SCHEDULE 1

PART 8: EDUCATION AND TRAINING PROVIDER

This part is applicable where the HSB has agreed to provide education and training for staff working within the Health Care Sector covered by NHS Yorkshire and the Humber.

1 Introduction

1.1 The HSB will provide and manage their education and training department for use by Health Care staff working in organisations covered by NHS Yorkshire and the Humber.

2 Strategy

2.1 The HSB has a clear strategy including its values for the use of the education centre and its role in providing education and training for NHS Yorkshire and the Humber organisations.

2.2 The HSB will be responsible for setting priorities and objectives for content and developments in collaboration with Stakeholders and the Authority.

2.3 The HSB will use an evidence based approach to developing future education and training provision for the healthcare workforce.

3. Planning and Monitoring Service Provision

3.1 The HSB agrees to work in collaboration with the Authority and Stakeholders to plan a range of bespoke service led provision.

3.2 The HSB will work in collaboration with the Authority to establish a monitoring and evaluation process to ensure that the service provided meets strategic objectives.

3.3 The HSB develops a quality assurance process in accordance with Schedule 4 of this Agreement.

4. Resources

4.1 The HSB is responsible for ensuring that all equipment utilised for training purposes is maintained and used in accordance with manufacturer's recommendations.

4.2 The HSB will ensure the safety of trainees and staff is maintained at all times.

4.3 The HSB will provide adequate management training and administration capability to support learners, produce reports and undertake evaluation.

4.4 The Authority will agree activity and funding annually with the HSB at the Annual Contract Review Meeting held in October/ November.

4.5 The Authority will ensure that the funding is incorporated within Schedule 2 of this Agreement.

5. Review and Reporting

5.1 The HSB will provide an annual performance and activity report to the Authority prior to the annual contract review meeting. The report will comprise the following elements:

5.1.1 Activity and financial position for the current financial year

5.1.2 Forecast of activity and plans for coming year

5.1.3 Anticipated developments

5.1.4 Qualitative analysis of user opinion

5.1.5 Evidence of partnership working and stakeholder involvement

5.1.6 Evidence of User and Carer involvement in training provision/content development

5.1.7 Evidence of multiprofessional provision.

5.2 The HSB will submit a 3 year strategy comprising as a minimum the following elements:

5.2.1 Vision and strategic plans for the Centre

5.2.2 Policy context and drivers

5.2.3 Business plans

5.2.4 Staff development plans

5.2.5 Risk assessments.