

# Petroc Higher Education Partnership with Northern Devon Healthcare NHS Trust

## Terms of Reference

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### **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, development and future sustainable employment opportunities for further and higher education learners.

The Higher Education aspect of the Care Academy initiative is focused on providing learners who are either currently studying level 3 health and social care programmes or who are interested in applying for higher education (HE) health and social care foundation degree programmes to access vocational pathways in order to secure possible future employment within health and social care.

As a specific element of the HE Care Academy initiative and in line with Health Education England's push towards developing pathways of training to increase band 1-4 roles within the Health and social care sector it has been recognised that a close working partnership with NDHT is needed to ensure sustainable workforce development for NDHT and the wider Health economy in the future.

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

The aims of the Higher Education sub-group are:

- To facilitate a shared understanding of the need to develop the HE courses specific to the needs of NDHT and the wider health and social care environments.
- 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 appropriate foundation degree and

full honours degree provision which meets the needs of service and service users.

- To exchange ideas, strengthen skills, work cooperatively together and share examples of good practice in order to enhance the HE provision available to existing and future employees of NDHT and the Devon health economy.
- To initiate the validation process for a Healthcare Practitioner foundation degree with Plymouth University by March 2015 and work towards successful stage one and two approval for this course by early 2016 with a planned start date for September 2016.
- To explore development of a full honours degree pathway for non-registered professions

## **Membership**

The Higher Education Care Academy sub-group will be made up of :

- Darryn Allcorn Director of Workforce and Development at NDHT,
- Katie Milton, Interim Workforce and HR Development Lead OH at NDHT,
- Andrea Morgan Clinical Training Manager at NDHT
- Craig Litster HE Coordinator at Petroc
- Shaun Kershaw Programme Manager Foundation Degree in Health and Social Care and Care Academy Coordinator at Petroc.

Both NDHT and Petroc will be able to send additional representatives to sub-group meetings. Such representatives can be drawn from NDHT healthcare practitioners and clinical teaching staff, 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 HE 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 HE Care Academy concept will be communicated either electronically or verbally within Senior Management Team meetings.

### **Review**

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

Working outputs would be monitored at least quarterly by the Care Academy Strategic 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 in 2015 and these will fall in April, June, August, October and December. Thereafter meetings will be bimonthly.
- 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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