

# Imperial College Healthcare NHS Trust / Imperial College London Centre for Patient Safety and Service Quality (CPSSQ)

## Terms of Reference

### 1. Purpose and aims

The CPSSQ is a federation of research groups linked to Imperial College Healthcare NHS Trust and/or Imperial College London with an interest in patient safety. Its purpose is to provide an opportunity for researchers and others with an interest in patient safety to meet on a regular basis to facilitate collaboration between groups, translation and dissemination of research findings into practice, mutual support, and to gain input from healthcare professionals and the public into research strategy.

The aims of the CPSSQ are to:

- 1.1. Identify and support new research opportunities and collaborations relating to patient safety.
- 1.2. Support engagement with the NHS, including Imperial College Healthcare Trust and Imperial Health Partners Academic Health Sciences Network (AHSN).
- 1.3. Communicate and disseminate patient safety research, including actively seeking engagement with patients and the public.
- 1.4. Support translation of patient safety related research findings into NHS practice.
- 1.5. Provide opportunity to incorporate the public voice into the patient safety research agenda and develop innovative ways to support patient involvement.
- 1.6. Assist with arranging the CPSSQ Annual Symposium.
- 1.7. Consider the policy implications of patient safety and inform future strategy for patient safety research, nationally and internationally.

### 2. Meetings

- 2.1. A CPSSQ Meeting will take place at least three times per year. Where this aligns with the NIHR Patient Safety Translational Research Centre (PSTRC) Management Meeting, the meetings may run sequentially on the same day.
- 2.2. The CPSSQ Meeting will include periodic updates from the PSTRC and constituent research groups to facilitate the identification of collaboration opportunities.
- 2.3. Meetings will include representatives of each of the constituent research groups (appendix 1), Imperial College Health Partners, Imperial College Healthcare NHS Trust, other affiliates, and lay members.
- 2.4. The co-chairs are Bryony Dean Franklin and Yasmin Alibhai-Brown.
- 2.5. The CPSSQ Centre Manager will be responsible for arranging the administrative support for CPSSQ Meetings.
- 2.6. Meetings will be quorate if at least one of the Chairs and 4 other members are present.

2.7. Proceedings of meetings will be minuted; minutes will be circulated to members and to those in attendance via email and then formally approved at the following meeting.

### **3. Practicalities**

3.1. The CPSSQ is hosted by the Department of Surgery, Imperial College.

3.2. The CPSSQ Meeting has administrative support from the CPSSQ Centre Manager, who is also the PSTRC Centre Manager. The CPSSQ is funded from a range of funding sources, including the PSTRC.

Bryony Dean Franklin, 3 May 2014

## **Appendix 1: Constituent research groups, March 2014**

Centre for Health Policy, Imperial College

Centre for Infection Prevention and Management, Imperial College

Centre for Medication Safety and Service Quality, Imperial College Healthcare NHS Trust

Clinical Safety Research Unit, Imperial College

Dr Foster Unit, Imperial College

National Reporting and Learning System, Imperial College Healthcare NHS Trust

NIHR Imperial Patient Safety Translational Research Centre

Nursing Research Group, Imperial College Healthcare NHS Trust

Bryony Dean Franklin, 3 May 2014