

East of England Professional Support Unit Annual Reference Group

Terms of Reference

<p>Remit</p>
<p>The Professional Support Reference Group is a forum of expert panel members whose purpose is to ensure the PSU is meeting its full aims and achieving objectives. It will provide a resource for discussing and analysing evidence based facts regarding the support offered to HEE, EoE trainee doctors referred to the PSU, Including outcomes data.</p> <p>The Professional Support Reference Group will use learning and themes arising from case management in order to improve processes and reflect on support provided. The reference group will not take responsibility for the on-going management of any PSU Cases.</p> <p>The Professional Support Reference Group will also ensure that the PSU continues to provide appropriate training and resources for the Faculty of Educators, in order to support trainers in their management of trainees with concerns and those in need of additional support.</p> <p style="text-align: center;">Under the terms of the Reference Group, 'appropriate support' is defined as: <i>"support which aims to promote the individuals own well-being and safety, whilst ensuring that patient safety and the safety of others is not compromised"</i></p>
<p>Chair</p>
<p>The Annual Reference group will be chaired by a Lay representative</p>
<p>Membership</p>
<ul style="list-style-type: none"> • PSU Case Managers • DME Representation • Deputy Dean Representation • Lay Representative (Liz Houghton) • Trainee representative • Dental Representative • Head of Schools
<p>Scope</p>
<ul style="list-style-type: none"> • Review and analyse data in relation to PSU referrals. Attention will be paid to reviewing equality data within the context of protected characteristics in addition to specialty groupings. • Provide direction to actions to address trends identified through such data analysis • Provide advice and guidance with regards to training events for the development of faculty across the East of England in the context of supporting individuals with training concerns • Review performance of external support service providers such as OH. Psychology services and careers support.
<p>Agenda</p>
<p>The agenda will be circulated in advance of all meetings with the opportunity to add to this prior to a finalised version and accompanying papers being sent.</p>

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Recording and Reporting

The meetings will be recorded by HEE EoE who will produce the minutes and action log, circulated for approval by the group.

1. Report process to, and be held accountable by, the Postgraduate Dean.
2. To communicate findings & plans to other relevant committees / groups within HEE EoE.

Confidentiality

Reference Group members are bound by confidentiality and the requirements of the Data Protection act/General Data Protection Regulations (GDPR).

Quorum

50% of membership including 50% of Case managers

Meetings

The Reference Group meets on an annual basis.

Meeting venue:

2-4 Victoria House, Capital Park, Fulbourn, Cambridge, CB21 5XB.

Review

Terms of Reference to be reviewed every two years, with any ad hoc changes in the interim period.