeting invite no later than 2 weeks prior to the meeting taking place. All agenda items will have an MS form attached for Champions to provide feedback prior to the meeting should they wish to or if they are unable to attend and this feedback will be shared at the meeting.

It will be assumed that Champions would have read the papers before the meeting, to maximise time for discussion on actions to be taken. Champions will not share any papers with anyone outside of the Group or DHCW unless deemed appropriate by the Chair.

The secretariat with support from the Chair, will update the meeting invite list stating which Champions (as the items relate to their profession/network/organisation) are 'required' to attend (if they have availability) and those that are 'optional'. For Champions who are 'optional' it is their responsibility to assess whether the content is applicable to their profession/network/organisation and decide whether to attend. As a result, there will be no set

quorum for each meeting, but a mechanism is in place to ensure that all meetings have Champions attending.

All meetings will be recorded digitally to support the creation of a meeting brief to be shared with the group no later than two weeks after the meeting. Recordings of the meeting will be securely saved for 24 months in the DHCW SharePoint after which time they will be deleted. Recordings will be referred to as deemed necessary by the Champions Chair or Service Board.

4 MEMBERSHIP

There is no upper limit to the number e-Library Champions from an organisation, profession or network. Any persons interested in becoming a Champion should read these terms of reference (that will be sent via email) and complete the online form detailing why they would like to get involved. Any e-Library authorised users are welcome to attend meetings as an observer to support professional development and should speak with the Chair to arrange attendance.

All Champions will be provided with e-Library promotional materials (posted to their work address) upon becoming a Champion and a certificate of participation presented in March of each year outlining their contributions to the e-Library that can be used to support their PADR or Appraisal process and Continuing Professional Development.

4.1 CHAIR AND DEPUTY CHAIR

Chair: Rachel Sully, NHS Wales e-Library and Knowledge Services Manager, Digital Health and Care Wales

Deputy Chair: Jessica Blackburn-Smith, NHS Wales e-Library Specialist Lead, Digital Health and Care Wales

4.2 SECRETARIAT

██████████, Business Support Administrator, Digital Health and Care Wales. In their absence, someone will be nominated on the day

4.3 LIBRARY, INFORMATION OR KNOWLEDGE CHAMPIONS

- John Dunkley-Williams, Librarian Specialist, NHS Wales e-Library
- ██████████, Librarian, Welsh Government
- ██████████, Library and Knowledge Services Manager, Swansea Bay University Health Board
- ██████████, Trainee Clinical Librarian, Swansea Bay University Health Board
- ██████████, Senior Evidence and Knowledge Analyst, Public Health Wales NHS Trust
- ██████████, Evidence and Knowledge Officer, Public Health Wales NHS Trust
- ██████████, Information Specialist, Public Health Wales NHS Trust
- ██████████, Information Specialist, Public Health Wales NHS Trust
- ██████████, Information Specialist, Health Technology Wales
- ██████████, Clinical Coder - Digital Health and Care Wales
- ██████████, Knowledge Mobilisation Lead, Social Care Wales
- ██████████, Information Support Officer, Digital Health and Care Wales

4.4 HEALTH AND CARE CHAMPIONS

- ██████████, Clinical Informaticist Critical care, Digital Health and Care Wales

- [REDACTED], Medicines Nurse Clinical Informaticist, Digital Health and Care Wales
- [REDACTED], All Wales Medicines Information Pharmacist and Director of Welsh Medicines Information Centre, All Wales Medicines Information
- [REDACTED], National Clinical Informatics Lead – Mental Health, Digital Health and Care Wales

4.5 EDUCATION, TRAINING, DEVELOPMENT AND ENGAGEMENT CHAMPIONS

- Rebecca Meyrick, NHS Wales e-Library Engagement and Learning Specialist, Digital Health and Care Wales
- Andy Green, NHS Wales e-Library Officer, Digital Health and Care Wales
- [REDACTED], NHSWLKS Training Group Representative
- [REDACTED], Change Ambassador Program Manager, Digital Health and Care Wales
- [REDACTED], Head of Partnerships, Diversity and Inclusion Strategic Partnerships, Hywel Dda University Health Board
- [REDACTED], Organisational Development Experience and Engagement Lead, Welsh Ambulance Service NHS Trust
- [REDACTED], Organisational Development Project Support Co-ordinator, Welsh Ambulance Service NHS Trust
- [REDACTED], Engagement Manager, Digital Health and Care Wales

4.6 DELEGATES

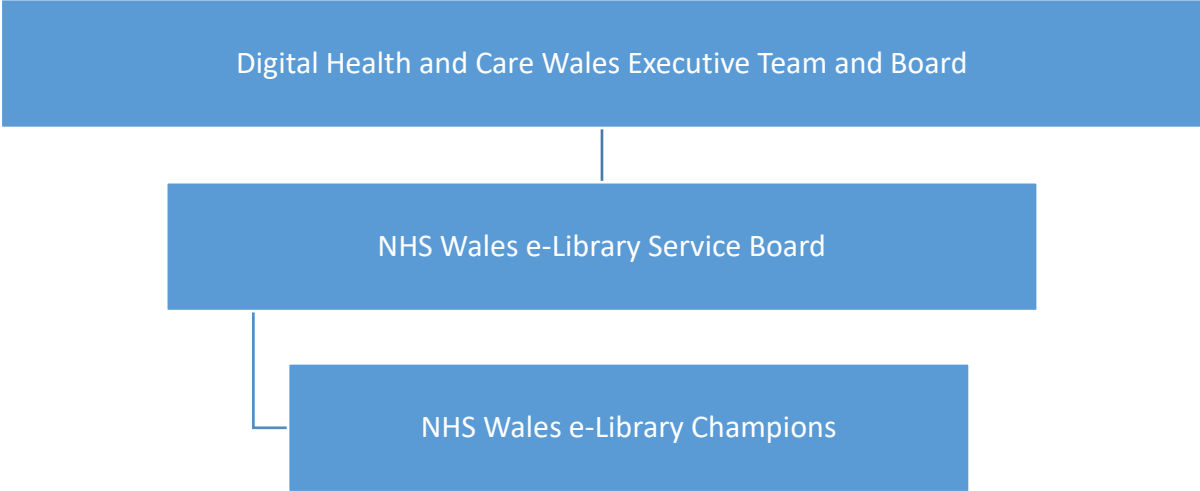
Champions can nominate a deputy to attend in their place should their presence be required but they are not available. If their deputy is not already a Champion, we ask them to complete the [online form](#) so we have their details for any future meetings. If Champions find their commitment is unsustainable as an addition to their role, they should notify the Chair and suggest a replacement should they be the only Champion from their organization/profession/network.

5 KEY RELATIONSHIPS

Recommendations to NHS Wales e-Library Service Board are to be made by consensus after consideration of Champions views and comments. Champions should come to meetings prepared and empowered to express views and make recommendations on behalf of the area that they represent. Additional clarification can be requested ahead of a recommendation being made.

There will also be an opportunity for Champions to take part in the e-Library Open Day that will be held annually in Q1. The Open Day will be open to all stakeholders and end users to attend online. The day will comprise of a session with the e-Library team to celebrate the e-Library's key successes, address challenges and share experiences and planned supplier sessions where stakeholders can learn about the current resources and any new services..

6 GOVERNANCE



7 REFERENCES

INDEX NUMBER	DOCUMENT NAME

8 DEFINITIONS

TERM	DEFINITION

9 ATTACHMENTS / APPENDIX