

<p style="text-align: center;"><b><i>Falls and Bone Health National Sponsorship Team</i></b> <b><i>TERMS OF REFERENCE</i></b></p>
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**MEMBERSHIP** of the National Sponsorship Team (NST) is as follows

- Co-chair: Mr. Noel Mulvihill; National Assistant Director for Older Persons
- Co-chair Dr. Ailish Quinlan; Health of the Clinical Indemnity Scheme
- Dr. Tara Coughlan; National Clinical Lead for Falls and Bone Health, Clinical Care Programme for Older Persons
- Representative from DOH, Mr. Barry Murphy, Human Resources and Corporate Services
- Representative from SDU. Mr. Conor Leonard, General Manager of SDU

The NSG will have the following **OBJECTIVES**

1. Provide a detailed specification of the work to be undertaken by the National Implementation Team (NIT) taking on board the implementation plans of the NIT,
2. Advise, steer, oversee and monitor the progress of the NIT,
3. Have an enabling/decision making function for issues referred by the NIT,
4. Consult with other stakeholders with specialist knowledge as necessary.
5. The NIT will inform and report to the National Sponsorship Team every two months.

**PERFORMANCE**

- TOR, Membership and outputs of the National Sponsorship Team will be reviewed annually to ensure “fitness for purpose”.
- A three year timeline for implementation (2013-2015) will be drafted to help focus the work and will be reviewed annually and amended accordingly.
- NST will meet Quarterly but at minimum twice yearly
- A quorum of a minimum of 4 members ( 50%) of the Advisory Group need to be in attendance in order to hold a meeting, conduct a vote or make decisions.
- An Annual Report will be submitted to the CEO, HSE outlining the actions planned and achieved.
- Office for Older Persons will provide administrative support to the NST – this will include sending out the agenda, papers that need to be read before the meetings, write the minutes and circulate the minutes at least one week before each meeting.

**APPROVAL & REVIEW DATE**

Approval Date: Month/Date/Year

Review Date: Month/Date/Year

**SIGNATURES of NST Members:**