# TERMS OF REFERENCE – Placement Development & Implementation Group

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# SECTION 1 - INTRODUCTION

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Placement Development & Implementation Group (Placement DIG).

## GOVERNING BODY

The Placement DIG is a policy group reporting to the Organisational Management Organisational Management Group (OMGOMG) of the Doctorate in Clinical Psychology (DClinPsy) Programme.

# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The Placement DIG is established is to plan the strategic development of provision of practice placements for trainees on the Lancaster University DClinPsy programme, as well as providing a forum to develop and review quality assurance strategies and procedures for these practice placements. This will include:

1. ensuring and improving the future availability of practice placements
2. ensuring and improving the future quality of practice placements
3. ensuring and improving the “fitness for purpose” of the practice placements over the medium to long term.

Members of the programme team within this DIG will be responsible for leading the implementation of the above

The Placement DIG is established to explore the broad national and regional policy and practise landscape of clinical psychology, especially where changes are occurring.

The overall aims of the Placement DIG are:

* To investigate the changing context and purpose of clinical psychology.
* To provide a forum for the discussion of ways to respond to these changes.
* To make recommendations to the Organisational Management Group on modifications to the training provided, to ensure students are prepared, upon graduation, to meet all possible challenges.

## COMPOSITION

## Membership

* The Placement Senior Clinical Tutor
* Programme staff who have a role in the activities and functions of this policy group i.e. placement related activities and functions.
* A service user representative.
* A recently qualified alumnus of the programme (within the previous two years)..
* A placement provider

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of Appointment** | **Term of Office** |
| Senior Clinical Tutor (Placements) | *Ex officio* | - |
| Deputy to Senior Clinical Tutor (Placements) | *Appointed* | Reviewed every two years |
| Programme Assistant (placements) | *Ex officio*  |  |
| Supervisor Quality Assurance Tutor | *Appointed* | Reviewed every two years |
|  |  |  |
| Service User Representative | *Appointed* | Reviewed every two years |
| Supervisor Representative | *Appointed* | Reviewed every two years |
| New to supervising representative  | *Appointed* | Reviewed every two years |

It will also be possible to co-opt members onto the group on a temporary basis to facilitate specific issues to be addressed or to provide flexibility around attendance (e.g. sharing attendance with team colleagues). It will be the chair’s responsibility to co-opt such temporary members and to inform the other members of the group that this has taken place.

## Chair

The chair will be the staff member identified in their PDR as Senior Clinical Tutor for Placements.

**2.3 Duties**

The chair will:

* Lead and review the work of the group to ensure that it is working towards its stated aims, including canvassing the views of the Organisational Management Group prior to an annual discussion of the Placement DIG’s effectiveness each year.
* Convene meetings, setting dates and inviting members.
* Produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting.
* Circulate a request for a progress update on actions taken prior to a OMG meeting to all members.
* Update a Placement DIG action plan and report progress on actions to the OMG.
	1. **Term of Office**

The membership of programme staff will be reviewed as part of their PDR process. Trainees will leave the Placement DIG on graduation and the next 3rd year cohort will nominate a new member. LUPIN will elect one of their number to join the Placement DIG and their membership will be reviewed after two years.

## OPERATING PROCEDURES

## Quorum

The chair or deputy must be present and at least 3 other members present for the Placement DIG to be quorate

## Meetings

The Placement DIG will meet three times a year, for a scheduled duration of 2.5 hours. The frequency and schedule of these meetings will be reviewed each year, in autumn and extra meetings will occur as required.

Where practicable, the agenda together with reports and documents relating to the Placement DIG will be prior to meetings.

Accurate minutes will be kept of each meeting of the Placement DIG. The minutes of a meeting shall be submitted to policy group members for ratification at the next meeting.

## Reports

Reports submitted to the Placement DIG membership for consideration at the next meeting should be received by them a week prior to the meeting, where possible.

Reports of actions taken between OMG meetings will be submitted to the OMG at least one day in advance of the meeting

## Evaluation and Review

The purpose and effectiveness of the Placement DIG will be reviewed each autumn at a Placement DIG group meeting. Members of the OMG will be asked for their views beforehand, to feed into the discussion.

These terms of reference will be reviewed annually.

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

|  |  |
| --- | --- |
| **Policy Owner** | Chair |

1. **DECISION-MAKING**

The Placement DIG aims to make decisions through consensus agreement of all members present. When a consensus is not possible, the issue will be referred to the OMG.

##  VERSION CONTROL AND CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1 | September, 2013 | Policy Group Forum |  |
| 2 | January 2018 | Organisational Management Group  | PG changed to DIG, PGF changed to OMG. Associate Tutor member changed to Recent Alumnus Representative. |
| 3 | June 2019 | Organisational Management Group | Addition of ‘ new to supervising’ representative |
| 4 | April 2022 | Organisational Management Group | Revision of supervisor stakeholder attendance to provide for flexibility of sharing the representation role with supervisor colleagues |