

Manchester Academy for Healthcare Scientist Education Governance

14 November 2016

ARTICLE 1 - Name of Organisation

Manchester Academy for Healthcare Scientist Education (MAHSE)

ARTICLE 2 - Purpose

- 2.1 To support the delivery of PTP, STP and HSST programmes across healthcare provider organisations.
- 2.2 To support HEI's in the design and development of new PTP, STP and HSST programmes dependent on local and national requirements
- 2.3 To support tenders for existing and future MSC Healthcare Science programmes
- 2.4 To co-ordinate HEE approval for PTP, STP and HSST programmes delivered by MAHSE partner HEIs.
- 2.5 To verify that each validated PTP, STP and HSST programme delivered by MAHSE partner HEIs continues to meet the requirements for MSC.
- 2.6 To verify that there is equity of experience between students and trainees on different programmes, and to identify and solve problems particularly at the HEI/healthcare provider organisation interface.
- 2.7 To support the development of CPPD for existing and future HCS workforce
- 2.8 To provide a forum for the exchange of good practice with regard to the development and delivery of all elements of the MSC education and training framework.
- 2.9 To provide support for effective PPI in the STP and HSST programmes delivered by the MAHSE partner HEIs.
- 2.10 To co-ordinate and support across programmes social, liaison, education and training events for HCS trainees, staff (both HEI and healthcare provider organisation), patients and public and thereby promote inter-professional learning.
- 2.11 To facilitate and support the integration of mobile and online learning in the MSC programmes delivered by MAHSE partner HEIs.
- 2.12 To co-ordinate contract and quality reviews by Health Education England (HEE) and/or other regulatory bodies.
- 2.13 To verify contracts are in place between HEE and HEIs involved in delivering HCS programmes.
- 2.14 To both support and promote research and innovation in HCS across MAHSE partner HEIs, NHS trusts and other healthcare providers.

ARTICLE 3 - Officers

- 3.1 The officers shall consist of a Director and a Deputy Director
- 3.2 The Director's responsibilities, duties and accountabilities are as follows:
 - To Chair the MAHSE Executive Board

- To formulate and implement a strategy for MAHSE to achieve key goals against a three year timeframe
 - To produce the MAHSE annual budget and oversee expenditure in line with the agreed MAHSE budget.
 - To be proactive and responsive to local and national developments in the implementation of MSC and to instruct the Executive Board as to their implications
 - To represent MAHSE at local HCS network meetings, national MSC events and the HEENW Healthcare Science Workforce Board
 - To support the MAHSE Boards in meeting key objectives including:
 - Preparation of tenders for existing and future MSC Healthcare Science programmes
 - Facilitating HEI and professional body approval for new programmes
 - Working with HEIs to develop programme elements and CPPD for existing HCS staff
 - Solving problems experienced by trainees particularly at the HEI/NHS interface
 - Promotion of social, liaison and training events for HCS trainees, staff (both HEI and NHS), patients and the public
- 3.3 The Deputy Director shall assist the Director with all administrative and operational responsibilities, duties and accountabilities, and assume those responsibilities, duties and accountabilities in the Director's absence.
- 3.4 Officers will be appointed following an interview involving members of the Academy's Executive Board for an initial term of 3 years. Any officer can seek appointment for a second 3 year term, and will require a majority vote from the Executive Board, excluding the two MAHSE officers, including two of the three Senior HEI representatives.

ARTICLE 4 - Committees

4.1 Executive Board

4.1.1 The Executive Board shall be made up of:

- MAHSE Director (Chair)
- MAHSE Deputy Director
- MAHSE Manager (Secretary)
- Senior HEI Representatives, one from each MAHSE partner HEI (see Article 7)
- PTP Programme Director representative
- STP Programme Director representative and STP Clinical lead representative (both representatives cannot be from same programme)
- Chair of the HSST Oversight Group (HOG)
- Representative from HEENW / NW HCS network
- Lay Representative (usually one of the Lead Lay Representatives)

4.1.2 Terms of Reference

- To review and recommend to the Stakeholder Board, MAHSE's policies and strategy
- To execute MAHSE's policies and strategy once agreed by the Stakeholder Board
- To review and authorise the MAHSE budget
- To authorise spending of any annual operating surplus within MAHSE (see Article 6)
- To produce and disseminate MAHSE's end of year financial statement

