

Petroc Innovation and CPD Partnership with Northern Devon Healthcare NHS Trust

Terms of Reference

Purpose

The Petroc 'Innovation and CPD Partnership with Northern Devon Healthcare NHS Trust (NDHT) is a sub group set up to explore other related activity not covered by the Care Academy, HE and Apprenticeship groups. This group will build on existing activity and also have a remit to explore new initiatives.

This sub group aligns with the broader remit of the Petroc/NDHT Memorandum of Understanding 2015.

The aims of the Innovation and CPD sub-group are:

- To develop distance learning, blended learning and other flexible delivery programmes
- To develop internships and work experience for LDD learners
- To explore further partnership and project work
- To develop clear progressive career pathways not covered by the other groups

Membership

The Innovation and CPD sub-group will be made up of:

- Darryn Allcorn Director of Workforce and Development at NDHT,
- Katie Milton, Interim Workforce and HR Development Lead at NDHT, Gail Richards, Engaging the Young Workforce Lead at NDHT
- Rob Barnes, Deputy Head Petroc Direct
- Kevin Hazell, Head of School Health, Fitness and Supported Learning
- (Chair for Sub-Group) Shaun Kershaw 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.

Accountability

Minutes of each formal sub-group meeting will be made available to both the senior management teams of each participating partner within the Apprenticeship sub-group

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

Review

Terms of reference of the Innovation and CPD 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 four meetings a year and arrange ad hoc meetings dependent on need
- Agree Chair of meeting
- Topics for the agenda of each meeting will be generated by members of the group
- 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.
-