

Information Technology  
Strategic Business Unit (IT SBU)



# Scottish Clinical Information Management in Practice (SCIMP) Terms of Reference

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## Document History

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## Introduction

The purpose of this document is to provide the Terms of Reference for Scottish Clinical Information in Medical Practice (SCIMP).

SCIMP works under the direction of the Scottish Government Health and Social Care Directorates (SGHSCD) to help deliver programmes with a Primary Care dimension by providing Health Informatics advice to support existing and new policy.

## Role of the SCIMP Working Group

The SCIMP working group comprises of a number of primary care clinicians and professionals with health informatics expertise. The SCIMP Working Group (WG) is the advisory body of SCIMP with membership drawn from individuals involved in the provision of front line primary care services. This is primarily clinicians and practice managers with health informatics expertise as well as representatives from a range of related organisations. Membership includes representatives from the Primary Care system user groups; links with the Royal College of General Practitioners (RCGP) via the Health Informatics Group; and links to the Scottish General Practitioners Committee (SGPC).

SCIMP provides guidance and help for practices; advice for projects in primary care and the wider eHealth community; clinical support and health informatics advice to the National Services Scotland (NSS) Primary Care “Engine Room”, which consists of a collection of appropriate bodies across Scotland who work collectively to change, improve or deliver national products within primary care.

SCIMP’s principal functions include:

- Provision of health informatics clinical domain expertise to eHealth projects in NHS Scotland
- Support to front line services on the practical application of eHealth solutions
- Health informatics advice to SGHSCD to support and promote implementation of policy
- To drive forward the use of eHealth in improving the health care of Scottish citizens
- To interface with eHealth leaders in the other UK countries to promote best practice and share expertise
- To align eHealth developments to the standards and ethics guidance of the General Medical Council

## Objectives

SCIMP’s principal objectives are:

- Improved uptake of electronic records in NHS Scotland
- Better quality data in electronic records
- Improved safety of information systems, reducing risks of harm to patients and systems users
- Improving efficiency in health care by best use of applied health informatics

- Supporting access and use of health information systems by Scottish citizens to better manage their own health and care
- Promoting interoperability and open standards in eHealth Systems
- Supporting GPIT Service Management Groups with Health Informatics expertise in relation to:
  - Clinical terminologies
  - Data protection, consent and confidentiality
  - Document management
  - Electronic Medical Records application and use
  - Best practice guidance for electronic records
  - Interoperability and electronic communications
- Support and promote discussion between the implementers of eHealth solutions and services in NHS Scotland and the end users of these services. This is currently supported by the annual SCIMP Conference, budgeted outside of SCIMP's main support and operated in conjunction with the Scottish Health Service Centre.

## Accountability

- The SCIMP Clinical Advisory Board is accountable to the Primary Care Portfolio Management Group (PCPMG) under the direction of SGHSCD.
- The Clinical Lead for SCIMP is accountable to the SCIMP Clinical Advisory Board.
- SCIMP's Clinical Lead is under the clinical governance responsibility of the medical director of ITSBU.
- SCIMP Group Manager is provided by NSS IT, Solution Stewardship and accountable in the first instance to the Clinical Lead for SCIMP.
- Working Group members:
  - With respect to their role on SCIMP, for example when representing SCIMP to other agencies, Working Group members are accountable to the SCIMP Clinical Lead. The SCIMP clinical lead is responsible for ensuring advice and communications on behalf of SCIMP are in line with its Terms of Reference.
  - Those members contributing to SCIMP WG on behalf of an associated organisation are accountable through their organisation's governance or management structure.
  - Individual Working Group members are primarily accountable to their own professional bodies and registrations.

## Communications

SCIMP communications:

- There will be a clear process of engagement including communication link for eHealth Portfolio Management Groups, Projects or other customers to utilise the expertise of SCIMP

- SCIMP will employ electronic media to keep stakeholders informed about SCIMP's areas of work, as well as to act as a repository for any documentation or other digital media provided by SCIMP.
- SCIMP Advisory Board - Provision of quarterly activity plans to NSS IT Solution Stewardship to allow effective management of appropriate resources and reporting.
- eHealth Leads & PCPMG reporting - Provision of monthly updates and progress on work to NSS IT Solution Stewardship for onward reporting.
- Annual SCIMP Conference

## **SCIMP Working Group Membership**

Membership of the Working Group is detailed in Appendix 1.

