**Scottish Manual Handling Passport Scheme**

**Monitor & Review Group**

**Terms of Reference**

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| 1. **Introduction – Executive Summary** |

* 1. The Scottish Manual Handling Passport Scheme (SMHPS) clarifies the minimum requirements for manual handling education arrangements for NHS Boards and Local Authorities (LA’s) across Scotland. Although developed for the public sector, private and voluntary organisations are encouraged to participate. This guidance was endorsed by the HSE and CoSLA, and published and issued by the Scottish Government as a Chief Executive Letter (CEL 15 2014) to all Scottish NHS Boards and LA’s.
  2. The document states that “following the launch of the SMHPS, a new Scottish Manual Handling Passport Group will be formed” this group to include representatives from LAs, NHS Boards and other stakeholders. It advised that whilst its terms of reference would be confirmed in due course, its responsibilities would likely include: reviewing SMHPS uptake and promotion, as appropriate; ensuring the integrity of the SMHPS, by periodically reviewing its content, in line with legislation and current evidence based practice, and; arranging for the inclusion of new material (eg modules) and information, as required.
  3. The purpose of this paper is to outline the Terms of Reference of the SMHPS group, which has now been named, Scottish Manual Handling Passport Scheme Monitor & Review Group.

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| 1. **Membership** |

* 1. Membership of the group to include members of registered organisations:
* Two/three from local authorities,
* Two/three from NHS
* Two/three from the third sector
  1. One Core Group member from the Scottish Manual Handling Forum (SMHF) will also be included in the group membership. This will be arranged through internal discussions between the groups.
  2. There will be an opportunity to change half of the membership (one from each sector) every 2 years at the SMHF event.

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| 1. Terms of Reference |

* 1. Purpose of the SMHPS Monitor & Review Group is to:
* develop and maintain a national register of organisations implementing SMHPS
* develop and implement a process for additional SMHPS modules
* follow up queries and issues raised regarding SMHPS
* consider further developments in relation to the SMHPS
* ensure the integrity of the SMHPS by periodically reviewing its contents in line with legislation and current evidence based practice

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| 1. Reporting Relationships |

* 1. Group membersto communicate to and from respective peers.
  2. Action points will be updated to a shared file (eg Smartsheet) which members will use to update progress
  3. Annual reporting to SMHF and the Scottish Government

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| 1. Frequency of Meetings |

* 1. Frequency of meetings is 6 monthly, with the option of having interim meetings depending on needs or circumstances.
  2. Members will undertake work as necessary between meetings.

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| 1. Records |

* 1. Meetings to be recorded as action points
  2. Develop and implement processes for the data protection of records such as completed audits and the register.
  3. Develop content and processes, including systems for publishing, monitoring and maintaining the register of participating organisations.