

# TERMS OF REFERENCE

## Education Committee Meeting

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Document History		
Version	Date	Comments
1.0	January 2011	First Draft
1.1	8 <sup>th</sup> Feb 2011	Addition of role for SGUL: additions to membership, SGUL and London Deanery. Quoracy and frequency of meetings identified
2.0	September 2013	Addition of Stage 2 and 3 specialties. Membership amended
2.1	Oct 2015	Addition of Stage 3b specialties
3.0	January 2021	Amendment to the purpose & function. Title of some existing members updated plus new members added
4.0	May 2023	Amendment to meeting name. Multiprofessional element added

# Terms of Reference

## St George's Education Committee Meeting

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### PURPOSE AND KEY FUNCTION

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#### **1.0 Purpose**

- 1.1 To ensure as a Local Education Provider (LEP), the governance, quality of training provision, the education infrastructure and the data reporting processes and outputs, of Education, meet the requirements of Health Education England (HEE)/NHSE.

#### Key Functions/Roles and Responsibilities:

- A forum where our leaders and educators meet with a common sense of purpose, to discuss ways of delivering and implementing the Education Strategy.
- To ensure the quality assurance of education.
- To support innovations between departments and share the learning across the organisation.
- Maintain the status of 'Regional Leaders' for Education in South West London and some specialties across London
- To support educational research
- Create and maintain an Educational Risk Register for areas that have been identified as areas of educational risk and will require input from the Senior Leaders
- Receive reports from the Educational Leads and report to St George's Trust Committee via the appropriate routes
- Review the work of individual Training Programmes and make recommendations where appropriate.
- Work collaboratively with St George's, University of London (SGUL) in the development of education within the sector

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## CONSTITUTION

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### 2.0 Membership

2.1 The membership of the St George's Education Committee will comprise of:

- Senior representatives from PGME x1 (e.g. Director of Medical Education (Chair) / Associate Director of Medical Education/ Medical Education Manager)
- St George's Chief Medical Officer / Associate CMO
- Educational Leads representing each Training Programme
- Senior representative St George's University of London
- Head of Simulation (GAPS)
- Finance (Education Business Manager - SGH)
- Head of Medical Workforce (SGH)
- Guardian of Safe Working
- Joint Undergraduate Committee Lead
- Physicians Associates
- Administration (SGH)
- Others to attend by invitation as appropriate

2.2 Attendance at meetings will be monitored; it is key to the role of the Committee that each Educational Lead sends a representative to every meeting so deputies should be nominated.

2.3 Educational Leads are expected to attend at least 75% of all meetings. Deputies may attend.

2.3 Administrative support for the Committee shall be provided by Education and Development Administration

### 3.0 Quorum

3.1 The quorum for meetings of the Committee shall be representation from PGME, UGME, AHP and 60% of Educational Leads.

### 4.0 Frequency of meetings

4.1 The Committee will meet three to four times per year. Additional meetings may be held on agreement with the DME/ADMEs.

### 5.0 Declaration of interests

5.1 All Committee members must declare any conflict of interests, should they arise, and exclude themselves from the meeting for the duration of that specific item.

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## **AUTHORITY AND ACCOUNTABILITY**

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### **6.0 Accountability**

- 6.1 The St Georges Education Committee is accountable to the Trust Board via PMG and the Workforce and Education Committee (a sub committee of the Trust Board) and to Health Education England/NHSE

### **7.0 Authority**

- 7.1 The Committee is authorised to investigate any activity within its terms of reference. It is authorised to seek and may secure the information it requires from any employee.

### **8.0 Reporting**

- 8.1 The Chair of the St Georges Education Committee shall present a report to PMG after each meeting, drawing to the attention of PMG any issues that require disclosure.

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## **MONITORING EFFECTIVENESS**

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- 9.0 In order to support the continual improvement of governance standards, sub-committees of the Trust Committee and executive committees are required to annually:

- complete a self-assessment of the effectiveness of the committee.
- present an annual written report to the Committee or committee from which the committee derives its delegated authority.
- review the terms of reference for the Committee, reaffirming the purpose and objectives.
- prepare an annual workplan.

- 9.1 The St George's Education Committee will report the results of the assessment of its effectiveness and its annual report to the Trust Board.