1. INTRODUCTION and BACKGROUND

1.1. South Central Strategic Health Authority (SCSHA) is creating a time-limited committee to oversee the local approach to the development of the graduate nursing workforce, including the transition and management of its implications.

1.2. This Steering Group will be integrated with and linked to existing workgroups as shown on the graph below:

1.3. Reporting arrangements with other stakeholders will be as shown on the graph below. It is expected that information from each group will be fed into the Graduate Nursing Group (as reflected in the membership of the Group) as and when relevant and the different stakeholders will be kept informed of the Graduate Nursing Group’s work via the circulation of meeting minutes or briefings.
1.4. In 2009, the Department of Health (DH) announced that all nurse pre-registration education programmes will become degree-level by September 2013. This follows the announcement in 2008 by the Nursing and Midwifery Council (NMC) that nursing will require degree-level registration, raising the level from the current minimum level of diploma. To support this, the NMC has developed in partnership with key stakeholders new standards and competences for pre-registration nurse education. The DH is also working with key stakeholders such as the NMC, NHS Employers and SHAs to ensure comprehensive plans are in place to introduce successful change; including ensuring the NHS is ready to use the skills of the new graduates effectively.

1.5. To underpin this important change to nurse pre-registration education a number of other work streams are underway including:

1.5.1. At national level:
1.5.1.1. Publication of and consultation on the new NMC standards,
1.5.1.2. Publication of the report by the Prime Minister’s Commission on the future of nursing and midwifery in England,
1.5.1.3. Publication of a Preceptorship Framework for nursing,
1.5.1.4. Publication of a Career Framework for nursing,
1.5.1.5. Exploration of how to promote nursing as a career,
1.5.1.6. A more strategic approach to the role of clinical support workers, especially at Agenda for Change pay bands three and four, including the review of training and education for this group of staff,
1.5.1.7. The review of the NHS Bursary Scheme.

1.5.2. At local level:
1.5.2.1. Publication of a South Central Workforce Strategy,
1.5.2.2. Publication of a quality and productivity framework: Shaping the Future,
1.5.2.3. Publication of a Strategic Framework to support widening participation and learning (bands 1 to 4),
2. **CONSTITUTION and AUTHORITY**

2.1. The Steering Group aims to be a locally and professionally representative committee to ensure that decisions made comply with professional, national and local requirements and guidance.

2.2. The Steering Group will be chaired by SCSHA (Deputy) Chief Nurse and will provide a forum for discussion and debate on issues related to the move to an all-graduate nursing workforce. The Steering Group also has powers to respond and develop frameworks to aid the local implementation of this change.

2.3. Project updates will be presented to SCSHA and wider forums as and when necessary throughout the lifetime of the Steering Group for verification and final ratification and will be agreed by the Group prior to the meeting.

2.4. The Project reports directly to the SCSHA Director of Clinical Standards and Workforce.

3. **MEMBERSHIP**

3.1. The Steering Group will comprise representatives of SCSHA, local healthcare providers, local nursing education providers, medical and allied health professionals representatives.

3.2. To achieve quorum, meetings will need to be attended by at least:

3.2.1. Two members of SCSHA,
3.2.2. Two healthcare providers' representatives,
3.2.3. Two education providers' representatives,
3.2.4. One commissioner,
3.2.5. One external member.

If the above members are not available, documents may also be shared electronically for members to consult and agree. Other 'expert' members may be co-opted to the Group by mutual agreement.

3.3. The Group will be chaired by a Director of Nursing nominated by their peers and a Deputy Chair will be nominated by HEI representatives. In the absence of the Chair and Deputy, a nominated member of the group will preside.

3.4. All members of the Group shall have the right to attend meetings.

3.4.1. Membership of the Group will adopt an organisational focus. The Group will comprise:

- The Director of Nursing (or appropriate delegate) from each healthcare provider organisation in SCSHA, to cover all acute, community, mental health and learning disability services,
- A representative from each commissioning organisation in SCSHA,
- A representative from each Higher Education Institution (HEI) currently commissioned by SCSHA to provide nursing education,
- Representatives from SCSHA, including the (Deputy) Chief Nurse, Education Commissioning, Widening Participation and Workforce Planning,
- Student representatives,

3.4.2. At least one focus group will be held with members of LINks and other local patient/user groups to inform them of the work of the Steering Group and collect
their views and suggestions. These will be reported to the Steering Group in order to inform further work.

3.5. The designated Education Commissioning Manager will co-ordinate managerial and administrative support to the Group. This will include the arrangement of meetings, the coordination/production of agendas, action notes/papers and follow-up actions as appropriate. Agendas and papers will aim to be distributed in advance of the meetings.

4. **FREQUENCY**

4.1. Meetings shall be held as necessary throughout the period, initially bi-monthly. Additional meetings may be called if required, to be agreed by the Steering Group.

4.2. To support the work of the Steering Group the need may arise to set up locality sub-groups, which will report to the Steering Group and may decide to meet more frequently.

5. **FUNCTIONS**

5.1 The functions of the Group shall be:

5.1.1 To validate the timetable for implementation of the local move to an all-degree nursing education;

5.1.2 To provide a discussion forum in relation to the new NMC Standards;

5.1.3 To work in partnership to prepare for the transition to degree-level registration and develop a framework for graduate nursing;

5.1.4 To work in partnership to shape the overall curriculum in order to meet local workforce needs;

5.1.5 To ensure that graduate nursing programmes reflects the Widening Participation Strategy and to develop an advanced nursing strategy (consultant pathway and clinical academic pathway);

5.1.6 To identify potential local risks for all stakeholders and work in partnership to mitigate and address these;

5.1.7 To discuss and develop a marketing and recruitment strategy to support enrolment onto the new graduate programme;

5.1.8 To develop and agree a local career framework using the national Career Framework for Nursing and including AP(E)L mechanisms;

5.1.9 To identify and develop/strengthen student support system across academia and practice;

5.1.10 To influence organisational culture in order to ensure that clinical settings and local leadership are real enablers in the development of advanced nursing and recognise the value and contribution that students make to services;

5.1.11 To guide the preparation of the existing nursing workforce in order to help nurses meet graduate standards and be accepting of the new workforce;
5.1.12 To consider the local requirements for dually-qualified nurses (four-year programmes) in terms of numbers, qualifications and availability of placements and continuous professional development modules to ensure currency of practice;

5.1.13 To develop the profile of the "South Central nurse" to reflect local ownership of and investment in the future nursing workforce;

5.1.14 To create links with other professional groups (medical and allied health professionals) in order to reinforce inter-professional learning and support an integrated and joined-up workforce strategy;

5.1.15 To develop indicators to evaluate the effectiveness of the graduate nursing programme.

6. **CONDUCT OF BUSINESS**

6.1 Matters for consideration by the Group may be nominated by any member outside of the agenda.

6.2 All matters discussed within the Steering Group forum may be shared with external stakeholders, unless the Group decides that they are to be retained confidentially between members until distributed more widely as part of a communications and engagement plan.

7. **REPORTING ARRANGEMENTS**

7.1 Minutes shall be recorded during each meeting as a record of matters discussed and decided and sent to all those on the Steering Group.

7.2 Reports will be written for the appropriate committee of South Central SHA as and when approval is required and as an update.

8. **REVIEW**

8.1 These Terms of Reference shall be reviewed by the Group at the earliest opportunity in order to be approved and adopted.

**Date Reviewed: 12.05.2010**

**Date Approved:**