

## **Title: Terms of Reference AFFINITY Education & Learning Support Team**

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### **1.0 Purpose:**

The aim of Affinity Education and Learning Support Team is to develop and /or standardise an education and learning resource for falls link health and social care staff responsible for delivering education and learning sessions on falls and fracture prevention to staff. The education and learning resource will be developed in line with the National Strategy to Prevent Falls and Fractures in an Ageing Population (2008) for persons ages 65 years and older, their families and communities.

- The resource will provide falls link health and social care staff with the knowledge and skills needed to deliver sessions to all health and social care workers on falls and fracture prevention and bone health appropriate to their level of responsibility for the patient.

The categories of health care workers are as follows:

- Health care workers who provide support services Catering Housekeeping, Adm health care assistants, porting etc
- Health Care workers who provide direct Clinical care to patients Nurses, Interns Allied Health workers, Emergency Medical Technicians

Resource will be evidence informed, multidisciplinary and organised to meet the needs of a broad range of health and social care workers.

### **2.0 Legislation/other Related policies**

Health Service Executive (HSE) 2008 Strategy to prevent falls and fractures in Irelands Aging Population.

Safety Health and Welfare at work Act 2005. Irish Statue Book

Health Information and Quality Authority (HIQA). 2008. National Quality Standards for Residential Care Settings for Older People in Ireland.

### **3.0 Glossary of Terms and Definitions:**

**Terms of reference** describes the purpose and structure of the working group as a group of people who have agreed to work together to accomplish a shared goal.

### **4.0 Roles and Responsibilities**

The Education and Learning Support Team is responsible for:

- Reviewing current education and learning resources in Ireland, the UK and internationally that will inform the development of the Education and Learning resource
- Clarifying the role of each member of the Team.
- Deciding on the content, methodology and evaluation of any such education and learning resources based on a review of current resources, findings of

training needs self-assessments and the ability of staff to access such resources.

- Developing/enhancing, piloting, implementing and evaluating education and learning resources that will ensure all health and social care workers are provided with a level of knowledge and skills on falls and fracture prevention and bone health appropriate to their level of responsibility for patient.
- Decide on an effective communication network for approval and sign off of all such education and learning resources.

#### **4.0 Membership (as of March 2014):**

##### **The Core Group to consist of:**

- Geraldine Delorey, Joint Chair of Education and Learning Support Team and Representative from HSE Health Promotion Older Persons
- Doreen Lynch Director, Centre of Nurse Education
- Fiona Jacob Coordinator Centre of Nurse Education Beaumont Hospital
- Aine O'Riordan Senior Physiotherapist Therapist representative
- Daragh Rodger Joint Chair Advanced Nurse Practitioner Care of the Older Adult Community
- Irene O' Byrne-Maguire and Anne Marie Ryan, AFFINITY Joint National Coordinator
- AnnMarie Ryan [Social Care Division, Office of Older Person's Services](#),
- Louise Brent Arthroplasty Nurse Coordinator
- Dr Catriona Cunningham School of Public Health, Physiotherapy and Population Science, University College Dublin

##### **Consultation/Refertence Group to consist of:**

- Patrick Glackin, Interim Area Director Nursing and Midwifery Planning Development, Tullamore
- Nessa Fallon, Falls and Osteoporosis clinical Nurse Specialist St James
- Helen Flint, National Lead Medicines Management
- Sinead Morrissey, Practice Development Facilitator Nursing Homes Ireland
- Dr Emer Ahern, Geriatrician
- Joan Donegan Acting Director Regional Centre for Nursing and Midwifery Education, Ardee Co Louth

Other representatives of Departments/ Services/Special Functions may be co-opted as needed.

#### **5.0 Frequency of Meetings:**

The Education and Learning Support Team will meet face to face/teleconference at least 3 times yearly. Frequency will be reviewed after 6 months

#### **6.0 Accountability Reporting Relationships**

The National Education and Learning Support Team will input to an Annual Report to the National Sponsorship Team, outlining achievements realised and proposed work plans for the coming year.

The National Education and Learning Support Team will input to National Implementation Team meetings to be held thrice yearly under the Agenda item: Education and Learning work Stream.

The National Education and Learning Support Team will make every effort to work with HSE governance arrangements, National Standards, Quality and Patient Safety priorities, Clinical Care Programmes and other relevant national/international requirements where practically possible.

## 7.0 Reports

The National Education and Learning Support Team will input to an Annual Report to the National Sponsorship Team, outlining achievements realised and proposed work plans for the coming year.

## 8.0 Performance:

**TOR and Membership** of the National Education and Learning Support Team will be reviewed annually by their respective team members to ensure they are fit for purpose.

**Agendas, schedules, action minutes and papers** that need to be read in advance of meetings will be circulated to members within an agreed timeframe of the meeting being held.

**Self-evaluation** may be undertaken or arranged through another function such as internal audit.

A three year **project timeline** for AFFINITY implementation (2013-2015) has been drafted to help focus the work and will be reviewed annually and amended accordingly.

## 9.0 Administrative Support

Office for Older Persons will provide limited administrative support to the National Education and Learning Support Team with support from State Claims Agency Administration being made available as needed, where practically possible.