

BOARD MEETING 30.05.18

Item: 11.4.4

Purpose: For Assurance

**NHS WESTERN ISLES MEDICAL
EDUCATION FORUM
TERMS OF REFERENCE**

Version No:	1.3
Prepared by	Dr Angus McKellar (Medical Director)
Effective from	August 2016
Reviewed and Revised by Medical Education Forum	May 2017
Next Review Date	August 2018

NHS WESTERN ISLES
MEDICAL EDUCATION FORUM
TERMS OF REFERENCE

1 Introduction

NHS Western Isles has overall responsibility for the delivery and quality of medical education across the board area (across primary and secondary care, with the exception of the GP Training practices).

NHSWI is a Local Education Provider (LEP), accountable to the General Medical Council (GMC) and to NHS Education for Scotland (NES).

2 Remit

The Forum will undertake an educational governance role, seeking to embed quality, accountability and a culture of continuous improvement within Medical Education delivery in NHSWI, and gaining assurance that relevant standards are being met.

The Forum will seek to ensure that educational activities are embedded into the career path of NHSWI doctors and in so doing improve recruitment and retention.

3 Membership

Angus McKellar – Medical Director / Director of Medical Education (DME) (Chair)
Emma Watson - (NHS DME)
Jacek Rychter - (WIH Clinical Lead)
Janusz Ogradowczyk - Consultant Anaesthetist
Grayzna Stanczuk - Consultant Obstetrician, Educational Supervisor (ES)
Clare Carolan – Primary Care Lead Appraiser
Anne Finlayson – GP (Educational Supervisor)
Kate Dawson – GP (Uist and Barra Hospital Clinical Lead)
Elaine Anderson – Consultant Psychiatrist / Undergraduate Tutor
Caroline Picker – Quality Education Manager
Kirsty Brightwell – GP / Associate Medical Director Primary Care
WIH Junior Doctor in Training Rep
GP ST Rep from a training Practice
Michael MacPhee – Nurse Educator / Clinical Specialist Nurse
Colin Robertson – Dental Clinical Director

Meetings will be open and it is hoped that all interested parties who are not members of the forum will be available to attend

4 Quorum

- 4.1 The meeting will be a quorate when at least the Chair and four members of the Forum are present.

5 Attendance

- 5.1 The members of the MEF are invited to nominate a deputy to be available to attend meetings on their behalf, by agreement with the Chair.
- 5.2 The authors of papers or reports requested by the MEF will be invited to attend in order to present their paper or report, as appropriate.

6 Frequency of meetings

- 6.1 The MEF will hold meetings on a quarterly
- 6.2 The Chair may, at any time, convene additional meetings as required.

7 Workplan

- 7.1 The workplan will include review of: Annual
DME Report
National Trainer Survey Reports
Scottish Trainee Survey Reports
RoT update
ACT Report
Overseeing medical education development and initiatives to include:
- School pupil access schemes to medical school and mentoring prospective medical students
 - Medical electives
 - Undergraduate placements
 - Junior doctor in Training (JDiT) programmes (including CDF posts)
 - Educational activities for career grade staff, including GPs, Consultants, long term locums and Specialty Doctors
- Research activities
Datixes and Patient Safety Issues involving Doctors in Training
Resource issues
A Yearly Wheel will be developed to highlight the dates of the various activities and reports
- 7.2 The MEF will report to the Learning Strategy Network Group.

8 MEF Sub-groups

8.1 It is not anticipated that any subgroups will be required.

9 Conduct of Business

9.1 Agenda items and calls for papers will be made four weeks before the date of any MEF meeting.

9.2 Papers for consideration at MEF meetings are to be submitted to the Chair, two weeks before the meeting is due to be held.

9.3 The agenda and supporting papers will be sent to members of the MEF at least one week before the MEF meeting.

9.4 Matters can also be raised under AOCB with agreement of the Chair.

9.5 Minutes will be circulated to all Educational and Clinical Supervisors.

**Dr Angus McKellar,
Medical Director
27/04/16**