

National Paediatric Diabetes Audit

Dataset and Methodology Group

TERMS OF REFERENCE 2019

Background

The NPDA has been managed by the RCPCH since 2011. Under the first contract, a dataset task and finish group was established to re-develop the NPDA dataset in time for the 2017/18 data collection. A new contract to deliver the NPDA was awarded in 2017, which expanded the remit of the NPDA to include 'spotlight audits' of additional areas of practice or outcomes not covered by the core audit. Members of the dataset task and finish group were therefore invited to be part of a new dataset and methodology group (DMG) to respond to the continuing need for dataset and methodology advice under the new contract, and membership was widened to ensure representation of all disciplines involved in providing paediatric diabetes care or submission of data to the audit.

Aims and Objectives

The group has been developed to:

- Ensure that core NPDA dataset items and reporting link directly to current NICE guidance relevant to paediatric diabetes care
- Ensure that the data items and their methods of collection and submission are achievable and appropriate to the Paediatric Diabetes Unit setting
- Ensure that topics selected for spotlight audit reflect priority areas for quality improvement
- Ensure the analysis plans for collected datasets are appropriate and that reporting enables scrutiny of results in line with clinic, regional, CCG and national interest
- Ensure appropriate outlier identification and reporting
- Ensure that CSQMs generated from audit data are developed from the most relevant components that are weighted appropriately

Membership and attendance

- Quarterly meetings of 2.5 hours duration
- Attendance in person wherever possible or by teleconference
- Nominees for RCPCH committee members will serve for the duration of the NPDA contract. They may be reselected upon award of future contracts.
- The Chair will serve a term of office equal to the length of the contract to deliver the NPDA held by the RCPCH. Nominees for the Chair may be among the serving members of the Committee.
- Retired members are eligible to remain on the group up to 3 years following clinical retirement, or longer if still involved in research or quality improvement activity at the discretion of the Chair and NPDA Project Manager

Member responsibilities

- Prepare for, attend and participate in dataset and methodology group meetings
- Provide expertise and advice on the project
- Consider issues relating to the dataset, reports or methodology raised by stakeholders and others
- Advise on communications planning and assist with promotion and communication of the audit's activities to key stakeholders, using own clinical networks where appropriate
- Other responsibilities as agreed by the Project Board and Dataset and Methodology Group

Authority and Reporting

- Reports to the NPDA Project Board

Administration

- Project management and support will be provided by the NPDA Team at the RCPCH.
- Meetings of the Group will be convened with at least 3 months' notice in advance, except in exceptional circumstances.
- An agenda will be provided to all DMG members 14 days in advance of the meeting, or as soon as possible in exceptional situations.
- Minutes of the meetings will be approved by the DMG chair and sent to each of the Members within 14 days after each meeting.
- Additionally, there may be e-mail communication in between meetings, when needed, ensuring smooth and timely delivery of tasks.

Remuneration and expenses

- No remuneration is offered in association with the DMG membership.
- Travel and other expenses incurred in the course of attending meetings will be reimbursed subject to RCPCH guidelines.

MEMBERSHIP of Dataset & Methodology Group

| Name | Role | Organisation |
|---------------------|---|--|
| Dr Fiona Campbell | Consultant Paediatric Diabetologist (Chair) | Leeds Teaching Hospitals Trust and the University of Leeds |
| Dr Justin Warner | NPDA Clinical Lead, Consultant in Paediatric Endocrinology and Diabetes | Cardiff and Vale University Health Board |
| Holly Robinson | NPDA Manager | RCPCH |
| Malcolm Roxburgh | Audit Statistician | RCPCH |
| Lisa Cummins | NPDA Analyst | RCPCH |
| Karina Green | NPDA Co-ordinator | RCPCH |
| Simon Duncan | Audit Administrator | RCPCH |
| Tom Keiller | Audit Administrative Assistant | RCPCH |
| Dr Nivedita Aswani | Consultant in General Paediatrics | Derbyshire Children's Hospital, Derby Hospitals NHS Foundation Trust |
| Dr Abdul Moodambail | Consultant Paediatric Diabetologist | Newham University Hospital, |
| Dr Bill Lamb | Consultant Paediatric Diabetologist | Retired |
| Ms Helen Thornton | Specialist Children Diabetes Nurse | Whiston Hospital |
| Ms Francesca Annan | Clinical Specialist Paediatric/Adolescent Diabetes Dietitian | UCLH |
| Dr Halina Flannery | Clinical Psychologist | UCLH |
| Dr Alex Da Costa | Trainee Representative | Queen Mary's University |