



NELA Project Team - TERMS OF REFERENCE

Purpose and Remit:

The NELA Project Team is responsible for the ongoing delivery of the Project. As with the Project Board, membership of the team may change dependent on planning stages, delivery of key milestones and production of key deliverables.

The Project Team meets monthly and receives direct reports on the delivery of the project from the Project Manager.

Membership:

Project Chair: Overall responsibility for delivery of the project.

Clinical Lead: Responsible for liaison with the Clinical Reference Group members, providing clinical advice during analysis, dissemination of audit results and working with other Project Team members on quality improvement initiatives.

The expectation is that the roles of the Chair and Clinical Lead will be required for the whole Project Lifecycle. The current expectation is that the roles outlined below will also be required for the whole Project Lifecycle.

Project Manager: Responsible for day to day management of the project.

Frequency of meetings: Monthly

The Project Team currently comprises:

Chair:	Dr Dave Murray
Clinical Lead:	Dr Sarah Hare
NELA Surgical Lead:	Dr Sonia Lockwood
NELA Quality Improvement Lead:	Dr Carolyn Johnston
Methodologist:	Dr David Cromwell
Statistician:	Dr Peter Martin
NELA Surgical Advisor:	Ms Gillian Tierney
HRSC Director:	Dr Ramani Moonesinghe
HRSC Deputy Director:	Dr Iaian Moppett
NELA Research Fellow:	Dr LJ Spurling
NELA Research Fellow:	Dr Michael Berry
NELA Research Fellow:	Dr Emma Stevens
NELA Research Fellow:	Dr Helen Williams
NELA Surgical Fellow:	Ms Hannah Javanmard-Emamghissi
NELA Geriatric Fellow:	Dr Jennifer Stewart
Statistician (RCS-CEU):	Ms Kate Walker
Statistician (RCS-CEU):	Ms Angela Kuryba
NetSolving:	Mr Paul Cripps
RCoA Data Analyst:	Ms Cristal Santos
Dir. of Clinical Quality & Research (RCoA):	Ms Sharon Drake
Assoc Dir of Clinical Quality & Research (RCoA):	Ms Carly Melbourne
Head of Research:	Mr Jose Lourtie



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Research Manager:

Ms Christine Taylor

Research Team Administrator:

Ms Karen Williams

Administration:

Agenda – All agenda items to be prepared by NELA Admin team in consultation with NELA Project Team Chair and Clinical lead.

Minutes – Minutes will be prepared by NELA admin team and approved by Chair before being disseminated.

Expenses – Members may request reimbursement for reasonable travel expenses (within HQIP guidelines) using the NELA expense form.

Conflict of interest – All board members should declare all conflicts of interest relating to the project.