

Terms of Reference for Joint HSE/ICGP Audit Review Group (ARG) – Methadone Treatment Protocol – (Revised and approved December 2011)

Title:

The committee will be known as the Joint HSE/ICGP Audit Review Group (ARG)

Purpose:

‘Our purpose is to provide support through advice, education, training and audit, to Level 1 and Level 2 GPs, involved in treating people with substance misuse problems, so that the care provided meets the standards set out in national and international best practice guidelines’

Background:

The Methadone Treatment Protocol (MTP) was implemented in October 1998. A joint ICGP and then ERHA audit review group was set up under the provision of the protocol. This group was given the remit of providing training, continuing medical education (CME) for GPs participating in the methadone protocol (page 56 Report of Methadone Treatment Services Review Group).

As part of their contract of services with the Health Boards (now the HSE), GPs agree to participate in CME and annual external audit of their methadone patients. The ARG was given the task of devising a system of annual audit of the GPs participating in the Methadone Treatment Protocol.

Function of ARG:

- To devise and maintain a system of annual audit of GPs participating in the Methadone Treatment protocol
- To have a representative from the ARG who will sit on and report to the Methadone Implementation Committee
- To issue certification on completion of satisfactory audit
- To accept and process applications for level 2 accreditation
- To provide ongoing review of audit and training requirements

Accountability:

The ARG reports internally to the ICGP Quality and Standards Committee.

The ARG reports externally through the Service Level Agreement to the HSE.

How members are appointed to the Committee:

Membership of the committee is through nomination by ICGP and HSE.

Membership:

The committee is comprised of HSE representatives and ICGP representatives as detailed below: The positions are reviewed on a 2 year revolving cycle (next due for review January 2012). The group currently comprises of:

Dr. John Cox (Chairperson) – nominated by ICGP

Dr. Ide Delargy, Director, Substance Misuse Programme ICGP) – nominated by ICGP

Dr. Des Crowley (GP Co-ordinator) – nominated by the HSE GP co-ordinator group

Dr. Cliona Wilson (GP) – nominated by the ICGP

Professor Joe Barry – Specialist in Public Health, nominated by the HSE

Ms. Derval Howley – nominated by the HSE

Dr. Mike Scully – Consultant Psychiatrist in Substance Misuse - nominated by Consultant Psychiatrists Specialising in Substance Misuse

Ms. Mary Fanning - (Clinical Audit Facilitator)

Administrative Support: Niamh Killeen - ICGP

Membership ceases:

- When a person resigns from the committee
- If a member breaches confidentiality
- If member's contract with HSE is terminated

Duration of meetings:

As determined by chairperson

Frequency of Meetings:

The ARG meets every 1 – 2 months depending on the number of audits required for review, minimum of four times a year. From time to time a subcommittee will be set up to review audits. This subcommittee is comprised of up to 4 members of the ARG and reports to the full committee meeting.

Arrangement for distribution of minutes:

Minutes will be distributed by email

Communication Protocol:

The process and confidentiality protocol for conducting the audits has been approved by the Research and Ethics Committee of the ICGP

A GPs identity is coded for the purpose of discussion of audit results and only disclosed to the chairperson when communication from the committee is required.

Decision Making Protocol:

Decisions are made following a vote and a quorum of five is required.

How often terms of reference are reviewed:

Terms of reference are reviewed every two years when the membership of the committee is under review.