

# Workforce

## Special Interest Group

Terms of Reference



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# Document management

## Version History

| Version | Date       | Summary       | Name       | Title         |
|---------|------------|---------------|------------|---------------|
| V0.1    | 10/08/2022 | Initial draft | Tim Cooper | Network Chair |
|         |            |               |            |               |
|         |            |               |            |               |

## Reviewers

| Reviewer Name  | Title                     | Date       | Version |
|----------------|---------------------------|------------|---------|
| Kate Burley    | Network Director          | 11/10/2022 |         |
| Dr James Heron | Network Clinical Director |            |         |
|                |                           |            |         |

## Approved by

| Name | Signature | Title | Date | Version |
|------|-----------|-------|------|---------|
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## Document Authors

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## Document Control:

The controlled copy of this document is kept within the West Midlands Imaging Network files. Copies of this document held outside of that area, will be viewed as removed from formal change control.

## Executive Overview

The West Midlands Imaging Network, (WMIN) is an approved Network which consists of a provider collaboration of 15 Trusts, across 6 ICBs, (Birmingham & Solihull; Coventry & Warwickshire; Herefordshire & Worcestershire; Black Country; Shropshire, Telford & Wrekin; Staffordshire & Stoke-on-Trent).

Serving a population of over 6 million people the Network aims to deliver prompt and expert Diagnostic Imaging services to patients across the region, irrespective of where they receive their treatment. The Network is a tangible expression of the aspirations set out in the NHS Long Term Plan (2019) with regard to the creation of Imaging Networks and the proposals announced by NHS England and NHS Improvement 2021 to set up regional Diagnostic Imaging networks across the country.

Launched in 2021 the Network is developing activities to achieve full network maturity. The 2022-23 period is crucial to this development path and for the purposes of this terms of reference with a specific workforce planning and development remit.

The supply of diagnostic imaging services, post Pandemic will continue to focus strategic and operational thinking and provision for the WMIN and the workforce Special Interest Group (SIG). Particularly in terms of workforce supply. Workforce pressures are not new, and the stark assessments and recommendations made by the Richard's review are essential items on the 'to-do-list'. The pandemic and growth in waiting lists has served to expose these shortages in workforce supply and increases in demand.

## Objectives

The WMIN Workforce SIG functions and responsibilities are to:

- a) Develop and deliver the WMIN Diagnostic Imaging Workforce strategy.
- b) Advise and report to the WMIN Operational and Executive Boards on matters arising concerning workforce planning and development, education, training, innovation, strategic directions, policies, processes, systems, structures, standards, and quality within the agreed scope of the terms of reference.
- c) Develop a Framework for the West Midlands Imaging Network to bring together constituent partners imaging workforce plans to aid delivery in a joined up cohesive manner.
- d) To ensure WMIN members work collaboratively to:
  - d..1 Attract newly qualified and experienced candidates into the West Midlands.
  - d..2 Improve retention of staff at all levels
  - d..3 Create opportunities for development.
- e) Ensure all WMIN members work jointly on recruitment across the West Midlands.
- f) Ensure all WMIN members collaborate on the provision of training placements across modalities for the whole of the Diagnostic Imaging workforce.
- g) Enable alignment with National and Regional directives from NHSEI, HEE and GIRFT on the workforce planning and development aspects of education, training, workforce innovation and the reduction in unwarranted variation.
- h) Review, advise and ensure Network collaboration in the recovery and renewal of Diagnostic services. As described in Sir Mike Richards' recent review of diagnostic services *Diagnostics: Recovery and Renewal*, commissioned by NHS England and NHS Improvement.
- i) Ensure the engagement of each WMIN members in relation to workforce planning and development, education, training, and workforce issues in general.
- j) Ensure all WMIN members collaborate to standardise practice where appropriate across the West Midlands. For example:
  - j..1 Standardisation of placement hours
  - j..2 Standardisation of clinical assessor Training
  - j..3 Standardisation of Competencies
  - j..4 Standard Training Hours – use of full range of shifts
  - j..5 Rotation guidelines – inclusion of CT, MRI, NM, US as standard.
  - j..6 Private, Voluntary, and Independent providers (PVI's) within region part of rotation

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- j..7 Leadership, governance, education, and research placements
- j..8 Working with HEE, the academy, HEI's and other training providers to influence evidence-based supply and demand requirements

## Membership

- a) Constitution of the WMIN Workforce SIG is as follows:
  - a..1 Chair – WMIN Director (interim)
  - a..2 WMIN Portfolio Manager
  - a..3 WMIN Clinical Director
  - a..4 WMIN Imaging Workforce Representatives from the region
  - a..5 Representatives from WMIN Universities and other Universities who sit outside the West Midlands but support West Midlands students.
  - a..6 Director of the Midlands Imaging Academy
  - a..7 Head of School of Radiology
  - a..8 Local organisation workforce planners/leads
  - a..9 ICB workforce leads
  - a..10 External Organisations e.g. Society of Radiographers, RCR, IPEM
  - a..11 NHSEI Workforce Lead
  - a..12 Health Education England (Midlands) representatives
  - a..13 Ad-hoc subject matter experts as required by the Workforce SIG.
  
- b) WMIN Workforce Special Interest Group will report directly to the WMIN Operational Board.

The West Midlands Imaging Network will provide the secretariat for these meetings.

## Management arrangements

### a) Meetings

- a..1 The WMIN Workforce SIG to meet no less often than quarterly and in the first year this will be 6 weeks/monthly to allow for discussion and decision-making. The SIG shall decide its meeting schedule in advance subject to the needs of service providers.
- a..2 Meetings may be held face-to face or by videoconference.
- a..3 If decisions are needed between the meetings, virtual meetings will be held by video conference (MS Teams).
- a..4 Agenda and supporting papers will be circulated to the members 5 working days prior to each meeting
- a..5 Draft minutes will be circulated not more than two weeks after meetings and formal approval will be sought at the next meeting of the Workforce SIG. Any amendment to the minutes to be agreed and recorded at that meeting.
- a..6 Items for discussion must be sent at least 5 days prior to meetings. Individuals sending items will be expected to lead the discussion at the Workforce SIG (Chairs discretion applies)
- a..7 The WMIN Network Director will be the point of contact for members wishing to convey relevant information to the meeting or to the rest of the WMIN.
- a..8 The West Midlands Imaging Network will provide administrative support to the group.

### b) Quorum

- b..2 Fifty percent (50%) or more of the current WMIN member trusts (present in person or through deputy nominated) shall constitute a quorum of the Board. If a meeting is not quorate, no binding decisions will be made.
- b..3 If the meeting is predicted to be non-quorate due to apologies received, the meeting may be cancelled at least 5 days in advance to allow members to re-organise their diaries appropriately.
- b..4 Decisions that require action by member trusts shall be advisory on all trusts.
- b..5 Where further escalation of an issue is needed, the SIG will decide on a suitable route and action.

### c) Accountability

- c..1 The WMIN Workforce SIG is accountable to the WMIN SRO in each of the WMIN member trusts, through the WMIN Operational Board for



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achieving its goals and for escalating any matters that arise from its discussions.

- c..2 Review terms of reference and chairing arrangements on an annual basis.
- c..3 This initial ToR will be reviewed within 6 months of the first meeting.

Agreed on :

