**St George’s University Hospitals NHS Foundation Trust Children’s Hearing Services Working Group (CHSWG)**

TERMS OF REFERENCE

Please find below the updated terms of reference as at February 2019.

**Aims**

To provide a forum for collaboration between families, health, educational and social care professionals, voluntary organisations and others who commission, use or provide services for hearing impaired children.

**Objectives**

1. The CHSWG will enable members to raise problems experienced in joint working between professionals.
2. The CHSWG will bridge gaps in the children’s hearing services as reported by parents
3. The CHSWG will enable regular discussion between the professionals and service users
4. The CHSWG will reinforce good practice
5. The CHSWG will facilitate joint training events
6. The CHSWG will share information including updates on protocols, staff and policy changes. This will be done by using shared drives within departments and through the minutes, newsletters etc.
7. The CHSWG will use all relevant quality teaching standards, e.g. Nat SIP and NDCS
8. The CHSWG will contribute to the Clinical Commissioning Groups (CCGs) commission Audiology Service for Wandsworth strategies and policy development from a children’s hearing services perspective
9. The CHSWG will set up ad hoc, small, working subgroups to tackle particular problems, for example clinical standards, appointment system, an aspect of training etc.
10. The CHSWG will aim to meet national standards relating to:
	* 1. Technological aspects of Audiology
		2. Clinical aspects of Audiology
		3. Provision of information to patients and other service users
		4. Quality of staff –patient communication
		5. Quality of clinical and education premises
		6. Involvement of volunteer and patient groups
		7. Capturing and acting on feedback from service users
		8. Promotion of equality and diversity within departments
		9. Safeguarding children and young people
		10. Smooth transition of care to adult services
		11. Management of children with complex needs
		12. Family friendly services

**Membership will include representative(s) from:**

**Parents**

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| At least 2 to attend per meeting |

**Children** (on an ad hoc basis)

**Voluntary organisations**

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| NDCS |
| Ewing Foundation |
| Contact a Family |

**Health**

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| NHS England Commissioner |
| Screening team |
| Paediatric audiology team  |
| Audiology Service Manager |
| Specialist Speech and Language Therapy - Wandsworth |
| Specialist Speech and Language Therapy – St George’s Auditory Implant Service |
| Paediatricians (Audiology and General Paediatrics) |
| Physician (Audiological Medicine) |
| Auditory Implant Service (AIS) |
| Community Audiology Service |
| St George’s Healthcare: Head of Children’s Therapy Lead & Head of Children’s Community Nursing Services (Health Visiting & School Nursing) |
| Deaf CAMHS, Springfield Hospital |
| Wandsworth Commissioners:St George’sWandsworth Community Audiology |

**Education**

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| Hearing Support Service (Wandsworth) |
| Hearing Support Service (Merton) |
| Schools and Community Psychology Service  |
| Children’s Centre |

**Social Services**

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| Wandsworth Children’s Disability Team |

**Chairperson**

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| The Chairperson may be a representative of any group and will normally serve for one year.Rotate each time with a different agency. |

**Secretarial support: provided by St Georges NHS Foundation Trust Audiology department.**

**Reporting Structure**

The group will report to host organisations.

**Operational**

1. The group will meet at least twice a year.
2. The date for each subsequent meeting will be agreed to suit the academic calendar.
3. Meeting venue will be ENT Seminar Room at St George’s Hospital.
4. Agenda items should be sent to the Chair and will relate to the aims of the group
5. The group will agree priorities
6. The achievements and effectiveness of the group will be reviewed annually
7. A record of minutes, agendas and attendance will be kept by St Georges NHS Foundation Trust Audiology Department. Minutes to be circulated to all group members: Director of Education, Director of Public Health. Minutes to be published on St George’s, Merton and WHSS websites. Copy to be sent to Family Information Service.
8. Members will send other representatives from their Services as required.
9. These terms of reference will be reviewed annually.