

Petroc Care Academy Partnership with Northern Devon Healthcare NHS Trust

Terms of Reference

Purpose

The Petroc Care Academy in Partnership with Northern Devon Healthcare NHS Trust (NDHT) is a workforce development initiative set up to provide work placement and future sustainable employment opportunities for further and higher education learners. The initiative was formally established in August 2014 with a cohort of level 3 learners undertaking a six month work placement pilot scheme from January 2015 at North Devon District Hospital.

The concept of the Care Academy initiative is focused around providing learners who are currently studying health and social care programmes of study (at level 3 through to level 6) with an opportunity to work alongside healthcare practitioners and learn vocationally specific skills ready for future employment.

Continued development of the Care Academy Initiative necessitates a joint working partnership between Petroc and NDHT and requires a cohesive plan of action within a defined sub-group.

The aims of the Care Academy sub-group are:

- To facilitate a shared understanding of the need to develop the Care Academy into a cohesive joined-up initiative which provides local Further Education (FE) and Higher Education (HE) learners with continued work placement opportunities in order to enhance their employability status.
- To provide strong and sustained focus on health and social care policy in order to challenge the growing skills gap by providing joined-up thought in the area of employment sustainability and partnership working.
- To exchange ideas, strengthen skills, develop further partnerships, work cooperatively together and share examples of good practice in

order to enhance the pool of talented and employable young people and adults available to Northern Devon Healthcare NHS Trust and the wider Devon health economy.

- To monitor the progress of the Care Academy initiative and gain feedback from both academic and clinical mentors who directly supervise Care Academy students.
- To agree methods to ensure long term sustainability of the care academy.

Membership

The Care Academy sub-group will be made up of

- Darryn Allcorn Director of Workforce and Development at NDHT,
- Gail Richards Young People's Workforce Lead at NDHT,
- (Sub Group Chair) Shaun Kershaw Care Academy Coordinator at Petroc
- Rita Sampson Health and Social Care FE Lead at Petroc.

Both NDHT and Petroc will be able to send additional representatives to sub-group meetings. Such representatives can be drawn from Care Academy students, NDHT healthcare practitioners and clinical mentors, Petroc & NDHT management staff and other sub group members linked with apprenticeships, higher education and work based learning.

Group membership will be on a continued basis with yearly reviews where possible changes and future opportunities for group membership can be discussed in order to provide the group with the option to adapt and open up membership to other relevant individuals.

Advisors

Advisors exist to support the work of the Care Academy sub-group. Advisors can be drawn from people who have specialist knowledge such as healthcare and educational practitioners who would benefit the aims of the group. These can be called on as and when required.

Accountability

Minutes of each formal sub-group meeting will be made available to both the senior management teams of each participating partner within the HE Care Academy initiative.

Minutes will be presented to the Care Academy Strategic Overview Committee at least quarterly.

Further dissemination of specific information leading to additional change and development of the Care Academy concept will be communicated either electronically or verbally within Senior Management Team meetings.

Review

Terms of reference of the Care Academy sub-group will be reviewed on an annual basis.

Working outputs would be monitored at least quarterly by the Care Academy Strategic Overview Committee

Working Methods

A shared, cooperative partnership approach will be enacted within meetings of the sub-group whether this is via face-to-face meetings, video conference meetings or webinars.

Group Meetings

- The group has agreed to hold five meetings a year in 2015 and these will fall in April, June, August, October and December. Thereafter, meetings will be bi-monthly.
- The group has agreed to share the location and chairing of meetings amongst Petroc and Northern Devon Healthcare NHS Trust.
- Topics for the agenda of each meeting will be generated by members of the group and will be coordinated by Shaun Kershaw.
- Agenda papers will be circulated, by email, at least one week in advance of the meetings.
- Meetings may include small group discussions to share relevant information.
- Non-members may be invited to join the group meetings on a one-off basis to aid discussion or a particular subject area or topic e.g. as speakers, observers or invited guests.
- Minutes of group meetings will be recorded by a member of Petroc administration staff and all copies of minutes will be emailed out to group members.

Sharing of information and resources

- Through group meetings and electronic communications, members will be able to share information and resources.
- It is each member's responsibility to make it clear where a matter shall remain confidential and not for discussion outside the group.

- When sharing documents, members should make it clear if there is a restriction as to:
 - Circulation of the documents beyond the group
 - Copyright/use of content
 - Both Petroc and NDHT will use a shared web space in order for members of the group to communicate information and contribute to discussions, documents and other material deemed necessary for the successful achievement of the groups aims.
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