



Crumlin | Temple Street | Tallaght | Connolly

**TERMS OF REFERENCE**  
**CHI SHORT LIFE WORKING GROUP – CROSS-SITE ALLOCATION OF STUDENTS**

<b>Area of use:</b>	All of organisation <input checked="" type="checkbox"/>	CHI at Connolly <input type="checkbox"/>	CHI at Crumlin <input type="checkbox"/>
	CHI at Herberton <input type="checkbox"/>	CHI at Tallaght <input type="checkbox"/>	CHI at Temple Street <input type="checkbox"/>
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## 1.0 Introduction

The Nursing & Midwifery Board of Ireland (NMBI) outlines the standards and requirements for both the BSc (Children's & General Integrated Degree Programme) (NMBI, 2016, 2022) and the Children's Nursing Post-Registration Education Programme (NMBI, 2018), in which it specifies the number of weeks in core surgical/medical clinical placements that each group of students must attend for clinical practice placement during each programme<sup>1</sup>.

In Children's Health Ireland, work is underway to merge and move services from the existing constituent hospitals to the new children's hospital and the satellite centres. Similarly, there is a need to consider how student placements can be managed and supported using a CHI-wide approach. There are several factors which are influencing the need for a CHI-wide approach to student placements:

- CHI is a single organisation composed of its constituent hospitals and where possible, service developments and innovations are being done through a one-CHI lens.
- With approximately two years until the hospitals and their respective nursing registration programmes transition to the new children's hospital, there is a need to standardise and where possible, to integrate the structures and processes to enable students to move seamlessly between the current CHI sites.
- As services and clinical specialties develop across the CHI organisation, it is important that nursing students have the opportunity to avail of the learning opportunities created by these developments.
- Since the reduction of surgical services in CHI at Tallaght, all nursing students (supernumerary, Interns and PRCNS) have attended surgical placement in either CHI at Crumlin or CHI at Temple St. to ensure the standards and requirements of the programmes are met. While some PRCNS from CHI at Crumlin and CHI at Temple St. have completed a placement in CHI at Tallaght, there is no formal reciprocal arrangement in place.

This Short-Life Working Group has been established to consider and develop the structures and processes which are required to support the allocation of nursing students across CHI.

## 2.0 Definitions

**Guideline:** is a series of documented evidence based actions to assist and guide staff of CHI in carrying out care for children and their families.

**Policy:** is a course or principle adopted and proposed by CHI that must be adhered to by all staff during their course of work.

**Protocol:** is a prescribed series of actions to be undertaken when carrying out a procedure or treatment for the care of children across CHI. A protocol may only be altered on a named patient basis by a senior member of the medical and nursing team caring for the child. Any changes to the protocol must be clearly documented in the child's case notes.

**Standard Operating Procedure (SOP):** A SOP is a written step by step process of an action / activity decided by the organisation / department to ensure best practice.

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<sup>1</sup> Children's Nursing Post-Registration Programmes Standards and Requirements. (NMBI 2018)  
Nurse Registration Programmes Standards and Requirements. (NMBI 2016, 2022)

### 3.0 Purpose / Remit

The purpose of the Short-Life Working Group (SLWG) for the Cross-Site Allocation of Nursing Students is engage collectively with stakeholders to review, align (where possible) or develop the structures and processes to support the cross-site allocation of nursing students undertaking nursing registration education programmes across the CHI sites.

#### 3.1 Scope of the SLWG

The activity of this SLWG will occur in phases:

**Phase 1:** In the first instance the scope of this SLWG is the allocation of

- Post-Registration Children's Nursing Students from September 2022 and
- Children's & General Internship nursing students from April 2023

**Phase 2:** Following completion of Phase 2, the activity of the WG will focus on supernumerary nursing students on the Children's & General Nursing Programme.

#### 3.2 Objectives

The objectives of the Short-Life Working Group for the Cross Site Allocation of Nursing Students are:

- Conduct a review of the elements of the six registration programmes across CHI and affiliated HEIs and consider the structures and processes which need to be developed, reviewed or aligned, including but not limited to orientation of students, scope of practice of students, working hours of students, assessment documentation.
- Where it is determined that a particular element of a programme cannot be altered due to its implications for the partner general hospitals, its impact on the business of the HEIs or the delivery of the other undergraduate majors within a HEI, the SLWG will consider the risks and develop strategies to mitigate such risks.
- Determine the priorities and key deliverables of the working group.
- Develop a communication strategy for:
  - Informing stakeholders, including students, of the plans in relation to a CHI-wide approach to student allocations
  - Outlining how communication will occur between student support teams and with HEIs when a student is on rotation from their base hospital
  - The provision of clear consistent information to nursing students about clinical placements across CHI.
- Evaluate the outputs and outcomes of the SLWG, and adopt a quality improvement focus to ensure all outputs are high quality and meet the needs of users.
- Advise and influence key decision-makers in relation to the establishment of Memorandum of Agreement between each HEI and CHI.
- Highlight risks to the Nursing Executive Board in relation to, for example, workforce implications of cross-site movement of students.
- Make recommendations to the Nursing Executive Board and / or the governance structures within the HEIs in relation to structures and processes which need to be reviewed and where possible, modified or developed.

