**NHSGGC Hospice Educators Group**

**Terms of Reference**

1. **Purpose**

The role of the NHSGGC Hospice Educators group will provide a structured networking forum to ensure safe, equitable and effective practice across the six hospices within the Greater Glasgow & Clyde area.

1. **Term**

This Terms of Reference is effective from 1st December 2018.

1. **Membership**

The group will comprise of education/practice development representatives from:

* Accord Hospice, Paisley
* Ardgowan Hospice, Greenock
* Marie Curie Hospice, Glasgow
* Prince and Princess of Wales Hospice, Glasgow
* St Margaret of Scotland’s Hospice, Clydebank
* St Vincent’s Hospice, Howwood

Other relevant members may be asked to attend for specific meetings.

Members will commit to attending scheduled meetings or if necessary nominate a representative.

1. **Responsibilities**

The NHSGGC Hospice Educators group is accountable for:

* Fostering collaboration and sharing of practice initiatives.
* Feeding into and contributing to the wider NHSGGC palliative care practice development/education agenda.
* Providing peer support to colleagues from individual organisations.

1. **Meetings**

* All meetings will be chaired by individual organisations on an agreed rotational basis.
* Agendas, minutes and action plans will be the responsibility of the hosting organisation. Minutes will be circulated to NHSGGCPCPDG via GGC Palliative Care Website.
* Meetings will take place quarterly and be scheduled after the NHSGGCPCPDG meetings.
* The meeting quorum will be four members of the group.

1. **Review**

Terms of reference will be reviewed every two years.