

British Society of Paediatric Dentistry and Consultants Group

Quality Improvement and Research Committee

Terms of Reference

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1. Background

The Quality Improvement and Research Committee (QIRC) was established in 2019 to replace the Paediatric Dentistry Policy and Clinical Effectiveness Committee (formed in 2003 by the amalgamation of the British Society of Paediatric Dentistry (BSPD) Policy Committee and the Clinical Effectiveness Committee of the Consultants in Paediatric Dentistry Group (CPDG)). The model used to inform the structure and purpose of QIRC was based on the Quality Improvement Committee of the Royal College of Paediatric and Child Health.

Since the formation of PCEC 15 years ago earlier there have had been significant changes in the methodology of systematic reviews and guideline development. The time and resources required now to effectively develop these was beyond the scope of the Committee hence QIRC was set-up to address this. In addition this was an opportunity to clarify the reporting lines for the Committee.

2. Terms of reference

2.1 QIRC's, hereafter referenced as 'The Committee' primary function is to support the use of evidence-based treatment in Paediatric Dentistry through the development, promotion and accreditation of guidelines; lead on National Clinical Audits; support development of the academic workforce.

2.2 The Committee is a subgroup of the BSPD, and the Chair reports to the President of BSPD.

2.3 The committee may be commissioned by the Consultants group in Paediatric Dentistry to carry out appropriate tasks with the agreement of BSPD executive. Projects shall be requested with specific aims, objectives and with clear deliverables in mind. QIRC will share content of this work with BSPD executive as projects may have implications for the wider BSPD membership. Some projects may remain the sole responsibility of QIRC and CPDG, not BSPD.

3. Committee aims and objectives

3.1 The aims of QIRC are to:

Act as a source of advice to the BSPD Executive (and Consultants group in paediatric dentistry) in relation to clinical standards, evidence-based practice, quality improvement and research.

To lead and oversee national quality improvement activities for clinical standards in relation to Paediatric Dentistry

3.2 The objectives of QIRC are to:

Develop and run a mechanism for endorsing and promoting relevant guidance for the benefit of BSPD members and their patients

Quality assessing research projects making use of the BSPD membership eg questionnaire based surveys.

Provide advice to the BSPD Executive in their endorsement decisions by reviewing the scientific content/basis for products/content which BSPD has been asked to endorse.

Ensure that any BSPD guidance addressing the oral health of children and young people is developed according to rigorous standards

Ensure that evidence-based clinical standards underpin all BSPD activities, and where appropriate, to engage with other groups on clinical standards issues relating to the oral health of children and young people

Advocate for research in Paediatric Dentistry, including providing advice to funding bodies on research priorities related to the oral health of children

Advocate for the development of all areas of academia within Paediatric Dentistry including the clinical academic workforce

Promoting the involvement of children and young people in research, and signposting to appropriate existing guidance and resources

4. Responsibilities

4.1 Coordinate National audits/Quality Improvement projects.

Ideas for audits will be fed into the committee either from the represented groups by their representative or BSPD members and the committee will undertake a priority setting exercise annually.

For prioritised projects, the committee will approach individuals to take on the role of national lead and the national lead will submit a protocol to the committee for approval (to be given

within 4 weeks). All involved units will be asked to provide a local lead consultant/specialist and trainee.

4.2 Oversight of requests for research involving BSPD membership.

All requests to forward research participation invites to the BSPD or consultant group membership will be reviewed by the committee. The committee will respond within 4 weeks.

4.3 Policy and position statements.

QIRC will be responsible for reviewing Policy and position statements and will provide a plan for review dependant on changes in evidence and or time lapsed from original publication.

QIRC will advise on an order of priority and submit this to BSPD executive. The executive committee will instruct QIRC following this advice. Changes in current policy and position statements will also be communicated to the media team.

Close liaison and communication with BSPD executive, consultants' group and media team is imperative.

4.4. Guidelines

The committee will maintain a list of guidelines by topic area. The committee will usually consider UK guidance firstly and then consider international guidance where UK does not exist or is insufficient. Guidelines will be reviewed by the committee annually.

The committee and BSPD will not usually be involved in guideline production and will instead advocate for relevant guideline development groups to create guidelines. In particularly specialised areas, the committee may consider producing guidelines in house, but this would be unusual and require resources from BSPD.

Where BSPD are asked for representation on guideline development groups, the committee will consider the request and approach relevant individuals.

The committee will only consider guideline endorsement where BSPD has been represented in the group writing the guideline.

4.5 Endorsement of products/commercial content

Where requested to by BSPD executive, the committee will review the scientific content/basis for products for which BSPD endorsement is requested. The committee will provide this advice to exec in order to assist them with their decision making but the committee will not endorse products/commercial content themselves.

4.6 Advocating for research

The committee will signpost to relevant resources for research where requested, advice BSPD in responding to consultations about research and will advise BSPD on any research funding schemes that BSPD may wish to run/be involved in. In addition, the committee will, where requested, assist in linking researchers with potential sites for recruitment.

4.7 Advocating for academia

The committee will support the work of CONNECT in this area. The committee will produce and maintain a webpage with relevant information, possibly including case studies, for those interested in exploring clinical academic careers. The committee will take responsibility for the academic breakfast at the BSPD conference.

5. Committee Membership

5.1 On occasion the Committee may invite other individuals or representatives of organisations to attend as non-voting observers

5.2 Membership will be as follows

- BSPD Honorary Editor, as a member of the BSPD Executive
- Clinical Effectiveness Bulletin (CEB) Editor
- Clinical Effectiveness Bulletin Assistant Editor
- Academic with experience in guideline development and evidence-based dentistry
- One representative from each of the following groups:
 - CPDG
 - Specialists' Branch
 - Teachers' Branch
 - Trainees Group (who will also represent the Group on the CEB)
 - CONNECT Trainees

5.3

The Committee Chair will attend BSPD Council representing the group. The Chair will be appointed from within the group following expressions of interest and a ballot held by members of QIRC.

6. Quorum

6.1 Quorum for a meeting shall be not less than half of the voting members. Those attending via video or tele-conferencing are considered part of quorum.

7. Terms of Office

7.1 The Committee Chair and members (with the exception of BSPD Editor and Clinical effectiveness bulletin (CEB) editors) will serve for three years, members can be re-elected after 3 years. The remaining members will serve for the duration of their respective appointments. The chair elect will be selected by the committee 1 year before the end of the current chair's term.

7.2 Consultant group, trainees' group, teacher's branch, CONNECT and specialists' group representatives will be nominated to the committee by their respective groups. The academic representative will be selected by the committee following an open application to all BSPD members.

7.3 Co-opted members will be invited to attend meetings after recommendation by the Committee.

8. Notice

8.1 Members shall be given not less than six weeks' notice of a meeting.

9. Attendance

9.1 Ideally members shall attend all meetings (bi-annually January and between May and July). In the event that a member is unable to attend they can nominate a deputy. If a member is unable to attend two meetings in succession, then the Chair will discuss this with the member of QIRC to understand the circumstances.