

UBHT 0025 0158

appendix 1

### Constitution of the District Audit Committee

The District Audit Committee should comprise three groups of individuals:

#### A Elected members:

- i) A chairman and five other members elected from the body of the Hospital Medical Committee. The 5 members should include a wide range of specialties; one of them should be a Community or Public Health Physician.
- ii) A General Practitioner Member elected via the District General Practitioner Committee.
- iii) A Postgraduate Tutor.

These individuals should serve a minimum term of office of three years.

#### B Members Ex Officio to include:

- i) The Chairman of the Hospital Medical Committee or his/her deputy.
- ii) A Regional Educational Advisor of a Royal College chosen from those based in Bristol (and/or Weston if the latter is included in the Committee's remit).
- iii) The District Nominee to Regional Audit Committee (RHMAC).

#### C Those in attendance:

- i) A Representative of Information Technology in the District.
- ii) The 'District' (this definition may change to Provider Unit or Trust) Operation Manager.

The Committee should be allowed to co-opt additional members if needed, for defined purposes and defined periods, not to exceed three months renewable to a maximum of 12 months.

### Terms of Reference

1. To promote Audit, mindful of national, Royal College and regional initiatives and guide-lines.
2. Facilitate the creation and working of audit groups within individual Directorates or other groupings.

UBHT 0025 0159

3. Review the reports of the individual audit groups to ensure that effective Audit is being undertaken, within the limitations of suitable confidentiality of individual data.
4. To notify the Steering Committee of the Hospital Medical Committee of any desirable or proposed changes in utilisation or practice.
5. To advise local managers as to the adequacy or appropriateness of resources made available for the process of medical audit.
6. To report annually to the Regional Audit Committee, within the limitations of suitable confidentiality of individual data.
7. To draw the attention of medical staff to new audit initiatives and facilities that may from time to time occur.