National Network of Clinical Procurement Specialists

Terms of Reference

Mission Statement

The purpose of the Network is to provide a professional community that encourages shared learning and promotes the relationship between Clinical, commercial and procurement staff within the healthcare environment. The Network strives to facilitate and engage with NHS and other Healthcare Providers to support members within their roles in making clinical purchasing decisions throughout the UK.

Clinical Procurement Specialists create a more efficient approach to the procurement of products, goods and services to enhance and sustain the provision of high quality, safe, cost-effective patient care.

Aims of the Network

- To promote, maintain and continuously improve professional standards and raise the profile of the work of its members
- To encourage best practise in the clinical and procurement arena.
- To advise on national, regional and local purchasing initiatives and processes that affect patient outcomes.
- To provide a forum for sharing the learning, process and outcomes of projects undertaken by members.
- To act as a conduit for information exchange between members, clinical networks, procurement and/or commercial organisations.
- To facilitate horizon scanning for new and innovative opportunities and provide a forum for their ongoing development.
- To develop links and knowledge exchange opportunities between members, regulatory bodies and other national groups.
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Constitution

Preamble

The Network is managed in accordance with its constitution; this is reviewed at the Network’s annual general meeting which is held at the network meeting in November each year.

Title

The Network shall be known as the National Network of Clinical Procurement Specialists

Objects

The Objects of the Network shall be as described and from time to time amended within the Terms of Reference document.

Definition

A Clinical Procurement Specialist shall be deemed as a Registered Nurse or similar other clinical professional who works either, within the procurement structure of their organisation or assists it, in the procurement of supplies or equipment.

Membership of Network

There will be two types of membership for the network as follows

- **Full Membership**
  
The Network will comprise of Clinical Procurement Specialists or similar roles from within individual NHS trusts or NHS Collaborative Procurement Organisations subject to acceptance and review by the Executive Group.

  Full members shall have voting rights.

- **Associate Membership**
  
  Other related clinical and procurement personnel from individual NHS Trusts and other NHS organisations may become associate members. Independent clinical procurement providers may also become associate members subject to acceptance and review by the Executive Group.

  Associate members shall have no voting rights but will have access to the network’s meetings, discussion forums and Email communications (subject to communication notes below).
Cancellation of Membership

The Executive Group shall have power to cancel membership in the following circumstances

- Any member who, in the opinion of the Executive Group, is guilty of unprofessional conduct or who act in such a manner as to bring the network into disrepute.

Executive Group of the Network

The business of the Network shall be conducted by an Executive Group consisting of:

- Chair or Co-chairs
- Deputy Committee (consisting of 2-4 members)
- Membership secretary
- Finance secretary (as/when required)

The executive group will be elected from amongst and by the clinical membership of the Network; positions are voluntary, substantive for two years and will receive no financial remuneration from the Network.

The elections will be held at the annual general meeting of the network within the appropriate year and will be by simple majority from a combination of members present and by e-voting to be previously organised and administrated by an outgoing executive group member.

Candidates for election must be nominated and seconded by separate clinical members. Incumbent post holders may stand for re-election.

Quorum

The Quorum for meetings (and/or other processes as from time to time are necessary e.g. e-voting) to ratify, change and otherwise adjust the network’s Constitution and/or Terms of Reference will be 10 members and a majority vote will be required for changes to be implemented.

Communication

Communications via email, telephone, conferencing, web forum and other media are between members only and liability for content rests entirely with the author. Email addresses are not restricted to members with NHS corporate email addresses but the Executive Group has the right to omit non-NHS email addresses from the various communication systems when this is felt to be in the best interests of the National Network of Clinical Procurement Specialists.

Subscriptions

Subscription rates for individual members shall be as from time to time agreed by vote at the Annual General Meeting of the Network.