



**Scottish
Ambulance
Service**
Taking Care to the Patient



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**CAPABLE WORKFORCE GROUP
TERMS OF REFERENCE**

VERSION 0.2

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AUTHOR – PAUL BOWTLE

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<u>02</u>	<u>07/11/2017</u>	<u>Change title from General Manager to Head of Service for Operational Representation</u>	<u>PBowtle</u>	

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Linked documentation:

Workforce Development Operational Group Terms of Reference

SECTION 1: PURPOSE

Capable Workforce remains an area for focus and priority within the NHSScotland Everyone Matters 2017 – 2018 implementation plan; with the aim to ensure that all staff are appropriately trained and have access to learning and development to support the Quality Ambitions and 2020 Vision for Health and Social Care. In previous years this has included the requirements that:

Scottish Government and others will:

- Develop a learning and development framework and career pathways taking account of prior learning, particularly for support workers
- Provide ongoing investment in developing Quality Improvement capability across the workforce to meet the growing demand for these skills.

and for 2017 - 2018

- Develop approaches to create a workforce which is confident and competent in using technology to make decisions and deliver care.

NHS Boards will:

- Ensure that everyone has a meaningful conversation about their performance, their development and career aspirations
- Develop the skills and behaviours required for working collaboratively and flexibly across primary and secondary care, and across health and social care.

and for 2017 – 2018

- Build confidence and competence among staff in using technology to make decisions and deliver care by encouraging active participation in learning.
- Work across boundaries (between professions, between primary and secondary care, between sectors and so on) to share good practice in learning and development, evidence-informed practice and organisational development.

The Capable Workforce Group's purpose is to provide the forum for scoping, planning and implementing the Scottish Ambulance Service's response to the requirements set out in the Everyone Matters plans and within the Capable Workforce primary driver components and activities described in the Scottish Ambulance Service's Workforce Development Driver Diagram.

SECTION 2: SCOPE

The scope of the Capable Workforce Group is across all Scottish Ambulance Service directorates and staff groups and may extend into collaborative working with stakeholders and colleagues in the wider Health & Social Care system.

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SECTION 3: MEMBERSHIP

Membership of the Capable Workforce Group includes those members of the Scottish Ambulance Service who have a direct responsibility for the provision of service wide Education, Professional Development, Technical Training, Learning and Development and Continuing Professional Development.

Title	Role
Head of Education and Professional Development	Chair
Head of Leadership and Learning	Co-Chair
Associate Director Care Quality and Strategy Implementation	Care Quality and Strategy Implementation assurance
Assistant Head of Education and Professional Development	Education and Professional Development implementation
Head of Ambulance Control Centres	ACC implementation
Head of Specialist Operations	NRRD implementation
Systems Training and Development Manager	eLearning implementation
Head of Financial Planning & Reporting	Finance assurance
Staff Side Representative, Unison	Employee representative
Staff Side Representative, Unite	Employee representative
Staff Side Representative, GMB	Employee representative
Head of Strategy Implementation & Quality Improvement	Quality Improvement implementation
Head of Service	Operational implementation
PA to the Head of Education and Professional Development	Minute taker and administrative support

SECTION 4: MEETINGS

The Capable Workforce Group will meet in advance of the Workforce Development Steering Group throughout the performance year. All agenda items will be agreed with the Chair and informed by the outcomes of the previous meeting. Where required, staff identified as having a specialist advisory role will be invited to attend. Attendance at meetings is expected from all members, in the event that apologies are provided, a deputy will be required to attend. The Group may decide to hold interim meetings as and when the programme schedule requires.

SECTION 5: REMIT

The Capable Workforce Group's objectives are:

- Oversight and review of the Learning and Development Policy
- Commission Service wide learning needs analysis to support strategic priorities
- Implementation of service wide Education, Training, Learning and Development
- Quality assurance of the effectiveness of learning
- Development of a Service wide prospectus of learning and development
- Communication and engagement of staff of learning and development opportunities

- Oversight of the Services learning management systems
- Maintain the Service's provision of e-Learning
- Evaluation and reporting on the efficacy of learning application
- Plan and deliver the Capable Workforce activities in the Workforce Development Driver Diagram.

SECTION 6: REPORTING

The Capable Workforce Group reports to the Workforce Development Steering Group and is governed by the framework agreed to deliver the Services' 2020 Strategy "Taking Care to the Patient"

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