

Terms of Reference: Community Clinics Steering Committee (CCSC)

Date of Approval:	November 2012, SMT
Last Reviewed:	November 2016
Date for Review:	November 2017
Version:	V5.0
Chair:	Deputy Head of Clinic and Community Partnerships
Secretary:	Head of Clinical Practice

Context

The Community Clinics Steering Committee is responsible for monitoring the strategic aims and objectives of the University College of Osteopathy (UCO) Community/Specialist clinics.

Terms of reference

1. To provide a forum for the discussion of the aims and objectives for the UCO regarding its provision of services with regards to the community and specialist clinics. This could include reviewing the audits and data gathered from the community/specialist clinics.
2. To make recommendations to the Head of Clinical Practice as to the management and development of the community/specialist clinics with respect to the healthcare needs of the community within Southwark and the surrounding Boroughs, the educational needs of the students studying at the UCO and fundraising.
3. To review proposals for new community/specialist clinics and provide feedback and suggestions as appropriate.
4. Identify staff to develop these ideas with regards to need/demand, funding, facilities and outcome measures for success, within a given time frame.

Frequency of meetings

The Community Clinic Steering Committee will meet four times annually.

Composition and conditions of membership

- Deputy Head of Clinic and Partnerships (*Chair*)
- Head of Clinical Practice
- Fundraising representative (a member of the fundraising department)
- Research representative (a member of the research team)
- Clinic Representative/s (a stakeholder from the relevant population e.g. staff, student or patient with a link to either a community or specialist clinic)
- Additional members may be co-opted as appropriate.

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Quorum

50% of members are to be present, with the Chair present at all meetings.

Reporting and subcommittees

Reports to:

The Community Clinic Steering Committee reports to the Senior Management Team.

The Community Clinic Steering Committee does not receive any direct reports from sub-committees, but may request that working parties be set up to address certain issues as appropriate.

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Mar 2014	Administrative - Amendment to committee titles to reflect current committee structure & completion of Quorum Section.	Committee Chair
Nov 2014	Major - General review with amendments to clarify Terms of Reference, update role titles, amend membership and the frequency of meetings.	Senior Management Team
Nov 2016	Major - General review with amendments to clarify Terms of Reference, update role titles, amend membership and the frequency of meetings.	School Management Team
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair