Terms of Reference

Intrepid V10 Liaison Group

Purpose

*The Group exists to:*
- Actively participate in the decision making process for V10 developments in close collaboration with Hicom Technology and deanery representatives
- Involve the wider deanery community in decision making, opinion forming and other activities, through liaison with the wider DDG and others.
- Collate and distil opinion from colleagues for incorporation into V10 where practicable.
- Endorse and influence the development priorities for V10.
- Act as a development reference source for Hicom.
- Ensure developments are fully integrated and logical, especially links between functionality known as “Topic Areas”.

Responsibilities

*The Group will:*
- Work within the technical limitations and constraints of the V10 environment as defined by Hicom.
- Be guided by the system requirements as explicitly stated or implied in the DDG Report and / or subsequent enquiry and clarification.
- Be mindful of specific “local” requirements individual deaneries may identify and to ensure these are incorporated into V10 where practicable.
- Ensure integration of V10 across all Topic Areas

*The Group is not empowered to:*
- Make decisions which have a financial or operational impact where this is outside the scope of work defined by the DDG Report.
- Sign off V10, whole or part.

Meetings

*It is not intended that the Group replicates or replaces any Hicom initiatives to communicate wider developments etc al*
- It is expected that the Group will meet regularly or “on demand” with wider DDG (and others) invited to attend. These meetings may be called by Hicom or Group members.
- Meetings will be via teleconference, WebEx or face-to-face if the opportunity arises.
National Deanery Data Group

Group membership

- Topic Area Leads – representing Core members

<table>
<thead>
<tr>
<th>Topic Area</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data collection / reporting hierarchy</strong></td>
<td>John Thompson</td>
</tr>
<tr>
<td>&gt; i.e. Deanery, Trust, Site, VTS, Skills Networks, Staff Groups, Specialty, Grade, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Programmes and posts</strong></td>
<td>Rob Pink</td>
</tr>
<tr>
<td>&gt; Including GMC/College requirements funding and approvals</td>
<td></td>
</tr>
<tr>
<td><strong>People</strong></td>
<td>Vince Goddard</td>
</tr>
<tr>
<td>&gt; Including different staff groups (doctors in training, GPs, Dentists, educators, etc.) contact details, NTN/DRN, CCT, demographics, E&amp;D, work details, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Placement management</strong></td>
<td>Adrian Ashley</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Ian Thorburn</td>
</tr>
<tr>
<td>&gt; Including study/exam leave, budgets/entitlements, courses and teaching sessions</td>
<td></td>
</tr>
<tr>
<td><strong>Assessment/appraisals</strong></td>
<td>Martin Smith</td>
</tr>
<tr>
<td>&gt; Including ARCP, assessments, mentoring, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Educational supervision</strong></td>
<td>Ian Thorburn (TBC) unless someone volunteers</td>
</tr>
</tbody>
</table>

- Wider membership
  - Hicom personnel in an advisory capacity
  - DDG members
  - Named representatives from colleges, regulators et al
  - Others as required

Roles and responsibility of membership

The Core membership (i.e. Topic Area Leads)

- Work with Hicom either individually or collectively in developing the functionality of their Topic Area.
- Report on Group outcomes to the DDG
- Escalate unresolved or “out of TOR” issues to the Chair of the DDG
- By best endeavours
  - Attend the meetings
  - Communicate each other and the wider DDG
  - Take ownership for carrying out actions and activities
Group membership

*Simple relationship diagram illustrating the associations between the parties*