

South East London (SEL) Stroke Workstreams

Terms of Reference (TOR)

Six stroke workstreams have been identified:

- Prevention
- Acute care and imaging
- Rehabilitation
- Long term care
- Workforce development & education and training development
- Performance management

Aims

Each workstream will:

- Identify future service development needs and making recommendations to ensure the delivery of optimal and equitable stroke and TIA services across the sector.
- Aim to ensure a sector wide approach to the delivery of these services is adopted
- Work to deliver the South London Cardiac and Stroke Networks Delivery Plan

All work should endeavour to meet the standards and milestones of the Quality Markers in the Stroke Strategy and Health care for London (HfL) criteria for HASU, SU and TIA services, HfL performance indicators and NICE Guidelines for Stroke Rehabilitation.

Objectives

- To identify and address delivery and development issues for stroke services across SEL reporting to the SEL Clinical Reference Group (CRG) and accountable to the CVD Board.
- To develop a work plan to address identified issues for next twelve months and beyond
- To contribute individual expertise to review current service provision and future development plans
- To ensure involvement / representation of all relevant professionals, organisations and agencies
- To identify need for specific, time limited, action focussed task groups as required
- To ensure patients and carers views are incorporated into the workstream task groups and the work plans
- To evaluate and monitor the progress on the work of the task groups at agreed regular intervals and report on progress to the CRG
- To recommend models / pathways of delivery for stroke patients and carers

- To identify and log risks and highlight any issues that may delay progress in meeting HfL criteria and service developments to the CRG
- To ensure task groups have specific action plans with named individuals and timeframes

Key Links and reporting

SEL Cardiac & Stroke Network

Gill Cluckie - Stroke Network Clinical lead

- To regularly report and produce recommendations to the CRG, Network Board and constituent organisations
- To ensure issues are fed back to other relevant workstreams and task groups

Group Membership

- Chair
- SEL Cardiac Network representative
- At least one representative from each provider area, ensuring balanced representation from all organisations and professional groups, including patients and carers:

Meeting frequency

TBD but at least one prior to each CRG meeting

Communication

Regular e-mail updates, highlight and exception reporting to all members of the workstream by network project manager attached to each work stream.

Regular updates to other relevant workstreams

Accountability

SEL Stroke CRG and CVD Board

Chairs responsibilities (see also Role of Chair document)

- To set the agenda
- Facilitate meeting
- Agree minutes before circulation
- Agree highlight/exception reports before circulation
- Report back to the Stroke CRG

Members responsibilities

- To represent their organisation and professional body in the identification of issues and prioritisation of work plans
- Share individual expertise
- Sign up to relevant task groups
- Identify other people within their organisation to be involved in specific task groups and associated work plans
- To be responsible for ensuring 2 way communication between the workstream and their organisation.