



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 National Patient Safety Team. More information on the MDSO network and the relationship between the MHRA and NHS England can be found in Appendices 1 and 3.

The Editorial Board comprises of volunteers from the MDSO network, and aims to be representative of the networks membership by covering a variety of sectors e.g. NHS acute, community, primary, mental health and independent.

2. Aim of the Editorial Board

The aim of the Editorial Board is to set the strategic direction of the network and determine the content of the virtual monthly meetings. This will include, but is not limited to, the following activities:

- Setting 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.
- Creating opportunities for MDSOs to feed into the activities / direction of the network as much as possible. For example, special interest / working groups may be created when necessary to engage with MDSOs on particular topics.
- Providing advice and agreement on the content of monthly MDSO webinar meetings.
- Identifying and approaching third party representatives to present at the monthly MDSO Microsoft Teams meeting (any speakers should be encouraged to declare their interests at the beginning of their presentations).
- Supporting the production of any content associated with and produced by the network.
- Approving 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 the MHRA and NHS England.
- Facilitate collaboration with key stakeholders including: NAMDET, the Clinical Engineering Network and the MSO Network.

3. Membership

- The MDSO Editorial Board comprises of approximately 15 volunteers from the MDSO Network representing a variety of sectors e.g. NHS acute, community, primary, mental health and independent and representatives from the MHRA and NHS England (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 Editorial 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 for the duration of the Chairs absence.

4. Procedural Notes

- Normally meets monthly via Microsoft Teams to prepare for the monthly MDSO webinar on the first Wednesday of the month unless agreed otherwise. There are no webinars 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 the MHRA or NHS England.
- Members of the Board are expected to attend, and contribute to, 70% of meetings at minimum.
- It is the responsibility of the Chair to ensure that the Board is active and effective. Where a member does not fulfil the minimum attendance or participate fully, the Chair should speak with them to ascertain the reason for this and encourage them to be more active or potentially consider stepping down from the role.
- The secretariat, provided by the MHRA, will have responsibility for circulating agendas, meeting notes and any other relevant meeting documents.
- Each Board member should make a Declaration of Interest annually that will be stored for record on the Editorial Board Microsoft Teams channel.

5. Oversight

There is oversight by the MHRA and the NHS England National Patient Safety Team.

6. Review and Approval

The Terms of reference will be reviewed on an annual basis and approved at a meeting of the Editorial Board.

Revision history

Version	Date	Summary of Changes
1.0	15/10/2020	First approved version.
1.1	12/06/2023	Reformatted and revised to include additional membership requirements.
1.2	22/06/2023	Added secretariats to Board membership.

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 (now Incidents and Alerts Safety Officers) respectively.

Network support is provided by the MHRA and the NHS England National 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 monthly webinar and editorial board meetings.

See the MDSO Handbook for further information.

Appendix 2

Membership of Editorial Board

The Editorial Board is comprised of representatives from the following sectors:

- The MHRA
- NHS England National Patient Safety Team
- Primary care
- Community care
- Independent
- Mental health
- District general hospital (DGH)
- University hospitals
- Palliative care
- Ambulance
- Children and young people (CYP)
- NAMDET
- Clinical Engineering Network
- Clinical
- Integrated Care Organisation

Name	Role
Catriona Blake	MHRA representative
Louise Loughlin	MHRA representative
Neetesh Bhawaneedin	MHRA representative
Alicia Minns	MHRA representative & secretariat
Ashley Tsomondo	MHRA representative & secretariat
Sarah Jennings	NHSE Patient Safety Clinical Lead for Medical Devices
Simon Ward	University hospitals representative and Chair
Martin Lucey	University hospitals representative
Aheed Syed	University hospitals representative
Paul Lee	University hospitals and NAMDET representative
Graham Middleman	University hospitals representative
Eddie Whelan	Community care representative
Suraksha Basnet	Community care representative
Claire Johnson	Independent sector representative
Tracey Hammond	Mental health and Clinical Engineering Network representative
Clare Goodyear	Clinical representative
Eugene Doherty	Integrated Care Organisation representative
<i>To be filled</i>	Primary/community care representative
<i>To be filled</i>	Palliative care representative
<i>To be filled</i>	Ambulance representative

<i>To be filled</i>	DGH representative
<i>To be filled</i>	CYP representative

Appendix 3

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

- MDSO Contact Form.
- MDSO Handbook.
- MHRA and NHS England Relationship document.
- Declaration of Interest Form.