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TERMS OF REFERENCE AND OPERATING ARRANGEMENTS

NHS Wales e-Library Champions Group

Document Version	V02
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Status	Approved
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Approved by	Rachael Powell
Date approved:	03/02/2022
Review date:	03/02/2023

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STRATEGIC OBJECTIVE	Delivering High Quality Digital Services
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WELL-BEING OF FUTURE GENERATIONS ACT	A healthier Wales
If more than one standard applies, please list below: A more equal Wales, A Wales of cohesive communities, A globally responsible Wales	

DHCW QUALITY STANDARDS	ISO 9001
If more than one standard applies, please list below: ISO 76000:2015, BS 76005	

HEALTH CARE STANDARD	Effective Care
If more than one standard applies, please list below: Governance, Leadership & Accountability, Staff & Resources	

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		
COMMITTEE OR GROUP	DATE	OUTCOME
NHS Wales e-Library Champions Group	12 January 2022	Accepted
NHS Wales e-Library Service Board	26 January 2022	Approved

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1 DOCUMENT HISTORY

1.1 REVISION HISTORY

Date	Version	Author	Revision Summary
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02/03/2018	D01	Rachel Sully	Agreed
21/05/2019	D02	Rachel Sully	Added objectives and support
17/07/2019	D03	Rachel Sully	Clarification on reason for two open engagement activities Rotation of champion representative on service board quarterly Nominated person to attend group if named representative is not available Addition to role of library and information representatives to offer support from perspective of library and information profession expertise
31/07/2019	D04	Rachel Sully	Agreed changes as outlined above at Service Board
16/09/2019	D05	Rachel Sully	Moved Open Engagement Activities to Appendix A Changed made following Champions Group Feedback to be less detailed and prescriptive
16/09/202	V01	Rachel Sully	Agreed
14/07/2021	D06	Rachel Sully	Re-draft
06/10/2021	D07	Rachel Sully	Accepted by Champions Group to submit to Service Board
26/01/2022	D08	Rachel Sully	Accepted by Service Board with minor changes to submit for approval
03/02/2022	V02	Rachel Sully	Agreed

1.2 REVIEWERS

This document requires the following reviews:

Date	Version	Name	Position
02/03/2019	D01	Rachel Sully and all members of the group	Librarian Specialist – NHS Wales e-library
21/05/2019	D02	Rachel Sully	Librarian Specialist – NHS Wales e-library
17/07/2019	D03	NHS Wales e-Library Champions Group	
31/07/2019	D04	NHS Wales e-Library Service Board	
October 2019	D05	e-Library Champions Group e-Library Service Board	

14/07/2021	D06	Rachel Sully	NHS Wales e-Library and Knowledge Services Manager
October 2021	D07	e-Library Champions Group e-Library Service Board	
January 2022	D08	e-Library Champions Group e-Library Service Board	
03/02/2022	V02	Rachael Powell	Associate Director of Information, Intelligence & Research

1.3 AUTHORISATION

Signing of this document indicates acceptance of its contents.

Author's Name:	Rachel Sully
Role:	NHS Wales e-Library and Knowledge Services Manager
Signature:	<p style="text-align: center;">X</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Author</p>

Approver's Name:	Rachael Powell
Role:	Associate Director of Information, Intelligence & Research
Signature:	<p style="text-align: center;">X</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Approver</p>

1.4 DOCUMENT LOCATION

Type	Location
Electronic	

2 PURPOSE OF THE GROUP

The purpose of the Champions Group is to provide a mechanism to ensure that the e-Library fairly represents the vast array of professions within NHS Wales and the Health and Social Care Department and Education and Public Service Department of Welsh Government.

