

Expert Advisory Group for the National Maternity and Gynaecology Clinical Guideline Programme

Terms of Reference:

The Expert Advisory Group (EAG) for the National Maternity and Gynaecology Clinical Guideline Programme will conduct its work in line with the following terms of reference.

Purpose of the Expert Advisory Group:

To oversee the development and update of the National Clinical Maternity and Gynaecology Guidelines for the Maternity and Gynaecology Services in the Republic of Ireland.

Objectives:

- Contribute to the provision of high-quality clinical guidelines by the National Women and Infants Health Programme (NWIHP) and the Institute of Obstetricians and Gynaecologists (IOG)
- Contribute to the work, debate and decision-making processes of the group by providing expert guidance, as appropriate
- Review clinical guidelines which are under development or being updated by a Guideline Developer Group (GDG)
- Make recommendations based on best evidence-based practice
- Assist in the communication and dissemination of the approved guideline within their own relevant structures
- Notify the programme manager if a nominee can no longer participate or contribute to the process as non-participation may require alternative EAG membership to be sought
- The group may enlist the expertise of external stakeholders if required e.g. other clinical programme teams, consultant/midwifery/allied health professionals, voluntary organisations, support groups etc.

Chair:

The group will be chaired by Professor Keelin O'Donoghue, Consultant Obstetrician/Gynaecologist. Vice chair – Ms Nicolai Murphy, Programme Manager.

Accountability:

The EAG reports to the Guideline Programme Team (GPT) who in turn reports to the Clinical Advisory Group (CAG) for the NWIHP in conjunction with the IOG of the Royal College of Physicians Ireland (RCPI).

Membership

Membership of the EAG will be for a period of two years. A subsequent term is at the discretion of the Guideline Programme Team.

A group membership list will be available as an appendix within each Guideline document.

Prof Keelin O'Donoghue Consultant Obstetrician/Gynaecologist, Fetal
Medicine Specialist– Chairperson

Ms Nicolai Murphy Programme Manager National Maternity Guidelines

Member	Profession	Location
Dr Mairead Butler	Consultant Obstetrician and Gynaecologist	University Hospital Waterford
Dr Nicholas Barrett	Consultant Anaesthesiologist, Lead for Obstetric Anaesthesiology services	Limerick University Hospital
Dr Venita Broderick	Consultant Obstetrician and Gynaecologist	National Maternity Hospital Dublin
Ms Siobhan Canny	Group Director of Midwifery	Saolta University Health Care Group
Ms Triona Cowman	Director of the Centre for Midwifery Education	Centre for Midwifery Education, Coombe Women & Infants University Hospital
Ms Marie Culliton	Lab Manager/Chief Medical Scientist	National Maternity Hospital Dublin
Ms Niamh Connolly-Coyne And Ms Mandy Daly	Board of Directors Members (<i>Shared nomination</i>)	Irish Neonatal Health Alliance
Ms Sinéad Curran	Dietician Manager	National Maternity Hospital
Dr Niamh Conlon	Consultant Histopathologist	Cork University Hospital
Ms Georgina Cruise	National Manager	Patient Advocacy Service
Dr Orla Donohoe	Specialist Registrar, Obstetrics and Gynaecology and SWEC Fellow	St George Hospital, Sydney, Australia
Ms Alana Dineen	Senior Clinical Pharmacist	Cork University Maternity Hospital
Prof Maeve Eogan	Consultant Obstetrician and Gynaecologist National Clinical Lead SATU (HSE)	Rotunda Hospital Dublin
Dr Brendan Fitzgerald	Consultant Perinatal Pathologist	Cork University Hospital
Dr Daniel Galvin	Specialist Registrar, Obstetrics and Gynaecology	Cork University Maternity Hospital
Ms Stacey Grealis	Patient Research Partner	Independent Living Movement Ireland
Ms Fiona Hanrahan	Director of Midwifery and Nursing	Rotunda Hospital Dublin

