

Tameside & Glossop



Primary Care Trust

Local Care Record Development Board

Terms of Reference

Version 1.1

Date of issue: 16 November 2007

Status: Draft for review

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Document Control Page

Document Location

O:\General Admin\Local CRDB\Terms of Reference v1.1

Document Version	Author	Comments	Date
0.1	C Cohen	Initial version for discussion at Local CRDB Project meeting	5 May 2006
0.2	A Rothery	Additions to sections 3.1 and 4.	15 May 2006
0.3	H Harrisson	Addition to section 4.4	19 July 2006
1.0	C Cohen	Approved for issue by PCT Board	16 August 2006
1.1	C Cohen	Incorporating comments from LCRDB	16 November 2007

1. Background

- 1.1 Under the auspices of the NHS National Programme for IT the NHS has stated its aim to develop an NHS Care Record. This will, over time, enable patients, the public and health and social care staff to access an electronic record containing details of care delivered in all care settings.
- 1.2 Tameside & Glossop PCT has decided that it wishes to establish suitable governance arrangements that will enable local patients, members of the public and health and social care staff to steer the development and implementation of the NHS Care Record.
- 1.3 This process will be informed by national policies and guidance. However it is recognised that in some areas these policies are not fully developed, so the local health and social care community intends to work together to develop and agree such policies and procedures that are required to support the implementation of Local Care Records.

2. Objectives

The objectives of the Local Care Records Development Board are to:

- Identify and promote the values and principles, which should govern the development and implementation of the NHS Care Record.
- Promote the development of integrated health and social care records.
- Advise the PCT Board and PEC on the development of the NHS Care Record.
- Ensure that ethical and policy issues, including those concerning security and confidentiality are adequately addressed.
- Represent users of the NHS Care Record, including patients, the public and staff in health and social care, and reflect their views and interests.
- Enable users of the NHS Care Record to be included and engaged in its development and implementation.
- Support an inclusive communications strategy that keeps all stakeholder groups engaged in the development of the NHS Care Record.
- Identify the risks and issues arising from the development and implementation of the NHS Care Record, and to propose solutions to those risks and issues.

3. Scope

- 3.1 The Local Care Records Development Board will aim to include the following stakeholder groups:
 - Patients
 - Public

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- Primary Care Trust
 - General Medical Practitioners
 - Tameside & Glossop Acute Trust
 - Pennine Care Trust
 - Tameside MBC
 - Derbyshire County Council
- 3.2 Other stakeholders, such as the voluntary and independent sector, may be brought into the Care Record Development Board or its working groups at a future date.

4. Governance

- 4.1 In the first instance, the Local Care Record Development Board will be accountable to the PCT Board
- 4.2 The Local Care Record Development Board will be chaired by a lay member of the PCT Board.
- 4.3 The Local Care Record Development Board will also identify a suitable method for ensuring appropriate links to the Boards of the other statutory bodies in Tameside & Glossop.
- 4.4 The Local Care Record Development Board will receive minutes of meetings of the PCT Records Management Group, and of other relevant groups and committees as deemed necessary.
- 4.5 The agenda and papers for meetings of the Local Care Record Development Board will be placed on the PCT web site.