**NHS GREATER GLASGOW AND CLYDE**



**NHSGG&C Bereavement Steering Group**

**June 2016**

**TERMS OF REFERENCE *(Draft)***

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1. **Purpose of the Steering Group**

The NHSGG&C Bereavement Steering Group has been established as the Board’s main forum for ensuring the coordination and effective implementation of the recommendations contained within the Scottish Government CEL 9 (2011) *Shaping Bereavement Care – a framework for action.* The Framework outlines a number of key actions for the development and integration of quality bereavement services into the planning and delivery of person-centred care.

1. **Chair**

The Florence Nightingale Foundation Professor of Clinical Nursing Practice and Research will chair meetings of the group.

The Chair will have responsibility for:

* ensuring regular attendance at meetings;
* directing focused discussion around the agenda items;
* ensuring effective communication within and outwith the group;
* identifying actions, work-plans and time-scales arising from items discussed.

1. **Reporting Arrangements**

Proposals and recommendations in relation to bereavement care in acute sectors/directorates and partnerships will be presented for consideration to the Bereavement Steering Group and submitted to the Board Clinical Governance Forum for approval. It is recognized that HSCPs may wish to establish additional governance arrangements.

1. **Key Areas of Work**

It is agreed that the NHSGG&C wide Bereavement Steering will have a remit to:

* promote a co-ordinated approach to bereavement care, both within NHSGG&C health care services and in partnership with other service providers, relevant external agencies and third sector bodies;
* provide robust guidance and input on behalf of the NHS Board on consultations and strategies undertaken by the Scottish Government and others in relation to bereavement care services;
* review all current policies and procedures relating to care of the dying patient and care of the deceased to ensure that they reflect good quality care and are in line with the principles of the ‘*Shaping Bereavement Care’* framework (2011);
* ensure a planned and consistent approach to quality bereavement awareness, training and education, available at appropriate levels for all staff, and to disseminate examples of good practice for shared learning;
* ensure that staff support structures are in place both for those who have regular exposure to death and bereavement and for those returning to work after the death of someone close to them;
* review the quality of resources and printed information provided by NHSGG&C to those who have been newly bereaved.

1. **Meeting Structure**

The Group will meet quarterly or at other times by agreement and a minute of the meeting will be taken by the Programme Manager for Corporate Services. Agenda items will be requested 2 weeks before each meeting and all papers for consideration at the meeting should be provided to the secretariat for circulation with the agenda papers one week in advance of the meeting.

1. **Communication**

Members should ensure effective two-way communication between the Steering Group and key groups

of staff, as appropriate, within their area of responsibility.