

Staffordshire, Shropshire & Black Country Newborn and Maternity Network



TERMS OF REFERENCE OF THE EDUCATION AND WORKFORCE DEVELOPMENT GROUP

The Group is responsible for developing a Network wide education and workforce development strategy including recruitment and retention, training and education and changing workforce. It will also monitor progress against the agreed strategy.

OBJECTIVES (taken from October 2016 meeting)

- Support the remaining 3 units in appointing their Clinical Nurse Educator
- Rotation of the ITU nurses
- Support the nurses who have done the Foundation Programme to do a Network guideline
- Work towards staffing standards
- Relaunch the Parent Passport with family integrated care focus

Previous Key Functions listed below, do any of these need to be incorporated into the above?

- To develop a Network education and workforce development plan for the Network.
- To identify further areas of work that may be needed to inform this plan
- To address recruitment and retention within the Network and develop a robust Network workforce.
- To develop a workforce development plan that addresses succession planning
- To identify the investment required to achieve the Network workforce development plan
- To assess training already in place in individual units and share good practice.
- To develop a coherent, consistent and balanced Network 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.
- Chair to be elected by the Group for a term of 2 years with support from the Network Manager.
- The Chair of the Group will be accountable to the Network Board for the effective performance of the Group.

MEMBERSHIP

- 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.
- 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 Educators
- Neonatal Healthcare Lecturers
- 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
- Medical Education Lead

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 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 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