The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

# DRAFT

# EDUCATION, RESEARCH & INNOVATION COMMITTEE

# TERMS OF REFERENCE – MAY 2021

## 1. Overall Purpose:

The Education, Research and Innovation Committee (the Committee) is established as a committee of the Board of Directors, to secure and provide assurance in respect of the effectiveness of the delivery of a high-standard of medical and multi-professional education, research and innovation at the Trust.

## 2. Key Responsibilities:

### EDUCATION

- To promote a professional, open and supportive learning environment for the Trust's post-graduate trainees and multi-professional students

- To secure and provide assurance:

  - of the Trust's capacity to deliver a high standard of education (inc. medical, nursing and Allied Health Professional (AHP)
  - of effective relationships and communications with Health Education East of England (HEEoE), regulators and universities / colleges
  - of effective relationships and communications with the Trust's post-graduate trainees and multi-professional students, so that trainees and students are able and encouraged to report concerns and share good practice
  - that any concerns raised by the Trust's post-graduate trainees and multi-professional students are listened to and acted on
  - that educational supervisors / trainers are appointed, remunerated and available (reflected in job plans)
  - that educational supervisors and trainers are accountable for the delivery of high-quality education and training
  - that clinical supervisors are supported by the Trust and educational supervisors to provide effective clinical supervision and training
  - that the Trust's post-graduate trainees and mutli-professional students are supported effectively - including their pastoral support and accommodation needs
  - that post-graduate trainees and multi-professional students report high levels of satisfaction with their education and learning experience at the Trust
  - that any findings / recommendations of HEEoE, including those relating to culture and behaviours are effectively and sustainably addressed in a timely way
  - that any findings of the Guardian of Safe Working Hours (as reported to the Board of Directors) are effectively addressed in a timely way

### RESEARCH

- To ensure that appropriate and effective research is undertaken at the Trust, in line with good clinical practice
- To ensure that the Trust actively supports and encourages its staff to take part in research programmes

**INNOVATION**

- To encourage and support a culture of innovation
- To oversee and endorse the Trust's work developing new medical devices and techniques, as well as other clinical and non-clinical innovation
- To oversee the optimisation of the Trust's profile and reputation concerning innovation

## 3. Accountability and Relationships:

The Committee is accountable to the Board of Directors. The Committee will provide Chair's Assurance Reports from its meetings to the Board of Directors.

The Committee will co-operate with and support the Audit Committee in carrying out its responsibilities for providing assurance to the Board in respect of the effectiveness of the Trust's governance systems, processes and key controls (Board Assurance Framework).

The Committee will maintain an effective 'integrated governance' relationship with the Trust's People Committee.

## 4. Membership:

### Members:

- **Chair**: ~~Trust Chairman~~ Non-Executive Director
- 2 Non-Executive Directors (including the Chair)
- Medical Director
- Chief Nurse
- Director of People
- Director of Medical Education
- Head of Clinical Education
- Head of Education, Learning and Research
- Research Director
- ~~Head of Education and Development, Non Medical~~
- ~~The Multi-professional Education Group Chair~~

**In attendance by invitation:** ~~**Core Attendees:**~~

- ~~Director of HR~~
- Research and Development Lead
- ~~Associate Medical Director for Research~~
- HEEoE Representative
- Post-Graduate Medical Education (PGME) Representative
- Foundation Programme Director
- Norwich and Cambridge University Medical School Undergraduate Tutor/Sub-Dean
- ~~Medical Education Group Chair~~
- Guardian of Safe Working
- ~~Post-graduate trainee~~ Junior Doctor Forum representative
- ~~multi-disciplinary~~ Nurse or AHP student representation
- SAS and LED College Tutor
- Divisional Directors
- Clinical Tutors
- AHP Specialism representatives
- Any other officer of the Trust

Whilst not members, the Trust Chairman, CEO and Trust Secretary may attend any meeting of the Committee.

## 5. Frequency of meetings and attendance

Meetings of the Committee will normally be held bi-monthly.
Members are expected to attend at least 75% of meetings in a 12-month period.

Members and invited attendees unable to attend, should notify the Committee Clerk, 3 days in advance of the meeting and should identify a substitute to attend, who is appropriately briefed to present any necessary reports and participate in the meeting.

A NED will act as Chair of the Committee in the event that the named Chair is unable to attend.

## 6. Rules:

- Ordinary meetings will be held in accordance with the Trust's annual governance timetable and will be arranged 12 months in advance where possible;
- Extraordinary meetings may be called with the agreement of the Chair, where necessary:
- Urgent business within the remit of the Committee, requiring attention between meetings may be conducted using the Urgent Actions Procedure, or escalated to the Board of Directors;
- 'Any Other Business' to be notified to the Committee Chair prior to the meeting;
- Agendas and papers will be published 5 working days in advance of the meeting, where possible;
- Meetings to be minuted and separate action points recorded and circulated promptly;
- A quorum will consist of 50% of core members, including at least 1 NED and 1 Executive Director ~~and will include the Committee Chairman~~ and either the Medical Director or Director of Medical Education;
- The minutes will be reported at the next Education Committee meeting for approval; and
- The Committee will make an Annual Report to the Board of Directors, incorporating an annual self-assessment of its effectiveness against its terms of reference, submitting the self-assessment and any action/improvement plan resulting from the self-assessment.

## 7. Authority

The Committee may investigate, monitor and review any activity within its terms of reference. It may seek information from employees and employees are directed to co-operate with requests made by the Committee.

The Committee may secure the attendance of any individual with relevant experience and expertise if it considers this necessary. The Committee may seek to commission external specialist advice within policy and within budget.

Where decisions are required, which fall outside the delegated authority of the Committee, a recommendation for approval shall be made to the relevant committee or Board via the Chair's ~~Key Issues log~~ Assurance Report and submission of supporting papers.

## 8. Monitoring Compliance with these Terms of Reference:

The Committee's Annual Report will be used to assess the Committee's compliance with its terms of reference. Compliance will be assessed by the Board if Directors in consultation with the Chair of the Committee ~~/ Group~~.

## 9. Review

The Committee's Terms of Reference will be reviewed annually.

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| **Author:** | Trust Secretary |
| **Reviewed by:** | Education, Research & Innovation Committee |
| **Date:** | ~~January 2020~~ April 2021 |
| **Ratified by:** | Board of Directors |
| **Date Ratified:** | ~~February 2020~~ May 2021 |
| **Review Date:** | ~~January 2021~~ April 2022 |