



Terms of Reference

Group Name: Peterborough Nurse Forum

Purpose: To communicate education resources to the local nursing community, giving guidance and signposting as to what is available and if any financial support is available from other organisations. Each meeting will provide an hour of Continual Professional Development (CPD) that can be used towards revalidation and personal development.

Scope: We will meet bi monthly. The training hub is not an educational provider, we will facilitate and signpost the nurses to other organisations that have been deemed appropriate educational providers, with clear quality assurance and whenever possible CPD accreditation. Subject matter for the CPD should be chosen by the members. We welcome suggestions for CPD, for future training events and courses and GPN conference.

Authority: The Clinical Nurse Educator will facilitate the bi monthly meeting. The Training Hub Project Manager will hold the authority regarding budget allowance and subject matter of the meetings.

Membership: Any member of the Nursing team working in General Practice is welcome to the sessions. The content will mainly be aimed at nurses holding an NMC registration, however this will be reviewed, and all are welcome.

Reporting: Reporting will be made to the Training Hub Project Manager. Any concerns from the members, feedback or suggestions for improvement should be brought to the attention of the Clinical Nurse Educator.

Budget: There is currently no allocated budget for the Nurse Forum meetings. Nurse Education Budgets from other organisations, should and will be advertised via the forum meetings, although authorisation will be from the original organisations and the Training Hub.

Review: Annual review of the forum such as the CPD content, location and facilitator review will take place as part of an annual general meeting for the forum.

Signed:

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