

Tayside Palliative & End of Life MCN Education Sub-Group

Terms of Reference

GENERAL

These terms of reference set out the remit, responsibilities, membership and reporting arrangements for this group. They will be reviewed annually.

PURPOSE

The purpose of the Tayside PEOLC MCN Education Sub-Group is:

- To support the development of a Health & Social Care Workforce which is able to deliver high quality palliative care to all those that need it, regardless of diagnosis or place of care
- To lead on the planning, development and promotion of integrated palliative care education provision Pan-Tayside whilst maintaining regional initiatives.
- To work in partnership with the Tayside Palliative Managed Clinical Network and other partners to respond to education priorities from national, organisational and local agendas.
- To act as a forum for sharing and exchange of information on palliative care education and to coordinate collaboration on specific projects.
- To promote alignment with the National Framework Enriching and Improving Experience (2017) and to identify (and signpost to) palliative care education across all skill levels.

THE CHAIR

This role is shared by co-chairs

Dr Anne Kelly, Speciality Doctor in Clinical Education for Palliative Care

And Karen Stewart (acting co-chair), Practice Educator, Dundee

Consultant support and oversight is provided by: Dr Fiona McFatter: Consultant in Palliative Medicine / Undergraduate Teaching Lead for Palliative Medicine

MEMBERSHIP

MCN Group Leads			
1	Consultant Dr Fiona McFatter (HPCT, Dundee)	Consultant Palliative Medicine Perth / Undergraduate Teaching Lead for Palliative Medicine	fiona.mcfatter@nhs.scot

2	Co Chair (acting) – Karen Stewart (Dundee)	Macmillan Palliative Care Practice Educator	karen.stewart4@nhs.scot
3	Co Chair – Dr Anne Kelly (Perth)	Speciality Doctor Palliative Medicine – Perth	anne.kelly1@nhs.scot
Service Co-ordinators			
4	Libby Smith Dundee	Clinical Co-ordinator - Dundee	elizabeth.smith36@nhs.scot
5	Kirsty Mcquarrie Perth	Clinical Co-ordinator - Dundee	kirsty.mcquarrie@nhs.scot
Dundee			
6	Marion Gaffney	Practice Educator	marion.gaffney@nhs.scot
HPCT Dundee			
7	Shona Dickson	Macmillan CNS HPCT / Team Lead	shona.dickson2@nhs.scot
MCN			
8	Iona Philp	Macmillan Palliative Care MCN Manager	iona.philip@nhs.scot
Perth			
9	Jane Andrew	Practice Education Perth	jane.andrew2@nhs.scot
Angus			
10	Elaine Colville	Senior Nurse Palliative Care	elaine.colville@nhs.scot
11	Claire Stewart	Macmillan Team Lead- Angus	claire.stewart@nhs.scot
University			
12	Lynn Griffin	Head Studies Pre Reg	l.griffin@dundee.ac.uk
13	Fiona Reid	Senior Macmillan Physiotherapist	Fionareid3@nhs.net
14	Natalie Beattie	Professional & Practice Development Nurse	Natalie.beattie@nhs.scot

To enable an integrated and collaborative approach to education provision, additional regional group representation to support specific emerging work-streams, will be sought as and when required.

ACTIVITIES

- The group will review work-streams, identify priorities and create an annual action plan that is responsive to need and circumstances
- Meetings will be conducted quarterly.

QUORUM

The sub-group meetings will require a minimum quorate of:

- Chair representation x 1
- 50% group representation

GOVERNANCE

The MCN Education Sub-group will be accountable to the Tayside Palliative & End of Life Care MCN Steering Group. They will provide update reports for Steering group meetings and other MCN reports as required and be represented – by one or both the chairs where possible – at quarterly MCN Steering group meetings.