

TAYSIDE PALLIATIVE & END OF LIFE CARE MANAGED CARE NETWORK

EDUCATION SUB-GROUP

Terms of Reference

These Terms of Reference set out the remit, responsibilities, membership and reporting arrangements for this group.

1. Aims/ Objectives

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 & End of Life Care Managed Care 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.

2. Chair Person(s)

This role is currently shared by co-chairs:

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

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

Consultant support and oversight is provided by: Dr Fiona McFatter

3. Membership

Organisation /Team Representing	Name/Job Title
Specialist Palliative Care Consultant Group University of Dundee Medical School	Dr Fiona Mc Fatter Consultant Palliative Medicine Undergraduate Teaching Lead for Palliative Medicine fiona.mcfatter@nhs.scot

<p>Co-chair</p> <p>Practice Educator Team, Dundee</p>	<p>Karen Stewart</p> <p>Macmillan Palliative Care Practice Educator</p> <p>karen.stewart4@nhs.scot</p>
<p>Co-chair</p> <p>Education Team, Perth</p>	<p>Dr Anne Kelly</p> <p>Speciality Doctor in Clinical Education for Palliative Care</p> <p>anne.kelly1@nhs.scot</p>
<p>Dundee Specialist Palliative Care Team</p>	<p>Libby Smith</p> <p>Clinical Co-ordinator, Dundee</p> <p>elizabeth.smith36@nhs.scot</p>
<p>Perth Specialist Palliative Care Team</p>	<p>Kirsty Mcquarrie</p> <p>Clinical Co-ordinator, Perth</p> <p>kirsty.mcquarrie@nhs.scot</p>
<p>Dundee Health & Social Care Partnership</p>	<p>Fiona Barnett</p> <p>Locality manager, DHSCP</p> <p>Fiona.barnett@nhs.scot</p>
<p>Practice Educator Team, Dundee</p>	<p>Marion Gaffney</p> <p>Practice Educator</p> <p>marion.gaffney@nhs.scot</p>
<p>Hospital Palliative Care Team</p>	<p>Shona Dickson</p> <p>Macmillan CNS / HPCT team lead</p> <p>shona.dickson2@nhs.scot</p>
<p>Tayside Palliative and End of Life Care Managed Care Network (MCN)</p>	<p>Iona Philp</p> <p>Macmillan Palliative Care Manager of Tayside PEOLC MCN</p> <p>iona.philip@nhs.scot</p>
<p>Education Team Perth</p>	<p>Jane Andrew</p> <p>Practice Educator</p> <p>jane.andrew2@nhs.scot</p>
<p>Angus H&SCP</p>	<p>Elaine Colville</p> <p>Senior Nurse for Palliative and End of Life Care, Angus</p> <p>elaine.colville@nhs.scot</p>

Angus Specialist Palliative Care Team	Claire Stewart Community Macmillan Nurse and Team Lead Angus claire.stewart@nhs.scot
University of Dundee School of Nursing	Lynn Griffin Head of Studies Pre-Registration Nursing School l.griffin@dundee.ac.uk
Nursing and Midwifery Directorate Professional & Practice Development Team	Natalie Beattie Professional and Practice Development Nurse Natalie.Beattie@nhs.scot
Specialist Palliative Care AHP Team AHP Practice Education Team	Fiona Reid Senior Macmillan Physiotherapist AHP Practice Education Lead (seconded to) Fiona.reid5@nhs.scot

Members have a responsibility to communicate effectively between the MCN, relevant professions and the wider organisation. They will be expected to have delegated authority on behalf of their respective organisation and be able to commit to the decision-making process of the Education MCN Group.

Where members cannot attend the Education MCN Group meetings a deputy should be appointed to attend and feedback to the member.

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

5. Terms of Office

The Education MCN Group as identified above are members due to the position they hold in Tayside. Their term of office is therefore determined by the time the members remain in positions detailed.

6. Quorum

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

- Chair representation x 1
- 50% group representation

7. Frequency of Meetings : Meetings will be conducted quarterly.

8. Accountability & Reporting Arrangements

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.

9. Workplan The group will review workstreams, identify priorities and create an annual action plan that is responsive to need and circumstances

10. Next Review Date

To be reviewed annually : next due May 2022