1. **Introduction**

The London Trauma System (LTS) Rehabilitation Group is established as a sub-group of the London Trauma System and forms part of the governance structure.

The group will support the following:

* 1. Chair – responsible for leading the group in achievement of deliverables as set out in the terms of reference and work plan.
  2. Secretariat – *currently responsibility of Chair*
     1. Setting meeting dates, times, venues for meetings
     2. Distribution of agendas and other material prior to meetings
     3. Maintenance of minutes, noted and action plans
     4. Other duties as determined by the Chair

Both positions will be reviewed on an annual basis

1. **Purpose of group**

The purpose of the LTS Rehabilitation Group is to provide expert clinical advice, input and support in achieving the deliverables set out for this group. The group will take a pan London perspective of rehabilitation following trauma and identify the necessary deliverables to further explore and address key areas requiring improvement. Service performance indicators and standards for best practice will also be identified through this process.

1. **Objectives of group**

The following are key objectives of the group:

* 1. Provide clinical expertise into continuing the development of the rehabilitation pathway for trauma services in London
  2. Set parameters for clinical quality and performance for rehabilitation practices which reflect best practice and world class standards
  3. Determine the deliverables required to ensure improvements in rehabilitation delivery
  4. Provide a commitment to offer advice and support to the networks
  5. Ensure liaison with other groups within the governance structure of the London Trauma System

1. **Deliverables of group**

The Rehabilitation Group will provide high quality clinical advice to the Clinical Directors in the four London Major Trauma Centres, Networks and the London Trauma Steering Group. It will provide direction to the Specialist Commissioning Group and the Sector Acute Commissioning Units in the development of high quality trauma rehabilitation services in London.

1. **Membership**

The membership of the group will comprise one or two rehabilitation representatives from each Major Trauma Centre, Chair and Secretariat; Network Rehabilitation Directors; and representation from Trauma Units, Specialist Rehabilitation, Community Services, London ODN, and Research lead.

1. **Accountabilities**

It is the responsibility of the LTS Rehabilitation Group Chair to report into the London Trauma Steering Group and feedback to the group.

It is the responsibility of the MTC Rehabilitation Leads/ Network RD to report back to their Network & MTC Clinical Directors

1. **Conduct of meetings**
   1. Quorum; 50% + 1 for agreement of decisions
   2. If quorum is not achieved, decisions may require electronic sign off post meeting.
   3. Frequency and Length of Meetings – bimonthly for 1.5 hours
   4. Standing Agenda Items
      1. Attendance and Apologies
      2. Feedback from Networks including risk register
      3. New business
      4. Any other business
2. **Evaluation**
   1. Expectations of group members:
      1. Each member is expected to attend a minimum of 3 meetings per annum, or send a proxy.
      2. If sending a proxy, the Secretariat or Chair must be informed in advance
      3. 100% of actions have assignment of responsibility
      4. 90% of actions are achieved within timeframe
   2. Terms of Reference last evaluated January 2016
   3. Terms of Reference next to be evaluated January 2018