# TERMS OF REFERENCE

**Committee Name:**
WCY: Perinatal Mortality and Morbidity and Education Meeting

**Purpose:**
- A forum for multidisciplinary collaborative discussion of clinical cases and topics of interest
- To promote interdepartmental liaison and communication within the WCY group
- To encourage continuing professional development and education

**Objectives**
- Discussion of perinatal deaths, significant maternal and fetal morbidity
- To identify any practice improvements/action items
- To inform the MQSF meeting of any identified practice improvement points or actions so appropriate action may be facilitated
- Present Maternity and NNU statistics
- To provide forum for staff education and information
- To review NNU admissions
- To review Terms of Reference every 2 years

**Chairperson:**
Named senior doctor

**PMMRC Process:**
Cases are reported as required under statute to the Perinatal Maternal Mortality Review Committee.
- Classification of Perinatal deaths are decided by the meeting and reported to PMMRC

**Frequency of Meetings:**
Meetings occur approximately every 2 months (February, April, June, August, October and December) 1230-1400hrs on the third Thursday of that month. Extra meetings can be arranged if required or due to availability of presenters.

**Location of Minutes:**
- Hard copy is held in a locked cabinet in the Maternity or Neonatal department
- Electronic copy is password protected and stored on the meeting coordinator’s computer

**Representation/Membership:**
Meetings are open to health professionals and to self employed practitioners plus midwifery and medical students as appropriate. Medical and midwifery students will be required to complete a confidentiality form which will be available at each meeting.

**Resources:**
A named Perinatal Meeting co-ordinator will prepare (with the guidance of midwives, obstetricians and paediatricians) and distribute an agenda, ensure case notes for the meeting are obtained from Clinical Records and take and distribute minutes of the meeting to Maternity and NNU. Any action items will be recorded and sent to MSQF forum.
A named PMMRC co-ordinator will notify the co-ordinator of any Perinatal events which require classification for PMMRC purposes which will be included in the agenda for the next meeting.

*Date Approved: 06/06/2017*

*Next Review date: 06/06/2020*
CONFIDENTIALITY AGREEMENT

Date of meeting:

Name of attendee:

I have read the Terms of Reference and agree to be bound by the absolute confidentiality of the information discussed at the meeting.

Signed

Copy to signatory and to perinatal mortality meeting file/records