

## **Terms of Reference**

### **NI Collaborative & Royal College of Nursing**

### **Professional Development Forum Learning Disabilities Nursing**

The NI Collaborative requested NIPEC and the Royal College of Nursing, to establish a Regional Professional Development Network/Forum for learning disabilities nurses, this paper sets out the Terms of Reference for the Forum.

#### **Background**

In July 2012 the UK Modernising Learning Disability Nursing Review, “Strengthening the Commitment”<sup>1</sup> (STC) was released. Since then a Northern Ireland Action Plan (the Action Plan) has been developed to take forward its recommendations. Following a period of consultation the Action Plan was officially launched by the Chief Nursing Officer (June 2014).

It sets out a clear direction of travel and priorities for registered nurses - Learning Disabilities in Northern Ireland for the next three to five years and is the first such professional action plan to be published by the DHSSPS (now Department of Health) in Northern Ireland for this field of practice. The plan is relevant to nurses working within the statutory, independent, or voluntary sectors and education providers and intends to provide a clear strategic direction and add impetus to further the development of an effective, competent high quality nursing and health care support workforce.

#### **The Northern Ireland Collaborative**

In June 2014 the Northern Ireland Collaborative was established to lead drive, support and monitor the delivery of the Action Plan. The Collaborative comprises

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<sup>1</sup> **The Scottish Executive** (2012). *The Report of the UK Modernising Learning Disabilities Nursing Review. Strengthening the Commitment*. Edinburgh; Scottish Government.

representation from; the Independent/Voluntary sector; the five Health and Social Care Trusts, nursing students at pre and post registration level, Education Providers, NIPEC, the PHA, RQIA, RCN and ARC. A full membership list and Terms of Reference for the Collaborative can be viewed on NIPEC website.

The NI Action plans sets out a number of actions aligned to the four headings within the Report of the Modernising Learning Disabilities Nursing Review; Strengthening Capacity, Strengthening Capability and Strengthening Quality and Strengthening the Profession, to be taken forward by the NI Collaborative.

Particular to the establishment of this Forum an action under the heading Strengthening the Profession within the NI Action plan reads:

#### **Strengthening the Profession**

- In collaboration with NIPEC and the Royal College of Nursing, establish a Regional Professional Development Network/Forum for learning disabilities nurses to include HSC Trusts, the education sector and the independent/voluntary sector.

To that end the NI Collaborative have requested NIPEC and the Royal College of Nursing, to establish a Regional Professional Development Forum for Learning Disabilities Nurses **open to all** Registered Learning Disabilities Nurses.

#### ***Purpose: Terms of Reference***

- I. To provide a mechanism to share best practice, promote continuous professional development and provide a platform to explore professional issues relating to Learning Disabilities Nursing
- II. To champion professional recognition of RNLDs and to provide networking opportunities which support and promote professional connectedness
- III. To act as an expert reference group to support the work of the NI Collaborative
- IV. To contribute to the NI Collaborative Annual Report to the CNO

- V. To facilitate professional communication and serve as a resource on matters relating to Learning Disabilities Nursing including responses to professional implications of particular strategic policy/ies
- VI. To support the development of links with other organisations as appropriate
- VII. Support implementation of priorities identified through the STC UK Steering Group and NI Collaborative.

### ***Forum Membership***

The Professional Development Forum Learning Disabilities Nursing is open to **all** Learning Disabilities Nurses across all settings to include HSC Trusts, the education sector and the independent/voluntary sector.

An RCN representative will support the Chair of the Forum. Facilitation and administrative support for the Forum will be offered by NIPEC.

Roles will be agreed at the first meeting.

### ***Role of the Chairperson***

- agree agenda for each meeting
- invite guest speakers as appropriate
- guide the meeting in a facilitative manner where discussions need an outcome and ensures an action is agreed
- review draft notes before circulation

### ***Role of NIPEC Support***

- prepare agenda and Chair's notes where relevant
- take brief notes and agreed action points of discussions
- ensure a notes of forum meetings is available in the NIPEC Strengthening the Commitment NI Action Plan website page.
- ensure room bookings for meetings are made

### ***Meetings***

- It is acknowledged that invitations may be offered to individuals outside of the membership of the Forum to attend for specific purposes.

- A standard agenda will be drawn up in advance of the first meeting representing a broad meeting outline.
- Membership of the Forum will be discussed at the first meeting of the group to ensure wide representation has been achieved.
- Future frequency of meetings will be agreed at the first meeting.

### ***Conduct and Confidentiality***

All members of the Professional Development Forum for Learning Disabilities Nursing are bound by the rules of confidentiality and ensure information is shared appropriately.

### ***Finance and Resources***

There are no specific resources available to support this initiative however the contribution of members and their employers are recognised as the main resource through which the Forum will be established and maintained. NIPEC will endeavour to provide modest funding to facilitate meetings which will be rotated around venues.

### ***Accountability***

The Forum will provide verbal or written report of activity to the NI Collaborative which will be disseminated via the Collaborative Communique. Arrangements for reporting into the NI Collaborative will be agreed where Forum members act as expert reference group or take forward specific workstreams as agreed by the NI Collaborative.

Information of Forum meetings will be available in the NIPEC Strengthening the Commitment NI Action Plan website.

Forum members are responsible for disseminating information within their respective organisations

### ***Review***

These *Terms of Reference* will be reviewed at the first meeting of each year.