

TERMS OF REFERENCE

Name

West Midlands Regional (Obstetric) Ultrasound Group - RUG

Role/Purpose

The purpose of the Group is to:

- provide a multidisciplinary network for professionals,
- identify and address issues within obstetric ultrasound in the West Midlands and offer a vehicle for change and improvement,
- review, make recommendations, support and interpret national, regional policy and strategy development for obstetric ultrasound,
- promote and share best practice across the West Midlands,
- provide expertise, direction and advice to units,
- assist with resolving issues and risks,
- facilitate and provide training and education.

Gynaecology (non-pregnancy) ultrasound is excluded from the remit of the RUG.

Governance

Decision-making is by consensus.

The agenda is open to any issues raised within the group, and will reflect the program of changes being brought forward by the NSC, NICE, BMUS and the RCOG.

Specific significant work streams will be undertaken by nominated subgroups. The subgroups will report to the RUG.

Representatives of the group will take part in National and regional decision-making processes and will bring any important issues to the attention of other members through regular meetings.

Membership

RUG membership will be multidisciplinary and comprised of a sonographer (radiographer or midwife) and a sonologist (either obstetrician or radiologist) from each maternity unit.

The following organisations will also be represented:

- West Midlands Perinatal Institute
- Regional Fetal Medicine
- Regional NSC Screening Team
- Birmingham City University - Postgraduate Medical Ultrasound

The RUG will appoint a Chair from amongst its members, to be reviewed every 3 years.

Meeting arrangements and frequency

Meetings will be held at least six monthly at the Perinatal Institute.

The meetings are open to RUG members only and invited attendees.

If a member is unable to attend a meeting, they can nominate a proxy to attend on their behalf.

A quorum is achieved with a minimum of 10 members in attendance.

Communications

The meetings will be managed and the corporate record held by the Secretary.

Notes of meetings will be circulated to RUG members only. A summary of agenda items and decisions will be made available on the website and circulated to key stakeholders and interested parties following each meeting.

Resources and Budget

The group is supported and hosted by the Perinatal Institute.

Responsibilities of Members

Individual RUG members have the following responsibilities:

- Take a genuine interest in the RUG outcomes and overall success.
- Actively participate in meetings through attendance, discussion, and review of notes, papers and other documents.
- Actively represent the views of their departments and colleagues.
- Update colleagues with the decisions and activities of the RUG.
- Send confirmation of attendance/apologies in advance of meetings.

Responsibilities of the Chair

The responsibilities of the Chair are as follows:

- Sets the agenda for each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Encourages participation from members in discussion.
- Reviews membership to ensure active participation.