



FACULTY OF EMERGENCY NURSING EDUCATION BOARD TERMS OF REFERENCE

1. Board Aims:

- 1.1. To develop and deliver education programmes to support FEN members gaining FEN qualifications.
- 1.2. To provide a verbal update to the FEN Board monthly
- 1.3. To provide a written report on progress to the FEN board every 3 months.
- 1.4. To provide a written report to the AGM annually.
- 1.5. To evaluate the programme on a 3 monthly basis and report to FEN Board.
- 1.6. To present documents or assessments to the FEN Board for ratification
- 1.7. To review these terms of reference annually and submit any proposed changes to the FEN board prior to the AGM.

2. Group Structure

- 2.1. Sponsor: Faculty of Emergency Nursing Board
- 2.2. Lead: Faculty of Emergency Nursing Board Education Lead
- 2.3. Reporting: To Faculty of Emergency Nursing Board after every meeting

3. Group Membership: The aim of the board is to have a representative from each of the countries and specified regions from England engaged with FEN plus to have the representatives for: CYP; ENP; ECP;

Chair: Jeanette Welsh F FEN Board Education Lead.	England South Representative (s)	Wales Representative(s)
FEN Board Members	Ireland Representative (s)	UAE Representative (s)
England North Representative (s)	Northern Ireland Representative (s)	Representative (s) for other countries as they join FEN
England Midland Representative (s)	Scotland Representative (s)	

4. Operating Agreement

5. Meetings:

- 5.1. Will normally be held virtually every month. Occasionally there may be a need for extra meetings to progress a specific piece of work.
- 5.2. Dates will be circulated after the AGM annually
- 5.3. Require 4 members to be quorate and include a FEN board member
- 5.4. Be chaired by the FEN Board Education Lead or deputy

5.5. The FEN Board Education Lead or Deputy will be responsible for signing-off papers from the Education Board prior to presentation to the FEN Board.

6. Plan of work 2020 to 2021:

6.1. 2020: Focus on Associate Level

- 6.1.1. Agree the e-learning programme to support the AFEN Members gaining a Qualification.
- 6.1.2. Determine the practical elements that will be needed to support the AFEN Members gaining a Qualification – these will be delivered locally in the members own department
- 6.1.3. Share and review education resources to support the delivery of the taught programme.
- 6.1.4. To deliver or support others delivering sessions on the taught programme.
- 6.1.5. To review, develop and agree Assessment Proformas / criteria for example Demonstration of Procedural Skills (DOPS) for casting, recording ECGs, suturing OR mini-clinical examinations.
- 6.1.6. To present agreed Assessment Proformas to FEN Board for ratification.
- 6.1.7. To source & grow repository of evidence to support the programme such as YouTube videos, articles or policies and guidelines.
- 6.1.8. To develop an Educational Board Faculty to deliver the sessions.

6.2. 2021: Focus on Member Level

- 7. Agree the taught element of a programme to support the MFEN gaining a Qualification. This taught element may include shared learning with other platforms such as EDEducate or RCEM.
- 8. Determine the practical elements that will be needed to support the AFEN Members gaining a Qualification – these will be delivered locally in the members own department
- 9. Share and review education resources to support the delivery of the taught programme.
- 10. To deliver or support others delivering sessions on the taught programme.
- 11. To review, develop and agree Assessment Proformas / criteria for example Demonstration of Procedural Skills (DOPS) or mini-clinical examinations.
- 12. To start to deliver agreed taught elements.

Signed: Jeanette Welsh

FEN Education Board Lead on behalf of FEN Education Board.

Date: 15th July 2020

Signed: Judith Morgan

FEN President on behalf of FEN Board

Date