## 4.0 Accountability / Reporting

- The Working Group is accountable to the Chief Director of Nursing and the Nursing Executive Board.
- CHI Nursing Guidelines, Standard Operating Procedures and Policies relevant to the remit of this working group will be shared with, and where relevant approved by, the CHI Nurse Education Committee / CHI Nurse Practice Committee / Nursing Executive Board / HEI as appropriate.
- Risks will be managed through the CHI organisation risk management framework and serious risks escalated to the Director(s) of Nursing or Chief Director of Nursing as advised.
- Members representing the HEIs will escalate risks or issues to the appropriate academic within the HEI governance structures.

## 5.0 Working Group Membership Terms

### 5.1 The Chair

The chair is appointed by the Chief Director of Nursing.

### 5.2 Membership

Membership will be drawn from the CHI sites and the affiliated HEIs for registration education programmes and will include:

#### **The Nurse Practice Development Teams from all CHI sites, to include:**

- Nurse Practice Development Coordinator x 3
- Student Allocation Liaison Officers x 3
- A Clinical Placement Coordinator from each site (total of 3)
- PRCN Programme Coordinator x 3

#### **The HEIs to include:**

- An academic representative from the children's nursing teams of each affiliated HEI
- The clinical allocations officer from each affiliated HEI

See **Appendix 1** for the detailed membership of the committee.

- Members will be nominated to attend by their Director of Nursing, their respective professional group/grade, or the Head of School (as applicable).
- If attendance is not possible, then members may nominate a proxy with the expectation that this person will report back and update the member on decision and outcomes of the meeting.

### 5.3 Working Group Membership Training

- Members will be invited to attend. Induction will consist of an overview of the committee, its objectives and scope, and members will receive a copy of the TORs.

## 6.0 Working Group Meetings

- The meetings will be held virtually to facilitate attendance and/or face-to-face, whilst complying with public health guidance.
- **Frequency:** Meetings will take place once every 2-3 weeks or more frequently if the level of activity of the working group requires. Meetings dates will be decided following the review of the work-plan and delegation of roles.
- **Format:** Meetings will be held virtually. Where it is deemed that an in-person workshop is required, this will be organised.
- **Duration:** 90 minutes – 2 hours, depending on the content of the agenda.
- **Quorum:** A quorum is at least 7 members excluding the chair. There should be at least 1 person from each site present.
- **Notification:** All documents required for review will be sent at least one week in advance of the meeting.
- **Timeframe:** The duration of Phase 1 of this working group will be 6-8months (Q1 2023). The timeframe for Phase 2 will be decided at its outset.
- Apologies to be sent in advance to the chair of the working group

## 7.0 Responsibilities

### 7.1 The Chair

- Provides leadership and direction in meeting objectives
- Compiles the agenda in advance of the meeting
- Ensures any follow-up from meetings is acted upon
- Ensures a formal, periodic review of the working group functions and a process for improvement / renewal
- Risks will be managed through the organisational risk management framework and serious risks escalated
- Reports to the Chief Director of Nursing and Nursing Executive Board

### 7.2 Working Group Members

- Actively participate in the work of the working group, including decision making
- Provide feedback and /or review of documentation within the requested timeframes
- Respect the confidentiality of working group business where this requirement is conferred by the Chairperson
- Consider any conflict of interest regarding their membership of the working group or with the business of the working group
- Co-opt /seek expert advice on a needs basis at the direction of the Chairperson
- Demonstrate a good attendance and submit an apology for non-attendance in advance of any meeting, or, if appropriate, send a suitable individual to deputise for the member

### 7.3 Administrative Support

- Sends out the agenda the week prior to the next meeting
- Documents to be reviewed will be available 1 week in advance
- Records and disseminates the minutes and any associated papers to the working group members prior to the next meeting
- Plans meeting dates and books venues
- Ensures completion of attendance list

### 8.0 Linkage with other Committees & Group

- Local Nurse Education Committees until their dissolution
- Local Nurse Practice Committees
- Chi Nurse Education Committee
- CHI Nurse Practice Committee
- University committees, including but not limited to Local Joint Working Groups
- Local Senior Nursing Leadership teams

### 9.0 Review of Terms & Membership

- A review of the outcomes of this working group will be provided to the Nursing Executive Board on agreed frequency
- A formal review of the working group will be conducted on a monthly basis to ensure it remains focused on its objectives and deliverables.
- Membership will be reviewed periodically and additional stakeholders will be invited if this is deemed necessary for the functioning of the working group.

**Appendix 1: Membership of the CHI Short Life Working Group for Cross-site Allocation of Students**

<b>Role / Personnel</b>	<b>Name</b>
Interim Chair	Carol Hilliard
<b>Children's Health Ireland</b>	
Nursing Practice Development Coordinator	Caroline O'Connor (TS) Siobhan O'Connor (Tall)
Student Allocation Liaison Officer	Michelle Sheridan (Crum) Leonie Buchanan (TS) Elizabeth Fitzpatrick (Tall)
Clinical Placement Coordinator	Carmel Gallagher (Crum) Liz Nolan (TS) Joppa Lynne Paris & Ciara Free (Tall)
PRCN Programme Coordinator	Deirdre Farrelly (Crum) Maeve Williams (TS) Sinead Ryan (Tall)
<b>Higher Education Institutions (HEIs)</b>	
Lecturer from HEI	Rachel Howe Programme Director of C&G programme (UCD)  Dr. Colleen O'Neill Programme chair for the BNCG (DCU)  Maryanne Murphy Head of Children's Nursing (TCD)
Clinical Allocations Officer from HEIs	Bernie Maher (UCD) Regina Broderick (DCU) Padraig Dunne (TCD)