

**East of England Cardiac Clinical Network
Training and Education Sub Group
Draft Terms of Reference**

1. Purpose

- The role of the subgroup is to share and identify learning opportunities across the region.
- To develop an education plan that will be open to the Network members

2. Duties

To

- To identify learning opportunities across the region
- To prioritise the learning needs of the region for development and delivery of learning.
- Collaboration between clinical specialists
- To influence and develop workforce strategies

3. Membership

In order to fulfil the function of the Network as described, the following will be the core members:

- Chair or Vice Chair
- Commissioner representative
- Provider representation from speciality leads Medical / Nursing / AHP / Scientists / Operations

4. Quorum

The Network will be considered quorate when the following members, as a minimum:

- NHSE representative
- Provider representation from other organisations
- Representation from Medicine, Nursing and Operations (within the provider group)

5. Frequency of meeting

The Subgroup will meet Quarterly.

Where it is deemed necessary, ad-hoc meetings will be convened to discuss immediate or urgent concerns raised outside the planned meetings. Some meetings may be held virtually or by telephone conference to maximise attendance.

6. Governance Chart

