



MDSO Editorial Board terms of reference

1. Introduction

The Medical Devices Safety Officers (MDSOs) network is managed by the MDSO Editorial Board and supported by the MHRA and NHS England and NHS Improvement Patient Safety Team. More information on the MDSO network and the relationship between MHRA, NHS England and NHS Improvement can be found in Appendixes 1 and 3.

The Editorial Board comprises of volunteers from the MDSO network representing a variety of sectors e.g. NHS acute, community, primary, mental health and independent. The Editorial Board is responsible for agreeing the content of the monthly virtual meeting and setting the strategic direction of the network.

2. Aim of the Editorial Board

The aim of the Board is to set the strategic direction of the network and determine the content of the virtual monthly meetings. This will include the following activities:

- Set the strategic direction of the network e.g. plans to increase the networking of MDSOs, consider ways to improve reporting and patient experience i.e. our ultimate goal is to facilitate harm free care through learning, develop regional groups as necessary and will engage with MDSOs as much as possible, attract and encourage submissions/contributions for MDSO webinars.
- Provide advice and agreement on content of monthly MDSO webinar meetings. Identify/approach third party representatives to present of the monthly MDSO Microsoft Teams meeting. Any speakers should declare their interests.
- Board members should contribute to the content of MDSO web forum to encourage its use.
- Decide on the membership of anyone outside of a healthcare organisational MDSO role with an interest the safe management and use of medical devices who has applied to join. Members of the healthcare organisations are added without reference to the Editorial Board.
- Manage the use of the MDSO logo.
- Contribute to the content of MDSO/MSO conference that is hosted by MHRA and NHS England & Improvement.

3. Membership

- The MDSO Editorial Board comprises of approximately 15 volunteers from the MDSOs Network representing a variety of sectors e.g. NHS acute, community, primary, mental health and independent and representatives from MHRA, NHS England and NHS Improvement (See Appendix 2 for membership details).
- Members serve for an initial period of two years, which can be renewed for a further two-year period. Further renewals are at the discretion of the chair.
- Applications for membership of the Editorial Board will be decided and confirmed by the Board. Where interest exceeds capacity, a vote process would be established for network members.

- The Board will have a Chair. If the chair is not available a deputy will be appointed.

4. Procedural Notes

- Normally meets monthly via Microsoft Teams to prepare for the monthly MDSO Virtual meeting on the first Wednesday of the month unless agreed otherwise. There are no Virtual events in January or August. Extraordinary meetings may be called as required
- All meetings must be quorate for decisions to be allowed. Quorum is defined as 8 of the full members and must include the Chair or Deputy and one member from MHRA or NHS England & Improvement.
- A member of the Board will have responsibility for, in consultation with the Chair, circulating agendas, meeting notes and any other relevant meeting documents.
- The Board should make a Declaration of interest annually.

5. Oversight

There is oversight by the MHRA Devices division and NHS England and Improvement Patient Safety Team.

Appendix 1

Background to Network Formation

NHS England and the Medicines and Healthcare products Regulatory Agency (MHRA) jointly issued a Stage 3, [Directive Alert](#) to improve medical device incident reporting and learning. A key aspect of this Alert was the designation of Medical Device Safety Officers (MDSO).

A complementary Stage 3 Directive Alert set up a raft of Medication Safety Officers (MSO). Similar positions for reporting have been established in NI ([NIA-2014-001](#)) and Scotland ([CEL 43 \(2009\)](#)) with Medical Devices Liaison Officers (MDLO) and Equipment Coordinators respectively.

Network support is provided by the MHRA/ NHS England and NHS Improvement Patient Safety Team including:

- Organisation of the annual MDSO/MSO conference
- Managing the registration of MDSOs (see Appendix 3 for registration form)
- Provision of the forum and upload of resources
- Provision of the virtual meeting facility for monthly virtual meeting and editorial board meetings.

See the MDSO Handbook for further information.

Appendix 2

Membership of Editorial Board

- MHRA Devices representatives
- NHS England and NHS Improvement Patient safety clinical lead for medical devices
- Primary/community care representative
- Community care representative
- Private sector representative
- Mental health representative
- DGH representative
- University hospitals representative
- Hospice representative– to be filled

- CCG representative – to be filled
- Ambulance representative - to be filled
- NAMDET representative
- Clinical Engineering Network representative – to be filled

Appendix 3

Key Documents can be found in the Resource Library. This includes:

- MDSO Registration Form
- MDSO Handbook
- MHRA and NHS England & Improvement Relationship document