Ms Laura Harrington	Principal Medical Social Worker	National Maternity Hospital Dublin
Ms Marita Hennessy	Post-Doctoral Researcher	Pregnancy Loss Research Group, INFANT Centre, University College Cork
Ms Caroline Joyce	Principal Clinical Biochemist PhD Candidate	Cork University Hospital University College Cork
Dr Chaitra Jairaj	Consultant Perinatal Psychiatrist	Coombe Women & Infants University Hospital, Dublin Midland Regional Hospital Portlaoise
Dr Cathy Monteith	Consultant Obstetrician and Gynaecologist	Our Lady of Lourdes Hospital Drogheda
Prof John Murphy	Consultant Neonatologist Clinical Lead for the National Clinical Programme for Paediatrics and Neonatology	National Women and Infants Health Programme
Ms Janet Murphy	Advanced Midwifery Practitioner	University Hospital Waterford
Dr Jill Mitchell	Specialist Registrar, Obstetrics and Gynaecology	Cork University Maternity Hospital
Dr Aisling McDonnell	Specialist Registrar, Obstetrics and Gynaecology	Mater Misericordiae University Hospital Dublin
Dr Ciara McCarthy	General Practitioner ICGP and NWIHP Women's Health Lead	Irish College of General Practitioners
Ms Orla McCarthy	Clinical Specialist Physiotherapist in Pelvic Health	Cork University Maternity Hospital
Dr Donough J. O'Donovan	Director Neonatal Intensive Care Unit Consultant Neonatologist / Paediatrician	University College Hospital Galway
Mr Fergal O' Shaughnessy <i>And</i> Dr Brian Cleary <i>(Shared nomination)</i>	Senior Pharmacist, Honorary Lecturer <i>And</i> Chief Pharmacist, Honorary Clinical Associate Professor and Medications Lead, Maternal & Newborn Clinical Management System	Rotunda Hospital Dublin Royal College of Surgeons in Ireland
Dr Gillian Ryan	Consultant Obstetrician and Gynaecologist	University Hospital Galway
Prof Valerie Smith	Chair of Midwifery	University College Dublin
Ms Nora Vallejo	Advanced Midwife Practitioner	Coombe Women & Infants University Hospital, Dublin
Member 2021-2023	Profession	Location
Dr Katherine Astbury	Consultant Obstetrician and Gynaecologist	University Hospital Galway
Dr Richard Duffy	Consultant Perinatal Psychiatrist	Rotunda Hospital Dublin
Ms Clare Farrell	Physiotherapy Manager	Coombe Women & Infants University Hospital, Dublin

Ms Marie Finn	Medical Social Work Counsellor	Saolta University Health Care Group
Prof Declan Keane	Consultant Obstetrician, Gynaecologist, <i>Professor of</i> Obstetrics and Gynaecology	National Maternity Hospital Dublin, Royal College of Surgeons in Ireland
Ms Áine Kelly	Physiotherapy Manager	Coombe Women & Infants University Hospital, Dublin
Dr Fergus McCarthy	Consultant Obstetrician, Gynaecologist	Cork University Maternity Hospital, University College Cork
Dr Sarah Petch	Specialist Registrar, Obstetrics and Gynaecology	National Maternity Hospital Dublin
Ms Margaret Quigley	National Lead for Midwifery	Office of Nursing and Midwifery Services Director

Roles and Responsibilities:

The Membership of the Expert Advisory Group can expect to:

- Be provided with complete, accurate information in a timely manner
- Be given reasonable time to give feedback
- Be participating in open and honest discussions with the advisory group and the guideline programme process
- Attend all scheduled meetings to the best of their ability; where this is not possible provide advance notice to the Guideline Programme Team manager
- To remain a member of the group it will be a requirement to attend four of the six meetings per year
- Be prepared for the meeting by reviewing required materials in advance
- When requested, provide information in a timely manner
- Make recommendations to help progress the work of the group
- Actively participate in group discussions
- Have the authority to invite additional external stakeholders to review the guideline if they believe the process would benefit from their experience.
- Treat sensitive information as confidential
- Complete a conflict of interest form
- If invited to join a GDG, it is a requirement to absent oneself from the review process of that particular guideline
- In the event of a member recusing themselves due to a conflict of interest the EAG may decide to consult other stakeholders to represent a particular area
- There are four options to choose from when making decisions regards a guideline:
 1. Accept and sign off
 2. Minor changes and no need to return to EAG
 3. Major changes and back to EAG again for further review
 4. Needs other stakeholders to review and back to EAG again for review

Quorum:

The Chairperson and the Vice Chairperson are fixed attendees. 50% attendance by the group is required for a quorum to be achieved. Attendance may be in person or by

video/teleconference or other such method that allows all members of the EAG equal access to communicate with each other.

Frequency of meetings:

The group will meet a minimum of four times per year. Where possible these dates will be established well in advance to facilitate attendance. A quorum is the chairperson, the vice chairperson and 50% of the group. The agenda will be approved by the Chairperson in advance of the meeting.

Communication of minutes:

Minutes in the form of feedback received will be taken by the programme manager and will be circulated to members via email in advance of the meeting and feedback letters will be issued to the Guideline Developers within one month of the meeting. Some meetings may be recorded, members will be advised in advance when this is planned.

Recommendations:

The EAG will make whatever recommendations to the GPT it deems appropriate. Each stage of the review is a collaborative process between the developers, the GPT and the EAG. Following thorough review of the document and discussion surrounding any issues raised, the GPT will present the final version to the NWIHP and IOG CAG for approval. Final approval will be the responsibility of the NWIHP and IOG CAG Co-Chairs.

Review:

Membership and terms of reference of the group may be reviewed if required.

Confidentiality:

The discussions and deliberations of the Expert Advisory Group are confidential to the Group.