

Post Registration Masters in Nursing Project Placement Rotation Subgroup Terms of Reference

1. MEMBERSHIP OF GROUP

If a member is unavailable, he/she should nominate an appropriate member of staff to attend on his/her behalf, providing the relevant required information in advance for the alternate member to attend and participate appropriately and advising the Chair of Sub Group.

2. CHAIR OF THE GROUP

Toni McAloon, Project Lead UU

3. QUORUM

Quorate membership is 50% of the total membership number and the Chair in attendance.

4. The purpose of the subgroup is to:

Placement:

- Establish HSC placement areas
- Consider support infrastructure for the rotations through the voluntary/independent sector
- Generate potential placement flow templates representing different length options
- Consider the interface with preceptorship completion
- Determine the band 7 role in supporting the rotation programme

Band 7:

- Establish JD and role specifications
- Facilitate recruitment of 5 band 7 clinical support nurses

Mentor:

- Consider the role of the mentor
- Agree mentor protected time allocation
- Facilitate identification of 30 mentors
- Plan for mentorship training

5. FREQUENCY OF MEETINGS

It is likely that this sub group will require 2/3 meetings. Members may be required to review electronic papers and make comment back to Chair in between meetings.

6. RECORD OF MEETINGS

The chair is responsible for agenda setting, delegation of record keeping and circulation of relevant papers.

7. ACCOUNTABILITY OF THE SUB GROUPS

The Working Groups are accountable through the Post Registration Masters in Nursing Steering Group and working group.

8. ROLE AND RESPONSIBILITIES

- Review, amend and comment on relevant papers in a timely manner
- Participate in respectful, open debate
- Welcome and provide constructive challenge
- Manage information related to the project responsibly, ensuring confidentiality when required
- Contribute to progress reports

Membership of the working Group will consist of

Organisation	Name
BHSCT	Carol Chambers
Independent Sector	Cathal O'Neill
NHSCT	Roisin McSwiggan
NI Hospice	Heather Weir
Representing all AD workforce leads	Sharon McRoberts
SEHSCT	Sonja McVeigh
SHSCT	Gail Doak
UU	Toni McAloon
UU	Liz Laird
UU	Helen McGarvey
WHSCCT	Annetta Quigley