3 OBJECTIVES OF THE GROUP

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

- **OB1** Acting as Champions, actively promoting the e-Library to their respective health and care professions and own organisations
- **OB2** Annually reviewing service and usage data to ensure best value for money for e-resources and systems
- **OB3** Review content and suitability of e-resources by assisting with user engagement such as surveys of prospective and existing e-resources and focus groups
- **OB4** Contribute to the procurement of e-resources and systems. All members of Champions Group are welcome to contribute to e-Library tenders. This will include drafting of specifications, supplier responses, usability testing through to evaluation and award. Champions will be asked at the planning stage of procurement if they wish to take part. Training will be supplied by Commercial Services if required. To note: a request for further end user and library service representation will be made prior to any tenders
- **OB5:** Contribute to the implementation of e-resources and systems following successful tenders by attending supplier training, distributing communications and promotional activity to their respective health and care professions and own organisations
- **OB6:** Contribute to any supplier contract review meetings for any tender activity for which you have been involved in. This will include a digital meeting with supplier to evaluate usage, performance, KPI's and SLA's and learn of any developments to the resource.
- **OB7:** Support the e-Library by routinely asking your area of work for recommendations and feedback regarding procurement and development of the service
- **OB8:** Reporting any feedback from your area of work following disseminating information from the e-Library directly to the Chair via you, the Champion using elibrary@wales.nhs.uk so feedback is logged, processed and acted upon
- **OB9:** Support engagement and implementing the communications plan by participating in feedback for supplier marketing material, disseminating information on the e-Library to colleagues and users

- **OB10:** Inform the e-Library Team where they can provide you with support or present at in-person or digital conferences, meetings and events to promote the e-Library
- **OBJ11:** Support the e-Library Service Board by nominating one member of the Champions Group to attend the following Service Board meeting and report back from the Champions Group meeting
- **OB12:** Taking part in an annual digital e-Library Expo in Quarter 1 to share experiences, highlight our key successes and challenges and contribute to the way forward for the service

4 MEETINGS

4.1.1 The e-Library Champions Group will meet quarterly or as required. Meetings will be scheduled in January, April, July and October to review the previous quarter. The Champions Group meetings will primarily be conducted digitally via Microsoft Teams but members are welcome to attend in person should they wish to. All meetings will be recorded digitally to support the creation of a meeting brief to be shared with the group no later than four weeks after the meeting. A short brief will be provided to the e-Library Champion representing the group at the next Service Board meeting within a week. 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 Group or Service Board. The Chair will decide if extraordinary meetings are required or if email correspondence is appropriate to support timely decision-making.

4.1.2 Quorum of e-Library Champions Group

A minimum number of 10 representatives or nominated representative to include -

- Two DHCW representative (e-Library Team)
- Three health and care professional user representative with comments from any members who are not able to attend
- Three Library, Information or Knowledge Representatives
- Two Education, Training and Development Representatives

4.1.3 Format of the e-Library Champions Group

The NHS Wales e-Library Champions Group will have a set agenda. The agenda and papers will be circulated to arrive no later than four weeks in advance of the meeting. It will be assumed that members would have read the papers and gathered feedback on papers identified as requiring input from stakeholders before the meeting, to maximise time for discussion on actions to be taken. Group members will not share any papers with anyone outside of the Group or DHCW unless deemed appropriate by the Chair.

4.1.4 Decisions of the e-Library Champions Group

To be made by consensus after consideration of Group members' views and comments. Members should come to meetings prepared and empowered to express views and make decisions on behalf of the area that they represent. Additional clarification can be requested ahead of a decision being made.

5 MEMBERSHIP

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

Deputy Chair: Librarian Specialist, Digital Health and Care Wales

- Escalation of work that is beyond the scope or capability of the Champions Group
- Update the Champions Group on e-Library procurement and development

Secretariat: Clinical Directorate Support Officer, Digital Health and Care Wales

Library, Information or Knowledge Representatives:

- Librarian, Welsh Government
 - Assistant Librarian, Swansea Bay UHB
 - Clinical Librarian, Swansea Bay UHB
 - Senior Evidence and Knowledge Analyst, Public Health Wales NHS Trust
 - Information Specialist, Health Technology Wales
 - Clinical Coder - DHCW
 - TBC Research and Development – DHCW
 - TBC Social Care Wales
- Advocate for the needs of their service and users
 - Offer professional advice and guidance on e-resources and e-Library Services

Health and Care Profession Representatives:

- National Clinical Informatics Lead – Nursing, Digital Health and Care Wales
 - All Wales Medicines Information Pharmacist and Director of Welsh Medicines Information Centre, All Wales Medicines Information
 - Clinical Lead Pharmacy, Digital Health and Care Wales
 - National Clinical Informatics Lead – Therapies, Digital Health and Care Wales
 - Dental Educator, Training Program Director for Dental Core Training (Community), Health Education and Improvement Wales
 - Pathology Informatics Manager, Aneurin Bevan University Health Board
 - National Clinical Informatics Lead – Mental Health, Digital Health and Care Wales
 - TBC General Practitioner
 - TBC Paramedic/Welsh Ambulance Services Trust
 - TBC Midwifery
- Advocate for the needs their profession
 - Offer advice and guidance from the perspective of their profession

Education, training, and Development Representatives:

- NHS Wales e-Library Engagement and Learning Specialist, Digital Health and Care Wales
- Communications Team, DHCW
- NHSWLKS Training Group Representative
- **Head of Partnerships, Diversity and Inclusion**
- TBC Trainee/trainer - HEIW? Med ed
- TBC Management representative

Other colleagues will be invited to attend as and when matters arise.

