

Terms of Reference

Nurse Education and Practice Development Group

Purpose of the Nurse Education and Practice Development Group

The Education and Practice Development Group is a sub-group of the East Midlands Neonatal Operational Delivery Network (EMNODN) Clinical Governance Group and is governed under the boards' standing orders. The group reports directly to the EMNODN Lead Nurses Group. All minutes from meetings will be tabled at the EMNODN Clinical Governance Group as a standing item.

The purpose of the Nurse Education and Practice Development Group is to oversee and lead on the development of neonatal nurse education and practice development across the EMNODN. The group will provide nursing education expertise to the EMNODN Clinical Governance Group. It will implement any key nursing education and practice development changes as directed by the Lead Nurses or Clinical Governance Group.

Membership

The standing/core members shall comprise of:

Network Deputy Lead Nurse (Education & Workforce)
Network Education & Practice Development Nurses
Education Lead appointed by each hospital trust or their representative
Education Lead for CenTre Transport or their representative
Representative from HEIs providing neonatal education to EMNODN units
Other members will be co-opted as required

Core members will have the responsibility for distributing the agenda and papers to anyone else who wishes to attend

Responsibilities

The main responsibilities of the Nurse Education and Practice Development Group will be:

- To guide and advise the respective clinical governance group on all nursing education and practice development matters
- To provide a forum for discussion and sharing of good practice and education guidance
- To provide a forum for professional development and peer support for educators and practice development nurses working in the EMNODN
- To develop a network education strategy based on national standards which are evidence based and deemed as best practice
- To audit all post registration clinical placement areas and to work collaboratively towards achieving required education standards across the EMNODN

- To review the delivery of the Network wide foundation program for pre-QIS nursing staff
- To ensure that nurse training placements are facilitated between units across the Network
- To work collaboratively with the Universities and Local Education and Training Boards in ensuring that the required standards are achieved
- To ensure that QIS mentors can update their clinical skills and theoretical knowledge base
- To ensure that decisions made by the group are communicated to the Trust nursing teams and MDT's and are implemented effectively across the respective networks
- To ensure that the role and scope of the Education and Practice Development Group is understood and well communicated to all the Trust nursing teams
- To link with ODN AHP and Medical Education representatives to ensure an MDT approach to Network Education.

Meetings

Meetings will be held 3 monthly with administration support from the Network Administrator.

The meeting is open for anyone with an interest in education to attend.

Those who attend as representatives must be in a position to make a decision on behalf of their organisation.

A consensus approach to decision making will be adopted by the group. Where there is an inability to achieve consensus, the decision will be referred to the EMNODN Lead Nurses Group.

Documentation Standards

The agenda and supporting papers will be circulated to members at least 14 days in advance of the meetings.

Date ratified: 26 January 2023
Date to be reviewed: 26 January 2025