

## Terms of Reference

### NHS Greater Glasgow & Clyde AHP Practice Placement Quality Group

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**NAME OF THE GROUP:** NHS Greater Glasgow & Clyde Allied Health Professions (AHP) Practice Placement Quality Group

**PURPOSE:**

The AHP practice placement quality group provides an inter-professional health board wide approach to improving the quality of AHP student education and increasing the capacity to provide learning opportunities for preregistration students. The group will support a positive learning environment through enhancing the student experience informed by AHPs within the board, the Scottish AHP Operational PrBL Development Collaboration, NHS Education Scotland, Quality Standards for Practice-based Learning and student evaluation. This will ensure practice educators are kept up to date. The group will support workforce development by assisting the AHPs to optimise placement capacity. The group will enable communication, share information and ideas, highlight and problem solve questions and concerns, share feedback and facilitate collaborative engagement between the board and higher/further education institutions about AHP student education. It will guide both current and future projects and allows sharing of good practice across professions.

**ROLES AND RESPONSIBILITIES:**

- Group members to disseminate information relating to student education and the work of the group to the areas they represent.
- Group members are expected to contribute to the actions of the group and represent their respective AHP group by ensuring they express the views and opinions of that group.
- Group members work together with colleagues from the area they represent, F/HEI and the AHP Practice Education Lead in meeting the requirements of the Practice-based Learning agreement and the Quality Standards for Practice-based Learning.
- Consistent attendance at meetings is considered an essential requirement of the group. If group members are unable to attend they should if possible send an alternate as agreed with their professional lead.
- Group members will introduce and embed resources agreed by the group which will contribute to the quality of AHP Student Education board wide.
- Group members will develop, guide and work in partnership with the AHP Practice Educational Lead on AHP student education projects.
- Share new initiatives and good practice inter-professionally

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- Develop strategies to develop and sustain quality practice placements
  - There is no formal administrative support allocated to the group.
  - Minutes – to be completed by Sharon Dempsey
- ... *(This is not an exhaustive list)*

#### **MEMBERSHIP:** Current members of group

#### **MEETINGS:** Meetings will take place via MS Teams 6 weekly

- **Chair:** Elspeth Lee
- **Co-Chair:** Jennifer Dick
- **Secretary:** This role is undertaken by Elspeth Lee, Jennifer Dick and Sharon Dempsey
- **Quorum:** At least 50% of the total membership must attend the meeting.

**Substitutes:** The deputy must satisfy the following criteria (deputise to cover leave or long term absence):

- o The deputy is aware of the outcomes of previous meetings and is in a position to actively participate

#### **Meeting Communication :**

- Membership will share meeting notes, papers and resources within service of responsibility.
- Specific issues may be required to be escalated or addressed will be communicated to Scottish AHP Operational PrBL Development Collaboration, HEI's/FEI's, AHP Board Director, AHP Senior Leads.

#### **Meeting Expectations:**

Members are expected to contribute to the meeting agenda, discussions, debates and regularly circulating communication to areas of responsibility.

Meeting Information:

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- A standard agenda template outlining standing items will be used. Additional agenda items may be submitted for consideration in advance of each meeting or requested at the beginning of the meeting.
- Written briefings and papers will be requested 1 week prior to the meeting date or earlier if identified.
- An action note of the meeting will be taken in rotation by a member of the group, and a draft will be distributed as soon as possible after the meeting. The draft meeting notes from the previous meeting will be approved by group members at the beginning of the following meeting.

#### **GOVERNANCE REPORTING TO:**

The following NES diagram shows where the NHS GGC AHP Practice Placement Quality group links with health and HEI structures. The group will report to the AHP Senior Leaders Group, AHP director and Scottish AHP Operational PrBL Development Collaboration.

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