



Staffordshire, Shropshire & Black Country
Neonatal Operational Delivery Network

TERMS OF REFERENCE OF THE EDUCATION AND WORKFORCE DEVELOPMENT GROUP

The Group is responsible for reviewing Network wide education and workforce requirements including recruitment and retention, training and education and the changing workforce. It will also monitor progress against these requirements.

OBJECTIVES

- Receive updates on the progress of implementing the neonatal clinical educator role in the 2 remaining neonatal services (RWH and SaTH). Support business cases with evidence for example job descriptions and education standards as requested.
- Further develop a fit for purpose intensive care placement for nurses undertaking the qualification in speciality neonatal intensive care course following review of feedback from students and practice placements.
- Unit managers to support the nurses who have undertaken the Foundation Programme to write a Network guideline on the topic of their assignment where it has been identified that a Network guideline either does not already exist or an existing Network guideline requires updating. Topics identified from the 2016 cohort are: Music Therapy, Cup Feeding and Skin Assessment.
- Review quarterly badger activity/ nurse staffing data to identify the gap from the national standards and to monitor progress towards meeting the nurse staffing standards. Support unit workforce development plans and business cases with evidence and share examples of good practice in the Network to increase nurse staffing in line with national standards.
- Develop a mechanism to identify and monitor medical staffing levels against national standards to support workforce development plans and business cases with evidence to increase medical staffing where it is required.
- Consider and develop other workforce solutions to meet the neonatal care requirements including skill mix e.g. health care support workers and physicians assistants as approaches to care delivery evolve.
- Identify education and training needs of staff to support the development of family integrated care concept across the Network in partnership with the Network developmental care and PPI groups.
- Review recruitment and retention issues within the Network and identify solutions at either a unit or Network level.
- Review training in place at both an individual unit and Network level, sharing good practice to further develop a coherent, consistent and balanced Network education and training program.
- To recommend to the Network Board education and workforce development priorities for the Network to address.

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Education and Workforce Development Group will be accountable to the Network Board and are responsible for providing progress reports to the Board.
- Chairmanship of this Group is jointly provided from a nursing and medical perspective.
- Joint Chairs will be elected by the Group for a term of 2 years with support from the Network Manager.
- The joint Chairs of the Group will be accountable to the Network Board for the effective performance of the Group.

MEMBERSHIP

- At least one representative from each provider Trust. It is expected that most Trusts will ensure that one person is able to represent all the views of the relevant Trust employees, to include both medical and nursing issues. The joint Chairs should ensure that both nursing and medical education and workforce requirements are appropriately represented.

- Co-opt professional members from appropriate disciplines into the Group where specific agenda items require their expertise
- Network Manager / Lead Nurse
- ANNP Representative
- Network Practice Educator
- Network Medical Education Lead
- Neonatal Unit Educators
- Neonatal Healthcare Lecturer
- West Midlands Deanery Representative to be accessed as required
- Health Education West Midlands (LETB) Representative to be accessed as required
- Human Resources Representative to be accessed as required

MEETINGS AND PROCEDURES

- The meetings should be held quarterly usually directly following the Network Board Meeting
- All meetings shall be arranged and serviced by the Network Administrator/Secretary
- Group members will receive written notice of the meeting in the form of a copy of the agenda and relevant papers, which will be circulated at least 5 working days in advance of the meeting.
- Special meetings may be called as necessary by either the Chair or at least 2 members of the Group if it is determined that there are urgent matters to be considered. In such circumstances the written notice of the meeting may not be less than the prescribed 3 working days.
- Meetings of the Education and Workforce Development Group will be deemed quorate if there are 6 or more members present representing at least 3 Trusts in the Network and including at least one member of the management team.
- Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is equal division of votes, the Chair shall have a casting vote.
- No matter which the Group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting
- A named deputy for Trust representatives is desirable
- The Group is accountable to the constituent members of the Network. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Board.
 - Agenda items to be forwarded to the Network Administrator/Secretary a minimum of 2 weeks prior to meeting