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**School of XXXXXXXX**

**Thames Valley**

**Terms of Reference**

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**Constitution/Introduction**

The Gold Guide (Reference Guide for Postgraduate Specialty Training) requires Postgraduate Deans to implement structures to manage their specialty training programmes. Specialty Schools are now well established.

The School Board has oversight of the Specialty Training Programmes in XXXXXX in NHSE WTE Thames Valley. Its purpose is to ensure training standards against XXXXXX curricula and GMC guidelines/standards and within the Deanery (now NHSE WTE) framework. It also provides strategic oversight and leadership, ensuring this is consistent with the UK national model.

It provides assurance to patients, the public, employers, and doctors themselves that they are being trained to appropriate professional standards.

The training is structured in the following way:

In XXXXX, training is for XXXXX years. *Add in outline of the training programme.*

**Membership (of School Board)**

* Head of School (Chair)
* Associate Dean
* Training Programme Directors
* SAC (specialist advisory committee (or equivalent)) representative
* Trainee Representative/s (Core and HST (higher specialty training) trainees, LTFT trainee representative, academic trainee rep)
* Clinical Tutors (CT) (one from each hospital if available)
* Educational Supervisors (open invitation to all ESs)
* Education Programme Manager (EPM)
* Representative from each local education provider (LEP) (if not covered by CTs)
* Academic rep
* Simulation rep
* Patient safety rep (if not covered by Simulation rep)
* Ultrasound rep (if applicable)
* POCUS (point of care ultrasound) rep (if applicable)
* SAS representative (if applicable)
* Multi-disciplinary team representatives (if applicable)

Identify a deputy if the board member is not available on the day.

**Attendance of School Board**

In addition to members, other post holders across the Thames Valley region involved in XXXX training postgraduate training would be welcome to attend.

**Quorum**

A quorum of 3 members [to include the Head of School – or Deputy -, and two clinicians] will be able to make decisions when all members are not present.

**Frequency**

XX will meet on a quarterly basis.

**Duties/Remit**

The duties of the board members will be driven by the requirements of the NHSE WTE TV XXXXX training programmes. It will operate to a programme of business according to the timescale for the implementation of improvements within XX training, and quality control of XX training. It will include, but not be limited to; ensuring the mechanics of training are seamless, informing/advising the Annual Review Meeting with Educational Quality Team, and Taskforce recommendations are implemented. It will be flexible to new and emerging priorities and risks.

The key duties will broadly be as follows:

**Supporting trainees, including**

* + Ensuring trainee forum/fora exist (in addition to institution fora), and trainee representatives are engaged with trainees and the School.
  + Ensuring feedback mechanisms regarding training issues related to programme from, and to, trainees exist, and are effective.
  + Ensuring trainee fora and representatives and feedback to TAC.
  + Ensuring inductions occur for all new trainees.
  + Reviewing and tackling differential attainment, including induction, outcomes at ARCPs and exams to ensure all trainees reach their potential.

**Ensuring GMC and NHSE training standards are met including:**

* Informing trainees and trainers of requirements of training, and curricula (where appropriate) and regulation changes as they occur as per timeframes set under the Code of Practice.
* Ensuring training quality: regional training days occur, supervisors and trainers are adequately trained etc.
* Ensuring ARCPs, revalidation processes, and other assessments, occur and are carried out and recorded in accordance with national and local guidance and curricula (where appropriate).
* Ensuring rotation of trainees occurs equitably and appropriately.
* Facilitating the sharing of good training practice between training centres.
* Where appropriate: advising pragmatically on elements in NHSE/GMC framework and NTS and their ‘operationalisation’ in the training centres: examples could include induction programmes, handover, preparing trainees for Consultant working etc.
* Informing/advising the Annual Review Meeting with Educational Quality Team.
* Develop action plans to support the resolution of issues and concerns in individual training providers, in conjunction with the DME.
* The School Board will have an oversight of post approvals through the Education Quality team, ensuring all training locations have appropriate GMC approval.
* Ensuring the appropriate provision of simulation-based education and patient safety/human factors training where recommended.
* Aiming to continually improve the quality of XX training delivered in the region.
* Ensuring NHSE WTE visits related to XX occur according to national guidance.
* Ensuring that XXX specialty training complies with equal opportunity legislation and works towards best practice in equality and diversity.
* Managing the selection and recruitment of trainees in their specialty in partnership with NHSE WTE and training providers.
* Other duties as specified by the NHSE WTE, or (where appropriate) College/Faculty initiatives.

**Reporting Arrangements and Mechanisms** **and Governance Arrangements**

The Head of School and the School Board report to the Postgraduate Dean.

The Chair of the Meeting shall draw to the attention of the relevant NHSE WTE committee, meetings(s) or the PG Dean, any issues that require executive action. This could include the Education Quality Team, the Joint HoS/DME meeting or the PG Dean or DME of LEP.

This includes rapid reporting of issues affecting patient safety, risks to trainees or training programmes, issues of undermining etc.

Reporting to and advising the Educational Quality Team and providing representation at the Annual Review Meeting.

The notes of the meetings shall be formally recorded by the EPM (or an identified note-taker), and distributed to all trainers, the PG Dean, Education Quality team, and board members, together with action plans and updates against these (redacted if required).

Agenda exemplars are available. If is good practice to have Patient Safety, Differential Attainment, Trainee reports, Educational Quality Team and Revalidation Team updates as standing items.

**Example Agenda:**

**Thames Valley School of XXXX**

Meeting to be Held on**:** Venue:

1. Apologies for Absence  
   Minutes of Previous Meeting including action points.
2. Minutes from other meetings e.g. simulation, expansion and distribution group meetings, specialty Specialist Training Committee meetings
3. Conflicts of interest, E&D
4. Matters Arising

**PART ONE (trainee representative present)**

1. Updates from: HoS, AD, TPD(s), CT(s), LEP reps, Trainee rep, LTFT rep

SAS (if applicable), non medical workforce (if applicable)

1. Differential attainment review
2. Business manager update/report
3. Quality management team update/report
4. Simulation lead update
5. Patient safety lead update (if not covered by simulation lead)
6. Undermining policy and plan
7. Academic lead update
8. Expansion and Distribution update
9. College/Faculty updates including curriculum and assessment change
10. Lay representative feedback
11. AOB

**PART TWO (trainee reps to leave)**

1. Trainee progression
2. IDTs
3. Rotation management
4. Other issues