

Palliative and end of life care Education Advisory Group

DRAFT Terms of Reference

1. Title

Palliative and end of life care Education Advisory Group

2. Role and Remit

The role and remit of the Palliative and end of life care, Education Advisory Group is to ensure a co-ordinated approach is undertaken in the implementation of the NES / SSSC Programme to support the educational activity arising from The Scottish Government's Strategic Framework for Action on Palliative and End of Life Care. It is the responsibility of this group to:

- provide support and advice in meeting the commitments for education and training identified in the Strategic Framework;
- provide information and advice drawing on expertise and experience for all associated workforce educational development needs linked to planned activities;
- identify and outline performance management measures and indicators based on planned activities, and monitor performance and progress;
- ensure overall compliance with NES & SSSC governance arrangements;
- ensure that appropriate procedures are applied with regard to ethical aspects of workforce development activities;
- advise and inform all required future activities.

3. Members

Each member should actively and effectively represent their own specific networks and stakeholders through consultation, liaison and feedback to and from the Advisory Group.

Representation is drawn from the following bodies:

- Scottish Government
- NHS Education for Scotland (NES)
- Scottish Social Services Council (SSSC)
- Healthcare Improvement Scotland
- Care Inspectorate
- Integrated Joint Boards
- Scottish Qualifications Authority
- Scottish Partnership for Palliative Care
- General Practitioner
- Medical Consultant
- Council of Deans
- Scottish Executive Nurse Directors (SEND)
- Care at Home
- Palliative Care Pharmacists Association
- Scottish Children & Young People' Palliative care executive (SCYPPex)
- Coalition of Carers Scotland
- Association of Palliative Care Social Workers

Should the main representative be unable to attend, a suitable deputy may be appointed who has been briefed on the work of the group and progress to date. Membership will be reviewed and revised accordingly over the life of the Advisory Group.

4. Group Support

Administrative and facilitation support for the group will be provided by NES/SSSC action points and decisions of the group will be recorded within the meeting minutes.

5. Type and Frequency of Meetings/Communications

- Meetings will be held on a quarterly basis in a face to face setting
- The use of videoconferencing will be provided where possible.
- Use of e-mail and draft documents for comment.
- Ad-hoc meetings as required by the project.

6. Confidentiality

Meetings will be held in Private, although any papers resulting from these meetings will be open to public scrutiny and may be accessible online.

7. Reporting Arrangements and Accountability

Updates on the project will be fed back to Scottish Government and be subject to NES/SSSC Educational Governance processes.

8. Lifespan of Group

This is a short life working group with a completion date to be determined.