



Terms of Reference for Joint HSE/ICGP Audit Review Group (ARG) for Substance Misuse – Methadone Treatment Protocol – (Revised and approved October 2017)

Title:

The committee will be known as the Joint HSE/ICGP Audit Review Group (ARG) for Substance Misuse

Purpose:

'Our purpose is to provide support through advice, education, training and audit, to Level 1 and Level 2 GPs, involved in treating people with substance misuse problems, so that the care provided meets the standards set out in best practice guidelines'

Background:

The Methadone Treatment Protocol (MTP) was implemented in October 1998. A joint ICGP and then ERHA audit review group was set up under the provision of the protocol. This group was given the remit of providing training, continuing medical education (CME) for GPs participating in the methadone protocol (page 56 Report of Methadone Treatment Services Review Group).

As part of their contract of services with the HSE, GPs agree to participate in CME and audit of their methadone patients. The ARG was given the task of devising a system of annual audit of the GPs participating in the Methadone Treatment Protocol.

Function of ARG for Substance Misuse:

- To devise and maintain a system of annual audit of GPs participating in the Methadone Treatment Protocol
- To have a representative from the ARG who will sit on and report to the Methadone Implementation Committee
- To issue certification on completion of satisfactory audit
- To accept and process applications for Level 2 accreditation
- To provide ongoing review of audit and training requirements
- To ensure appropriate education standards for Level 1 and Level 2 are fulfilled

Accountability:

The ARG for Substance Misuse reports internally to the ICGP Quality and Standards Committee

The ARG for Substance Misuse reports externally through the Service Level Agreement to the HSE.

How members are appointed to the Committee:

Membership of the committee is through nomination by ICGP and HSE.

Membership is reviewed every 2 years.

Membership:

The committee is comprised of HSE representatives and ICGP representatives as detailed below:

- Dr. John O'Brien (Chairperson) – nominated by ICGP: *January 2013; reviewed September 2017*
- Professor Joe Barry (Chairperson of the Methadone Implementation Committee) – nominated by HSE: *January 2006; reviewed September 2017*
- Dr. Des Crowley (GP Co-coordinator) – nominated by HSE GP Co-Coordinator Group: *August 2009; reviewed September 2017*
- Dr. Ide Delargy (Director ICGP Substance Misuse Prog) – nominated by ICGP: *January 1998; reviewed September 2017*
- Dr. Marie Claire Van Hout – nominated by ICGP - (ICGP Clinical Audit Facilitator): *June 2015; reviewed September 2017*
- Dr. Mike Scully (Consultant Psychiatrists Specialising in Substance Misuse) – nominated by HSE: *December 2011; Reviewed September 2017*
- Dr Eamon Keenan, National Clinical Lead – Addiction Services – nominated by HSE: *September 2017*
- Mr Joseph Doyle, Addiction Services – nominated by HSE: *September 2017*
- Ms Aoife Davy, Addiction Services – nominated by HSE (to attend in circumstances where Dr Keenan/Mr Doyle are not available): *September 2017*
- Ms Aoife McBride (ICGP Substance Misuse Programme Administrator) – nominated by ICGP: *January 2016; reviewed September 2017*

Previous membership:

- Dr. Cliona Wilson (General Practitioner) – nominated by ICGP: *March 2012 – March 2017*
- Ms. Niamh Killeen (ICGP Substance Misuse Programme Administrator): *January 2010 – August 2015*
- Ms. Louise Devlin (Acting Area Operations Manager): nominated by HSE: *March 2015 – March 2017*
- Ms. Derval Howley (Regional Drug Coordinator): nominated by HSE: *March 2012 – July 2016*
- Mr Paul Goff (Regional Coordinator for HSE Addiction) – nominated by HSE: *January 2015 – September 2017*

Membership ceases:

- When a person resigns from the committee
- If a member breaches confidentiality
- If member's contract with HSE is terminated

Duration of meetings:

As determined by chairperson

Frequency of Meetings:

The full committee of the ARG meets approximately four times a year. The subcommittee convenes approximately every two months, depending on the number of audits to review. This subcommittee is comprised of up to 4 members of the ARG and reports to the full committee meeting.

Arrangement for distribution of minutes:

Minutes will be distributed by email.

Communication Protocol:

A GP's identity is coded for the purpose of discussion of audit results and only disclosed to the Chairperson when communication from the committee is required.

The process and confidentiality protocol for conducting the audits have been approved by the ICGP Research and Ethics Committee. A revised Audit Process Document was reviewed by the ICGP Quality and Standards Committee in 2015 and has now been updated.

Decision Making Protocol:

Decisions are made following a vote and a quorum of five is required.

How often terms of reference are reviewed:

Terms of reference are reviewed every two years when the membership of the committee is under review