



Children's Hospital Incident Panel (CHIP) - Terms of Reference

COMMITTEE	CHIP - Children's Hospital Incident Panel
PURPOSE	To review all incident forms from the Children's Hospital, escalate as required (as per flow chart) and make recommendations for further action.
MEMBERSHIP	<p>Chair: Risk/Quality Coordinator</p> <p>Membership:</p> <ul style="list-style-type: none"> • Medical : <ul style="list-style-type: none"> ➤ Clinical Director ➤ Clinical Lead for Paediatric Quality and Effectiveness • Pharmacy representative • Nursing representative/s • Assistant Service Manager/s
DUTIES	<p>To review all the Children's Hospital incident forms under the following criteria:</p> <ol style="list-style-type: none"> 1. Is there a trend? 2. Does it need escalated to: <ul style="list-style-type: none"> ▪ Service Manager? ▪ Medical professional? ▪ Nursing professional? 3. Are there teaching issues? 4. Is an audit/investigation or other actions required?
AUTHORITY	<ul style="list-style-type: none"> • To re- grade incidents in line with the Trust Risk Matrix • To recommend investigations and their appropriate level.
MEETINGS	<p>Quorum: At least 3 members and if possible 1 from each discipline.</p> <p>Frequency of Meetings: Weekly</p> <p>Papers: Incident forms</p>
REPORTING	Reports to Children's Hospital Service Manager
CONFLICT/ OF INTEREST	If any of the panel members were involved in an incident being discussed.
REVIEW	Every 6 months.