## **Links with other Groups**

It is anticipated that links will be required for the SCIMP Working group to a variety of stakeholders and customers both at Scottish and UK level.

## **Meetings**

The Working group will meet four times a year. Meetings minutes will be recorded and held in accordance with NSS IT Solutions Stewardship templates and process. Minutes will be made publically available via the SCIMP web site once approved.

## **Appendix 1 – SCIMP Membership**

Membership of the SCIMP working group (WG) is intended to represent the broad base of Scottish primary care.

All contributors are expected to have a special interest in eHealth and ideally should have skills, experience or post-graduate qualifications in health informatics.

Members may be co-opted by the Clinical Lead as necessary with the agreement of the SCIMP Advisory Board.

Interested and suitably qualified or experienced individuals may apply to join the working group by contacting the SCIMP Clinical Lead.

Individuals who wish to stop participating in the WG should inform the SCIMP Group Manager or SCIMP clinical lead.

Members are expected to participate in the mailing list discussions when appropriate and attend at least one WG meeting per annum.

WG members may be asked to represent SCIMP at other meetings and should provide a documented summary report of the meeting to the SCIMP Group Manager for distribution to the WG. A template for reports will be provided.

Where members remain inactive on the WG by non-attendance at meetings, non-contribution to the mailing list or other requests for input, the SCIMP Clinical Lead may elect to remove them from the WG membership.

There are two main groups of membership:

### **Individual Members**

Drawn from the primary care community these will normally be experts in health informatics with direct experience of providing general practice and associated services. This would be, for example, practice nurses, managers or general practitioners with the requisite expertise and interests. They may normally need to be funded directly from SCIMP resources.

### **Organisational Representatives**

This will be key representatives from other eHealth bodies (typically of NHS Scotland) or software suppliers as decided by the Working Group in conjunction with the SCIMP Advisory Board. These personnel would normally be expected to be funded by their own organisations.

### **Membership Numbers**

The SCIMP working group is limited to a maximum of 25 members.

## **SCIMP Working Group Representation**

Membership of the SCIMP Working Group will have representation from the following (non-exclusive) list of groups:

- eHealth Facilitators
- Practice Managers
- Primary Care eHealth
- NSS IT Solution Stewardship
- General Practitioners
- Nursing, Midwifery and Allied Health Professionals
- Scottish National Users Group
- GPIT Change Advisory Board
- EMIS National User Group
- National Vision User Group
- Scottish General Practitioners Committee

The current membership list is maintained by the SCIMP Group Manager and will be available on request to any legitimate enquiries.

## **SCIMP GP System Supplier Group**

SCIMP will maintain formal links with GP clinical information systems suppliers through named individuals and an associated e-mail distribution list will be maintained for this purpose. This will be separate from the main SCIMP Working Group distribution list. Supplier representation to SCIMP will be by invitation and subject to the approval of the SCIMP Advisory Board.

## **SCIMP Working Group e-Mailing List**

SCIMP maintains an electronic distribution list to ease communicating with Working Group members and encouraging group discussion. Membership of this list is maintained by the SCIMP Group Manager, SCIMP Clinical lead and other administrators as required and agreed with the SCIMP Clinical Lead. WG members should update their details with SCIMP Group Manager if any such details change.

The SCIMP WG list provides a forum for free ranging discussion on SCIMP related issues and is maintained for WG members to use as a resource. E-mails and any attachments must be treated as confidential by recipients and not forwarded to any recipients outside of list members without permission from the author or (exceptionally) with the agreement of the SCIMP Clinical Lead. Members should be aware of any commercial sensitivities before involving GP system supplier representatives in discussions.

Documents are often circulated in draft form for comment and review, and may include conversational level comments and annotations not suited to being formally published. The SCIMP WG requires this level of discussion in order to find agreement and members must be confident that statements and remarks will not be forwarded, copied or otherwise distributed without permission of the author or a clear public interest requirement.



Members should also recognise that this level of confidence is by consent only, and cannot be mandated or regulated other than by good professional behaviour. They should consider that any e-mail or document they send may reach the public domain as the e-mail list is not a private forum, just a distribution list.

## SCIMP Work Allocation Process

