



Innovation Programme

## **Terms of Reference**

### ***ONMSD and Spark Programme Collaborative Group***

17 July 2024

**Project Background:** The HSE Spark Innovation Programme began as a bottom up initiative seeking to support, promote and recognise innovation amongst healthcare staff. The Spark initiative was established by National Doctors Training and Planning (NDTP) in July 2017 as a national programme to empower and engage with Non Consultant Hospital Doctors (NCHDs). Spark is premised on the belief that the opportunity to develop one's ideas is central to staff engagement, is often inspiring for staff, encourages recruitment, and supports retention. Spark is also based on the belief that it is not solely about successful ideas but also about the potential shared learning for the system.

This belief is shared by the Office of Nursing and Midwifery Services Director (ONMSD). The ONMSD commenced a collaboration with the Spark Programme in 2019. The ONMSD Director set up a subgroup of the ONMSD leadership team in 2020 to guide and oversee the collaborative arrangements.

The Spark Programme urges all Nurses and Midwives, NCHDs, Health and Social Care Professionals who have a problem solving mind and a desire to learn about design and innovation and who, more than anything, are excited about seeing their ideas come to fruition and to get involved to help navigate their problem solving journey.

Now with the support of NDTP, the ONMSD and the National Health and Social Care Professionals Office (NHSCPO), Spark is supporting innovation in a much wider range of staff. The ultimate vision of the Spark Programme is to empower all HSE staff (including Section 38 health service providers) to innovate and improve the health service in a collaborative manner.

The spark programme was led initially by NCHD fellows who applied for a one-year fellowship. The ONMSD provided support for the first year's initial test of a nurse/midwife innovation fellowship in 2022/23. The nursing and midwifery innovation fellow works together with the NCHD and new HSCP fellows. The fellows, together with the national spark programme lead and coordinator, form the Spark Programme team.

**Purpose:** The purpose of the ONMSD and Spark collaborative group is to guide, oversee and promote the ONMSD collaboration with the Spark innovation programme.

**Aim:** to provide opportunities and support for nurses and midwives, in HSE and Section 38 health service providers, to develop design thinking, progress their innovation ideas and capabilities and ultimately to enable extensive participation by nurses and midwives within the Spark Innovation programmes bringing improvements to peoples'/service users' experiences of health and social care.

**Objectives:**

- Contribute to the strategic objectives and future development of the Spark programme
- Facilitate and demonstrate the impact of the nursing and midwifery contribution to the Spark programme initiatives on peoples' experiences of health and social care
- Plan a tailored Spark promotion campaign among the nursing and midwifery professions
- Encourage and support nursing and midwifery's innovation and quality improvement
- Create a supportive ecosystem for nurse/midwife innovators
- Identify opportunities and connect nurses and midwives with ideas/problems for innovation with the design and innovation community
- Provide access to design and innovation workshops and promote the role of user centred design in the health system
- Promote early engagement with emerging technology
- Provide guidance and advice to the Spark nursing/midwifery Innovation Fellow.

**Roles and Responsibilities:**

- The ONMSD where possible within available budget may provide financial support of an agreed amount (reviewed annually) to support the participation of nurses and midwives in the various spark innovation programmes
- The ONMSD may, subject to budget approval and annual review, make available an agreed sum of money for the one-year national nursing and midwifery innovation fellowship (initially tested in 2022/23)
- The ONMSD members of this collaborative group are responsible for sharing information on the Spark Innovation programme through their relevant networks and communication channels
- The ONMSD website facilitates a Spark News Blog and related webpages providing information on the collaboration agreed between the ONMSD Spark lead and the Spark team
- The ONMSD X account is used to promote the various Spark Innovation initiatives and events at the request of the ONMSD Spark lead
- The Spark Innovation Programme team is responsible for leadership, planning, coordination and administration of all matters relating to the Spark Innovation programme
- The Spark Innovation Programme team leads and is responsible for the advertisement, selection, orientation and management of the Spark Innovation Fellows
- The Spark Innovation programme team is responsible for the publication of an annual report on the nursing and midwifery contribution to the spark innovation programme (with financial support from the ONMSD for design and publication).

