

**HEALTH EDUCATION ENGLAND working across YORKSHIRE and the HUMBER
TERMS OF REFERENCE**

HEE YH Education, Research and Innovation Committee

PURPOSE:

To develop, implement, commission and review education, research and innovation strategy in Health Education England working across Yorkshire and the Humber (HEE YH).

OBJECTIVES & RESPONSIBILITIES:

- To develop a strategic view of the education requirements for both learners and supervisors
- To ensure that all educational initiatives meet necessary standards as laid down by relevant regulator or supervisory education bodies
- To ensure adequate data collection of all relevant educational activities
- To ensure the most cost efficient delivery of education, and offer advice and guidance as to methods and practices of educational delivery
- To ensure that all educational actions and interventions meet equality and diversity best practice
- To be responsible for developing innovative educational interventions including technology enhanced learning (TEL) where appropriate
- To have oversight of, and actively encourage educational research within HEE YH
- To be a forum for discussion and arbitration of any areas of dispute in education delivery
- To take forward any relevant initiatives as defined by the Postgraduate Dean's Senior Team, the Local Management Team and/or HEE Mandate deliverables.
- To ensure local delivery of National TEL workstreams
- To monitor and review all our educational activities on a periodic basis including business planning and curriculum delivery.

REPORTS TO:

PGMDE Senior Team Management Committee, Local Management Team and Northern LETB.

MEMBERSHIP:

- Deputy Dean (Chair)
- Head of Education and Innovation (HEE)
- Business Manager for Education (HEE)
- e-Learning Programme Manager (HEE)
- Quality Representative (HEE)
- Director of Education / Medical Education x 2
- Trust Medical Education Manager x 2
- Trust Learning and Development Manager x 2
- Head of School (or Deputy) x 2

- Associate Dean x 3
- Associate Dean (Dental)
- Lay representative
- Learner representative(s)
- HEI Deans x 2
- Scientist representative
- AHP representative

Secretariat responsibilities to be provided by the HEE.

QUORUM REQUIREMENTS:

A minimum of five members, which should include a Deputy Dean (or nominated Associate Postgraduate Dean), an Associate Postgraduate Dean (including Dental), a Business Manager (or nominated HEE Manager) and two of: Director of Education / Medical Education and/or Trust Learning and Development Manager (or nominated representative)

MEETINGS:

To be held quarterly.

Meetings involving any agreed sub-groups to be arranged on a flexible basis, but these must report to the Committee either at the next arranged meeting or via electronic communication.

REVIEW:

Terms of Reference to be reviewed every two years, with any other ad hoc changes in the interim period agreed at a Committee meeting.

LAST UPDATED:

4 July 2017

REVIEW DATE:

July 2019