

### Terms of Reference

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| --- | --- |
| Name: | Lancaster University DClinPsy Learning and Teaching |
|  | Development & Implementation Group (LAT) |
| Last reviewed: | July 2021 v1.9 |

# SECTION 1 - INTRODUCTION

## PURPOSE OF THIS DOCUMENT

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Lancaster University DClinPsy Learning and Teaching Development and Implementation Group (LAT)

## DEFINITIONS

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| LU | Lancaster University |
| DClinPsy | The Lancaster University Doctorate Programme in Clinical Psychology |
| LAT | Learning and Teaching Development & Implementation Group |
| OMG | LU DClinPsy Operational Management Group |

## GOVERNING BODY

This is a standing group that reports to the Lancaster University DClinPsy Operational Management Group (OMG).

# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The purpose of the group is to develop, implement and monitor the learning and teaching strategy within the Lancaster University DClinPsy programme under the direction of the programme’s Operational Management Group.

## COMPOSITION

## Membership

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of Appointment** | **Term of Office** |
| Senior Clinical Tutor (Curriculum & Assessment) | *Ex officio* | - |
| Deputy Curriculum Tutor | *Appointed* | Reviewed every 2 years |
| Programme Assistant (teaching) | *Ex officio* | - |
| Programme Assistant (scheduling) | *Ex officio* | - |
| AP strand representative | Appointed | Reviewed every two years |
| TCP strand representative | Appointed | Reviewed every two years |
| TPY-CBT strand representative | Appointed | Reviewed every two years |
| TPY-CAT strand representative | Appointed | Reviewed every two years |
| TPY-SYS strand representative |  |  |
| PI strand representative | Appointed | Reviewed every two years |
| PC strand representative | Appointed | Reviewed every two years |
| QA strand representative | Appointed | Reviewed every two years |
| RES strand representative | Appointed | Reviewed every two years |
| LEA strand representative | Appointed | Reviewed every two years |
| Trainee stakeholders as agreed by the group | Appointed | Reviewed annually |
| Service User stakeholders as agreed by the group | Appointed | Reviewed annually |

The Deputy Curriculum Tutor will be appointed by the Clinical Director of the DClinPsy programme. Strand representatives will be appointed by the strand team leader in consultation with the rest of their team. It should be noted that it is anticipated that group members may attend meeting in multiple capacities. Reviews of terms of office are to be conducted discussion amongst the relevant strand team.

## Chair

The chair of the group will be the Senior Clinical Tutor (Curriculum and Assessment). Deputy Chair will be the Deputy Curriculum Tutor

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## Duties

The role of the chair is to lead the overall strategy of the group and regularly review the work of the group to ensure that it is working towards its stated aims. The chairs will produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members, wherever possible one week prior to each meeting.

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## Term of Office

Will be reviewed every two years taking into account current organisational needs and the job descriptions of members.

## Secretary

The group does not have a dedicated Secretary. Minutes for each meeting will be taken by a member of the group – a schedule for minute taking for the academic year will be established at the last meeting of the previous year.

## OPERATING PROCEDURES

## Quorum

The chair or deputy chair and three other members (to include at least two other strand representatives) need to be present for the Group to be considered as quorate.

## Meetings

The Group will meet at least four times during each academic year.

Whenever practicable, the agenda together with reports and documents that relate to the Group will be forwarded to members one week in advance of each meeting, to enable sufficient time for consideration by members prior to the meeting.

Accurate minutes will be kept of each meeting of the Group. The minutes of a meeting and will be made available at least one week before the subsequent meeting, where group members will ratify them. Minutes of meetings will be made available to all attendees and strand team members, and to all other programme staff and trainees.

## Process of Decision-Making

The group will reach decisions and make recommendations by consensus. Decisions and recommendations will be referred to the appropriate DClinPsy body as detailed in the programme’s organisational flowchart.

## Reports

Reports submitted to the group for consideration at the next meeting should be received by the group chair two weeks prior to the meeting. The group will make annual reports to the Operational Management Group (OMG).

## Evaluation and Review

The purpose, membership and procedure of the LAT, including the Terms of Reference, will be reviewed annually, by both the group and the OMG as required.

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

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| **Policy Owner** | Senior Clinical Tutor (Curriculum & Assessment) |

## VERSION CONTROL AND CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1.2 | August 2013 | LAT members | n/a |
| 1.3 | April 2014 | PGF | SMG changed to PGF |
| 1.4 | November 2014 | LAT PG | Added stakeholder members |
| 1.5 | January 2016 | LAT PG | Dedicated secretary role removed. Amended to state papers should be distributed 2 weeks prior to each meeting. |
| 1.6 | January 2017 | LATPG | ‘Process of Decision Making’ section updated to reflect current programme processes and structure. University logo updated. |
| 1.7 | January 2018 |  | PG changed to DIG, PGF changed to OMG. Changed T2P strand to TPY. Made change to quoracy rules. Made change to allow group to meet more the 5x per year, changed reporting schedule to OMG to annual. Removed text regarding group size as no longer relevant. |
| 1.8 | January 2019 | LAT DIG | Strand names amended.  Frequency of meetings changed to four a year.  Agenda and minutes forwarded to members one week before the meeting (reports shared two weeks in advance). |
| 1.9 | July 2021 | LAT DIG | Minor typographical corrections. |