



## Care Home Oversight Group Terms of Reference

### 1. Introduction

The Care Home Oversight Group and The Governance Framework are applicable to the Adult Care Home sector across Dumfries and Galloway with the purpose of ensuring a clear understanding of the new accountabilities and responsibilities.

Scottish Government requires NHS Boards and Local Authorities to establish enhanced professional clinical and care oversight arrangements for Care Homes from 18<sup>th</sup> May 2020.

### 2. Aim

The Cabinet Secretary for Health and Sport wrote to Chief Officers of HSCP on the 17<sup>th</sup> May 2020 enclosing guidance on 'enhanced professional clinical and care oversight of care homes'.

<https://www.gov.scot/publications/coronavirus-covid-19-care-home-oversight/>

The document circulated asked that every NHS Board and HSCP establish a Care Home Clinical and Care Professional Oversight Team to hold daily discussions about the quality of care in each home.

### 3. Role and Remit of the Group

#### The Care Home Oversight Group:

- **Will receive assurance on:**
  - Infection Control and Prevention
  - Meeting the care needs of Care Home residents, including medicines, fluid, and nutrition and personal hygiene
  - Adequate and appropriate documentation by the care home relating to a residents care needs and abilities plus appropriate DNACPR, AWI and ACPs

- Adequate and appropriate communication with families including visiting arrangements
- **Oversee and receive assurance on:**
  - PPE availability
  - Staffing requirements
  - Testing requirements
  - Education
  - Training
- **Will**
  - Link with the Care Home Support Team who will provide the operational response on behalf of this Group
  - Update the NHS Board, Integration Joint Board and Dumfries and Galloway Full Council at each of their meetings
  - Maintain links and communication with the Care Inspectorate
  - Submit weekly updates to Scottish Government via the Directors of Public Health reporting template and other reporting as required
  - Ensure appropriate linkage with Commissioning and Contract Monitoring
- **Receive:**
  - Verbal and written reports following each visit to a Care Home
  - Summarised versions of all reports where appropriate from the senior Nursing, Social Work and other professional leads
  - Receive a daily RAG status from care home self assessment
  - Reports on care home staff testing
  - Other reports relating to care assurance as required
- **Provide Assurance and Support**
  - Regarding any concerns from the Safety Huddle requiring consideration of action
  - Give consideration to the need to supplement Care Home staffing with staff from the Health and Social Care Partnership
  - Deemed essential by members to ensure the required level of assurance in relation to care

#### **4. Membership**

The membership reflects the importance of these services to the Partnership:

- Chief Officer, Health and Social Care Partnership
- Chief Social Work Officer, Dumfries and Galloway Council
- Medical Director, NHS Dumfries and Galloway
- Director of Nursing, NHS Dumfries and Galloway
- Director of Public Health, NHS Dumfries and Galloway

- Head of Strategic Planning and Commissioning, NHS Dumfries and Galloway

## **5. Meetings**

The Care Home Oversight Group will meet 5 days a week; however this may be subject to change at the discretion of Officers.

**Approved by CHOG 30<sup>th</sup> July 2020**