- To authorise any single payment from the MAHSE budget in excess of £5,000.
- 4.1.3 The Executive Board will report to the Stakeholder Board, MAHSE partner HEIs, HEENW, NW HCS network and the MAHSC Director for Education and Training
- 4.2 Stakeholder Board
- 4.2.1 The Stakeholder Board shall be made up of:
- Independent Chair
 - MAHSE Director
 - MAHSE Deputy Director
 - MAHSE Administrative Staff
 - MAHSE eLearning Technologists
 - MAHSC Director for Education and Training
 - Senior HEI Representatives, one from each MAHSE partner HEI (see Article 7)
 - All Programme Directors from PTP, STP and HSST Programmes (pathway leads may attend the Board for information)
 - Representative from HEENW / NW HCS network
 - Lay Representative
 - Trainee Representative
- 4.2.2 Terms of Reference
- To support the delivery of PTP, STP and HSST programmes across HEIs, NHS Trusts and other healthcare providers
 - To support HEI's in the design and development of new PTP, STP and HSST programmes dependent on local and national requirements
 - To support tenders for existing and future MSC Healthcare Science programmes
 - To verify that there is equity of experience between students and trainees on different programmes, and to identify and solve problems particularly at the HEI/NHS interface.
 - To support the development of CPPD for existing HCS workforce
 - To provide a forum for the exchange of good practice with regard to the development and delivery of all elements of the MSC education and training framework.
 - To co-ordinate and support across programmes social, liaison, education and training events for HCS trainees, staff (both HEI and NHS), patients and public and thereby promote inter-professional learning.
 - To promote opportunities for research and innovation in HCS across MAHSE partner and affiliate HEIs and NHS trusts.
- 4.2.3 The Stakeholder Board will report to the MAHSE partner HEIs, HEENW, NW HCS network and MAHSC Director for Education and Training.

ARTICLE 5 - Meetings

5.1 Executive Board

5.1.1 Meetings of the Executive Board shall be held no less than twice per year

5.1.2 No less than two thirds of the Executive Board members must be present to convene an Executive Board meeting and constitute a quorum for the transaction of MAHSE's business.

5.1.3 For purposes of meetings Executive Board members may attend in proxy in writing which has to be duly executed by the appointer.

5.2 Stakeholder Board

5.2.1 Meetings of the Stakeholder Board shall be held no less than once per year.

- 5.2.2 No less than half of the Stakeholder Board members must be present to convene a Stakeholder Board meeting and constitute a quorum for the transaction of the MAHSE's business.
- 5.2.3 For purposes of meetings Stakeholder Board members may attend in proxy in writing which has to be duly executed by the appointer.

ARTICLE 6 - Finances and Reports

- 6.1 The annual MAHSE budget shall be agreed by the Executive Board.
- 6.2 The Director shall have the authority to authorise any single payment from the MAHSE account up to £5,000. Any payment in excess of this amount must be first authorised by the Executive Board.
- 6.3 Any surplus collected by MAHSE over and above the cost of MAHSE (that exceeds the annual operating surplus of £60,000) will be returned to the partner Universities at the end of each academic year.
- 6.4 The financial year end of the Academy will be July.
- 6.5 The production and dissemination of the end of year MAHSE financial report will be the responsibility of the Executive Board. The report will be available for inspection within 3 months of the end of the Academy's financial year and shall be presented at the next scheduled Stakeholder Board meeting.

ARTICLE 7 - MAHSE Partner and Affiliate HEIs

- 7.1 A HEI shall be classed as a MAHSE partner if it delivers any part of a PTP, STP or HSST programme associated with MAHSE and contributes to funding the Academy.
- 7.2 A HEI shall be classed as a MAHSE affiliate if it delivers any part of a PTP, STP or HSST programme associated with MAHSE but does not contribute to funding the Academy.

ARTICLE 8 - Ratification and Amendment

- 8.1 This document shall be valid and operative when approved by the Executive Board, including two of the three senior representatives of the MAHSE partner HEIs.
- 8.2 Any amendment to this document must be conveyed to the Director, formally in writing. If a regular Executive Board meeting is scheduled at least five weeks (35 days) but not more than six weeks (42 days) from the date of submission of the proposal(s), the proposed amendment(s) will be tabled and discussed at the scheduled Executive Board meeting. However, if a regular Executive Board meeting is not scheduled within this time period then the officers shall decide on the date of a special Executive Board meeting to discuss such proposal(s), giving members at least four weeks (28 days) notice.
- 8.3 This document can be amended when approved by the Executive Board, including two of the three senior representatives of the MAHSE partner HEIs.

Glossary

CPPD	Continued Personal and Professional Development	MAHSC	Manchester Academic Health Science Centre
HCS	Healthcare Science	MSC	Modernising Scientific Careers
HEI	Higher Education Institutes	PTP	Practitioner Training Programme
HSST	Higher Specialist Scientific Training	STP	Scientist Training Programme