

Title: Policy on Staff Communication

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
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1.0 Purpose

This policy aims to outline the processes used by the Consortium Centres of Nursing and Midwifery Education (CCNME) for effective staff communication in keeping with Data Protection, Freedom of Information and other relevant legislation with regard to QQI programmes of education.

2.0 Scope

This policy applies to

CCNME Management Team	Academic Council and Committees	Programme Committees	CCNME Programme Teams
✓	✓	✓	✓

3.0 Policy Statement

The CCNME recognises the importance of clear effective communication, supporting staff by providing them with information to gain an understanding of the operations and activities of the CCNME. All communications with, or on behalf of, the CCNME, including learners and staff should be appropriate, respectful, courteous, and timely. This includes social networking and all forms of social media.

4.0 Roles and Responsibilities

	CCNME Management Team	Academic Council and Committees	Programme Board	Programme Committees	CCNME Programme Teams
Responsible for Implementation	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓	✓	✓

4.1 CCNME Management Team

- 4.1.1 Ensure that processes are in place for the promotion and publication of approved CCNME information and communication using the online platform;
- 4.1.2 Reports to the ONMSD Director on CCNME Corporate activities.

4.2 Academic Council and Committees

- 4.2.1 Establish and maintain effective communication structures within the CCNME;
- 4.2.2 Establish and maintain collaborative working with the CCNME Management Team to achieve effective governance, whilst respecting the individual roles, responsibilities and authority of each function;

- 4.2.3 Ensures all academic information is approved and communication is published using the online platform and other media sources;
 - 4.2.4 Enhance CCNME communication through use of the ONMSD Sharefile, Classroom Management System and Basecamp;
 - 4.2.5 Reports to the ONMSD Director on CCNME Academic matters.
- 4.3 **Programme Board**
- 4.3.1 Communicate and collaborate with the relevant Programme Committees to implement QQI validated programmes;
 - 4.3.2 Request and review reports from relevant committees specific to monitoring, review and evaluation of programme quality in association with Teaching, Learning and Assessment.
- 4.4 **Programme Committees**
- 4.4.1 Communicate with relevant CCNME Programme Teams to implement QQI validated programmes of education;
 - 4.4.2 Convene programme committee meetings at regular scheduled times prior to and during programme delivery and be point of contact for support and guidance to Programme Teams;
 - 4.4.3 Request and collate monitoring, review and evaluation reports from Programme Teams and submit to Programme Board.
- 4.5 **CCNME Programme Teams**
- 4.5.1 Identification of individual Programme Coordinators in Centres with agreed validation to provide programme, and representation at Programme Committee meetings re implementation, coordination and coherence of approved programme schedule;
 - 4.5.2 Communicate with lead Programme Coordinator/Chairperson of relevant Committee as point of contact for support and guidance re programme implementation;
 - 4.5.3 Coordination of programme team meetings by the nominated Programme Coordinator with all local stakeholders in preparation for programme delivery;
 - 4.5.4 Liaise with administration staff, ICT to manage logistical issues including teaching equipment, on-line platforms, room reservations, application process and enrolment registration;
 - 4.5.5 Engage with programme teams and learners to participate in quality assurance and enhancement processes. Liaise with all programme stakeholders, complete a programme monitoring, review and evaluation report and submit to Chairperson of relevant Programme Committee.

5.0 Document Control

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Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	<ul style="list-style-type: none"> • <i>Data Protection Act 2018</i>. No. 7/2018 [online]. Available from: https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html [accessed 31 January 2022]. • Data Protection Commission. (2018). <i>Data Protection Legislation</i> [online]. Available from: https://www.dataprotection.ie/who-we-are/data-protection-legislation [accessed 16 July 2021]. • European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: https://www.engaqe.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • <i>Freedom of Information Act 2014</i>. No. 30/2014 [online]. Available from: https://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/html [accessed 31 January 2022]. • Nursing and Midwifery Board of Ireland (NMBI). (2013). <i>Guidance to Nurses and Midwives on Social Media and Social Networking</i> [online]. Available from: https://www.nmbi.ie/nmbi/media/NMBI/Publications/Guidance-to-Nurses-Midwives-on-Social-Media-Social-Networking.pdf?ext=.pdf [accessed 13 February 2022]. • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [accessed 30 January 2022]. 	
Related Policies & Procedures	<ul style="list-style-type: none"> • Policy on Data Protection, Usage and Management [PDF, 7 Pages] • Policy on Public Information and Communication [PDF, 3 Pages] • Procedure on Information and Data Protection, Usage and Management [PDF, 8 Pages] • Procedure on Public Information and Communication [PDF, 3 Pages] 	

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