5.1.1 Chair of the e-Library Champions Group

The Chair of the group will be the NHS Wales e-Library and Knowledge Services Manager.

5.1.2 Deputy Chair of the e-Library Champions Group

The Deputy Chair will be the e-Library Librarian Specialist

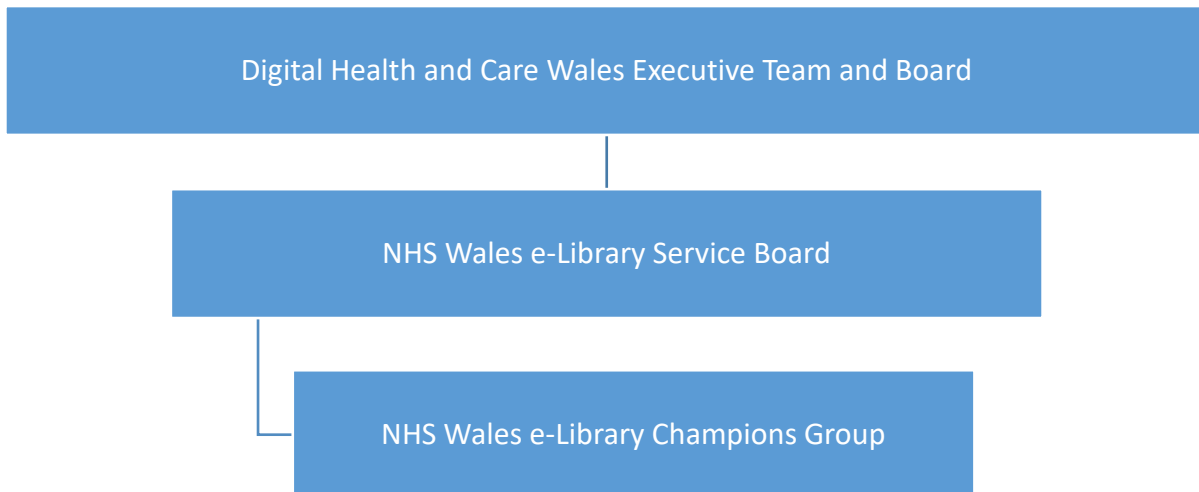
5.1.3 Secretariat of the e-Library Champions Group

The DHCW Clinical Directorate Support Officer and in their absence, someone will be nominated on the day.

5.1.4 Delegates of the e-Library Champions Group

To maintain high level representation on the group, members will make a commitment to attend all meetings. If representatives are unable to attend a meeting via Microsoft Teams they are required to inform the Secretariat as soon as they are able. Representatives can nominate a deputy to ensure that all stakeholder groups are represented particularly if this would impact on the Quorum of the meeting. All deputy representatives will have papers shared and representatives are welcome to comment on papers via the deputy representative or passed to the Secretariat to be shared at the meeting. If commitment to the Champions Group is unsustainable as an addition to their role, members should notify the Chair and suggest a replacement. Non-attendance on TBC occasions will prompt a review of membership to ensure active representation is maintained at the group.

6 GOVERNANCE



7 Outline Agenda for the e-Library Champions Group

The e-Library Champions Group agenda will broadly have the following format:

- Welcome and Apologies
- Brief of the last meeting
- Action log
- NHS Wales e-Library update
 - o Strategic
 - o Procurement
 - o Technical
 - o Engagement and training
- Feedback from Service Board
- User update (to include all user representatives)
 - o User feedback
 - o Training requirements
 - o Recommended e-resources
- Other agenda items
- Any other business
- Details of next meeting

8 REFERENCES

DOCUMENT	VERSION

9 DEFINITIONS

TERM	DEFINITION

10 ATTACHMENTS