

Workforce development sub group Terms of Reference

1 Purpose of Group

To produce a workforce development strategy that meets the needs of modernised maternal health services

To co-ordinate training and development programmes, including joint training across agencies and disciplines

2 Objectives and Outcomes

See maternal health strategy.

Workforce and diversity

- Harness potential workforce in local communities
- Focus on recruitment and retention, particularly in midwifery
- Develop skills escalator and career progression, acknowledging diversity and capacity building
- Increase diversity of workforce to reflect the ethnic population of Sheffield

Training and development

- Develop appropriate competence frameworks for various cadres of staff
- Ensure continuous professional development is undertaken, ensuring evidence based and best practice
- Facilitate the development of new, evidence-based roles eg one to one midwives, peer educators/ support workers eg in breastfeeding
- Training and skills for health care workers for families hard-to-reach, vulnerable and have difficulties with communication.
- Ensure that workforce issues in response to national guidance e.g. NSF, NICE guidance are addressed.

Coordination

- Secure appropriate links in training and development with other bodies eg South Yorkshire Workforce Development Confederation, Royal Colleges, Universities etc.
- Ensure that developments in maternity services in response to staffing agendas, e.g. Agenda for Change, WTD are coordinated.
- Coordinate information systems across the care pathway to support communication, and developments in maternity services.

Workforce development strategy to be prepared by end November 2004

3 Frequency of meetings

At least monthly initially. To be agreed thereafter.

4 Chair and membership

Chair, Elizabeth Foley, Workforce Development Confederation

Current membership under review

- Midwifery manager
- Obs/gynae/neonatology rep
- Health Visitors manager
- Family support manager
- Information services
- User representative

5 Administrative arrangements

Secretariat to be provided by the Chair

6 Accountability

Reporting directly to Maternal Health Strategy Group

7 Reporting arrangements

Minutes of meeting fed to Maternal Health Strategy group. Chair of group to attend maternal health strategy group

8 Review

Review membership and group function on completion of workforce development strategy.