**Membership of the Collaborative Group**

1. Dr Maureen Flynn, Director of Nursing, QPS Connect Lead (ONMSD Spark lead)
2. Dr Aoife Lane – representing National Clinical Leadership Centre for Nursing and Midwifery
3. Dr Mary Nolan – representing Directors of Nursing and Midwifery Planning and Development Units (NMPDUs)
4. Kevin McKenna, Centre for Learning and Development, St James Hospital (nominated by Marissa Butler) – representing Directors of Centres for Nursing and Midwifery Education (CNMEs)
5. Ruth Hoban, Assistant Director of Nursing and Midwifery, Medicinal Product Prescribing (interim from July 2024)
6. [Name], Director of Midwifery, ONMSD Lead Midwife (awaiting appointment)
7. Jared Gormly, Spark Programme Lead
8. Caitriona Heffernan, Spark Programme Clinical Lead
9. Catherine Marsh, National Nursing and Midwifery Innovation Fellow 2023/24

**Accountability**

- The ONMSD Spark Collaborative Group is operationally accountable to the ONMS Director
- The ONMSD Spark collaboration is included in the ONMSD operational plan and quarterly updates on progress are provided to the ONMS Director.

- The ONMSD Spark Lead provides feedback and reports to the ONMSD leadership team on behalf of the collaborative group
- An annual report of the nursing and midwifery contribution to the Spark Innovation programme is prepared each year.

### **Collaborative group member's commitment**

- Active participation in Spark activities and channels to build two-way understanding and commitment.
- Attendance at scheduled collaborative group meetings and when not available, nomination of a proxy
- Promotion of efficient and effective communication processes
- Follow up on agreed actions in a timely manner and within a defined timeframe
- Notification by members, as soon as possible, should any matter arise which may potentially affect the progress of the group.

### **Members of the group can expect:**

- To be provided with notes following each meeting
- To be allowed reasonable time to make key decisions and to implement agreed actions
- To be alerted to potential risks and issues that could impact the work of the group.

### **Meeting Structure**

- Each meeting will be facilitated by the ONMSD Spark lead / nominee from the group
- All members will be invited to submit items for the agenda two weeks in advance of the meeting
- An outline agenda and minutes of previous meeting will be sent out a week in advance of the scheduled meeting and accompanied by any supporting documentation
- Decisions will be made by consensus
- Meeting minutes will be prepared by a member of the group (rotated)
- Meeting dates will be set for the year at the beginning of each New Year.
- Meetings will be held every quarter for a maximum of 1.5 hours. The group can decide if more meetings are necessary on an ad hoc basis

### **Term**

The Collaborative Group Terms of Reference is effective from April 2022, the terms of reference will be reviewed annually and where otherwise necessary.

### **Approval and Review Date**

- Approval Date: 26<sup>th</sup> July 2023
- Review Date: 26<sup>th</sup> July 2024
- Review Date: 31<sup>st</sup> July 2025

### **Version Control**

Date	Version	Created by	Reviewed by	Final document approved by
19th April 2022	1	Dr Maureen Flynn and members of the ONMSD Collaborative group	ONMSD and Spark Collaborative group members	ONMSD and Spark Collaborative group
27th April 2022	1.1	As above	ONMSD Leadership Team	Dr Geraldine Shaw
19 <sup>th</sup> July 2023	1.2	Dr Maureen Flynn Amy Carroll Catherine March	ONMSD and Spark Collaboration group	Dr Geraldine Shaw and ONMSD Leadership team, 26 <sup>th</sup> July 2023

17 <sup>th</sup> July 2024	1.3	Dr Maureen Flynn	ONMSD and Spark Collaboration group	Dr Geraldine Shaw and ONMSD Leadership team, 28 August 2024 (TBC)
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