

## **Terms of Reference: HEE (East of England Office) Simulation Steering Group**

### **Aims of Steering Group**

- To promote the use of simulation training to enhance patient experience, care and safety
- To organise and manage simulation training in the East of England (EoE), enabling a coherent approach to the delivery of training and ensuring that it is of high quality.

### **Membership of the Steering Group**

Membership will include key stakeholders in the provision and commissioning of simulation training in the EoE:

- Associate Postgraduate Dean with Responsibility for Simulation (Chair)
- Head of Education and Performance
- Simulation Administrator
- Nursing/AHP Representative
- DME Representative
- Non-Medical Clinical Tutor Representative
- Trainee Representative
- Public and Patient Voice (Lay) Representative

### **Roles & Responsibilities of the Steering Group**

These include:

- Providing an overview and direction for simulation training in the EoE; supporting & implementing change, including the promotion and development of a Hub and Spoke Model
- Promoting all new national standards and guidance for simulation
- Ensuring that simulation activity is being commissioned in an appropriate and cost-effective way
- Ensuring quality assurance of simulation training with appropriate evaluation and feedback
- Developing and supporting faculty involved in simulation, including the:
  - formation of a simulation faculty network
  - agreeing the content of the annual EoE Simulation Learning Event

- Supporting trainees and trained staff from all professions who are currently receiving or might benefit from receiving simulation training, including Simulation Fellows
- Promoting innovation and research
- Communicating effectively with learners, faculty, Trusts, HEIs, Schools, the HEE EoE Regional Office and all other key stakeholders

### **Meetings**

- Every 6 months
- A quorum for decision making purposes shall constitute the Chair and at least three other members.

### **Recording and reporting process**

- Minutes of Steering Group Meetings will be published on the HEE EoE website
- The Steering Group will report and make recommendations to the Executive Board. on simulation training and how to improve this across the EoE
- The Associate Postgraduate Dean with Responsibility for Simulation will produce an annual report of simulation activity in the EoE