

CHKS Health & Care Quality Assurance & Accreditation

ACCREDITATION AWARDS PANEL

TERMS OF REFERENCE & ROLE DESCRIPTORS

Terms of Reference

1. The Accreditation Awards Panel (AAP) is an independent decision-making body. It has powers delegated from the Accreditation Council to recommend accreditation to health and care organisations that demonstrate compliance with the CHKS standards. The Awards Panel can also certificate to ISO 9001:2015. Awards are ratified by the Accreditation Council.
2. The purpose of the Accreditation Awards Panel is to:
 - Make evidence-based decisions on whether to award Accreditation and/or Certifications.
 - Ensure that compliance with the CHKS Health and Care Standards is being maintained by accredited and certificated organisations.
 - Suspend or remove Awards from organisations which are no longer demonstrating compliance with the CHKS Health and Care Standards.
 - Review its Award decisions when requested by a client through the informal review process and participate in any formal reviews as required.
 - Provide advice to the Accreditation Council and the CHKS Assurance and Accreditation Director as needed.
3. The Awards Panel will provide a report on the awards made to each Accreditation Council meeting.
4. Membership will comprise a maximum of 12 core members, which is representative of the client base. Membership can include members of the Accreditation Council, CHKS surveyors, representatives from other quality, peer review or accreditation schemes and people with a clinical background. A minimum of 25% and a maximum of 30% of the membership will be members of the Accreditation Council. The Chair will always be a member of the Council.
5. New members will be interviewed by the Chair following submission of their CV and completion of the Awards Panel competency document. This will be discussed by the Awards Panel before their attendance at their first meeting.
6. The Chair and Vice Chair will be appointed by seeking nominations and holding an election if more than one nomination is received for either office.
7. Members will be invited to serve for three years in the first instance. They will be given the opportunity to step down at the end of this period or continue for a further three years. Maximum service is normally ten years.
8. The Awards Panel will meet every 6-8 weeks with a maximum of eight meetings a year. The meetings will usually be conducted via MS Teams, however at least one meeting a year will be conducted in person. The Chair and/or the Vice Chair of the Accreditation Council will attend Panel meetings as an observer.

9. When additional expertise is required an appropriate representative(s) from the Accreditation Council will be invited to join the meeting. This may be necessary when specialist surveys are being considered.
10. Members of the Awards Panel will be expected to attend a minimum of five meetings each year and to comment on the papers if they are unable to attend. The Chair will discuss any prolonged absences with individual members.
11. A quorum will comprise of 60% Panel membership. Electronic sign off can be adopted when required.
12. A CHKS officer from the accreditation programmes will attend the meetings.
13. The Accreditation Awards Panel will be serviced by the Accreditation Services Manager.

ROLE DESCRIPTORS

Role Descriptors for Accreditation Awards Panel Members

The duties of an Award Panel member fall into five broad categories:

- Advice
- Standards
- Awards process
- Impartiality
- Appeals
- Conduct

Advice

- To provide advice on the future direction of healthcare
- To suggest potential developments for CHKS accreditation programmes
- To advise on commercial opportunities within the scope of accreditation

Standards

- To contribute to the consultation process during the development of accreditation standards and prior to their ratification by the Accreditation Council

Awards process

- To work with the Chair of the Accreditation Council and CHKS Assurance and Accreditation Director to ensure a robust and quality assured approach is maintained for the accreditation programmes.
- To contribute to discussions and advise the Council and HKS Assurance and Accreditation Director on the rules and processes to be adopted in considering recommendations for accreditation/certification.

Impartiality

- To work with the CHKS Assurance & Accreditation team to ensure the impartiality of the programmes.

Appeals

- To contribute to the processing of any appeals from clients regarding Accreditation Awards Panel decisions.

Conduct:

- To understand and be committed to the aims and objectives of the organisation
- To understand the terms of reference of the Awards Panel.
- To work with other members to ensure the Awards Panel is an effective body acting in the interests of CHKS.
- To attend meetings on a regular basis, read all the papers and contribute to the discussions and decisions. Meetings are held every 6 – 8 weeks with approximately 8

meetings per annum. Members are expected to attend a minimum of 5 meetings per annum.

- To give maximum notice if unable to attend a meeting to enable action to be taken to ensure the meeting is quorate. To provide comments on the papers if unable to attend to ensure a diversity of views are shared.
- To stay informed on issues which affect CHKS and promote the organisation externally.
- Complete and submit a competence assessment on joining the Awards Panel and then every two years. Completing any necessary training to maintain competence.
- To maintain continuing professional development (CPD).
- To inform the Chair and the Accreditation Services Manager of any new conflicts of interest as soon as they are known and to provide a declaration of interests and degree of involvement in healthcare on an annual basis.

Role Descriptors for Chair of the Accreditation Awards Panel

In addition to the duties of an Accreditation Awards Panel member, the duties of the Chair of the Awards Panel (and in their absence the duties of the Vice Chair) are:

- To Chair the meetings of the Awards Panel and ensure that its duties and responsibilities are carried out within its terms of reference
- To ensure that the business of meetings is dealt with, that decisions are clearly arrived at, recorded and their implementation monitored.
- To work with the Chair of the Accreditation Council and the Assurance and Accreditation Director to ensure a robust and quality assured approach is maintained for accreditation programmes.
- To work with the Accreditation Services Manager to ensure that the Awards Panel has an agreed programme of meetings, that the agenda papers are produced to a professional standard and distributed in sufficient time, that meetings are held in a convenient and comfortable place and that minutes are produced to a professional standard and circulated promptly after meetings.
- To present a report on the awards made by the Awards Panel to the Accreditation Council.
- To discuss the competency framework with all new and existing members and if appropriate hold a personal review about continuing to serve on the Award Panel with any member who is no longer formally involved in healthcare.
- To review the continuing membership of the Awards Panel with any member who is absent for two consecutive meetings.
- To attend the Accreditation Council meetings.

In addition to routine Chair duties specified above, the Accreditation Council authorises the Chair of the Awards Panel to act on the Awards Panel's behalf where action is required urgently between meetings. Such actions should be kept to a minimum and reported to the next available meeting.