



HQP Advisory Groups - Terms of Reference

In order for Hospice Quality Partnership (HQP) to provide maximum benefit to our partner hospices, we have established Advisory Groups made up of experts from partner hospices.

Key Responsibilities of Advisory Group Members:

Solution Sourcing

- Help to understand current services received by hospices and identify improvements required.
- Support involvement of hospice partners to ensure their needs are met.
- Help define business requirements and / or technical specifications that are appropriate to meet the genuine requirements of partner hospices.
- Contribute towards robust production of business recommendations and selection of supplier(s).

Solutions Delivery:

- Support effective solutions delivery through engagement of key stakeholders.
- Contribute to implementation planning, solution changes and delivery reviews.
- Gather hospice partner feedback and support sign off for key delivery milestones.

Optimising Solutions:

- Help bring awareness of solutions to all hospice partners so as many as possible are able to benefit.
- Help obtain feedback on supplier services from hospice partners, enabling solutions improvements and further ongoing value delivery.
- Contribute to service governance activities with supplier(s) and hospice partners.

Operating Principles for all Advisory Group Members:

- Be an ambassador for HQP and its solutions within your own hospice and also within the wider hospice community.
- Keep all commercially sensitive information relating to HQP activities strictly confidential.
- Immediately declare to HQP any potential or actual conflicts of interest relating to any possible contracting activities with external suppliers.