

CCNME Management Team: Terms of Reference

Purpose

The purpose of the CCNME Management Team is to provide corporate governance to the CCNME. This will include implementation and oversight of the ONMSD strategic plan and other agreed strategies where it applies to QQI validated programmes of education for nurses, midwives and health care assistants and those who support the nursing and midwifery function. This will be guided by the agreed Memorandum of Understanding between the HSE Office of the Nursing & Midwifery Services Director and HSE funded Section 38 services.

Roles and Responsibilities

The CCNME Management Team reports to the Director of the ONMSD. It is responsible to:

- Review of Memorandum of Understanding;
- Consider new organisational developments and service plans as it pertains to nursing and midwifery workforce education and training;
- Approve, reject or refer application proposals for new programme development;
- The financial management of all academic initiatives that relate to QQI programmes of education as agreed in the MOU;
- Commitment to paying QQI Fees as per MOU;
- Identification, evaluation of key risk and that a register of those risks is maintained and actively managed;
- Address risk identified on the risk register in collaboration with the Chair of the Audit and Risk Committee;
- Reviews and considers any required action on Annual Reports from the Academic Council and its sub committees;
- Reports to the ONMSD Director on CCNME Corporate activities;
- Provide an end of year financial report to Director ONMSD;
- Take into consideration ONMSD policies and other external policies to comply with CCNME and or external statutory or regulatory requirement.

Membership of the CCNME Management Team

Nomination of the Chairperson and Members to the Management Team are made by the ONMSD Director.

Membership

Position	Member	Voting Rights
Chairperson (NMPD Area Director)	Ex-officio	Yes
Area NMPD Directors (x2)	Ex-officio	Yes
NMPD Directors (x2)	Ex-officio	Yes
ONMSD Education Lead	Ex-officio	Yes
HSE Finance Manager	Ex-officio	Yes
Representation from the Chief Director of Nursing and Midwifery representing HSE and HSE funded Section 38 Hospitals	Ex-officio	Yes
Representation of Chief Officers of Community Healthcare Organisations	Ex-officio	Yes
Chairperson of Audit and Risk Committee	Ex-officio	Yes
HSELand Manager	Ex-officio	Yes
Digital Lead	Ex-officio	Yes

Conduct of Business - Meetings

Notice of Meetings

The meetings of the Team shall be convened by the Chairperson, with a minimum of fourteen days' notice of a meeting. Meeting documentation shall be circulated to members no later than fourteen working days in advance of a meeting.

Frequency of Meetings

At least three times yearly. The schedule of meetings will be agreed on annual basis

Quorum

A quorum for meetings of the Committee will consist of 50% of the membership +1 and must include the Chairperson.

Decisions

The Management Team will normally operate on the basis of consensus. In the event of a vote being required on any matter a simple majority of all members present, including the Chairperson, will carry the motion with the Chairperson of the meeting having a casting vote in the event of a tie.

Review of Terms of Reference

The Management Team will review its Terms of Reference annually and report the results of that review to the ONMSD Director. Any changes recommended will be presented to the ONMSD Director for approval

Performance

The Management Team will undertake an annual self-assessment evaluation of its performance and report the results of that review to the ONMSD Director.

Tenure

Members will remain in the role whilst they hold the position in organisation. On leaving that position their membership of the Management Team will terminate and nomination of their successor will be subject to the agreement of the ONMSD Director