

ST ANDREWS REGIONAL ACT GROUP

Terms of Reference

The Fife ACT Group shall comprise representatives of NHS Fife, University of St Andrews, and NHS Education for Scotland.

1. Remit

- To provide a formal communication channel between NHS Fife and the University of St Andrews Medical School in respect of ACT issues.
- To monitor the utilisation of ACT funding to ensure compliance with NHS Education for Scotland (NES) guidance
- To prioritise ACT funding bids, ensuring they fit with the medical undergraduate curriculum and comply with NES guidance.
- To address strategic ACT issues such as national reviews and developments, and to assess their provision and financial impact.
- To take responsibility, as delegated by NES, for joint responses on various ACT matters.
- Strategic capacity planning and co-ordination of teaching within NHS Fife in primary and secondary care.
- Planning, development, approval and implementation of funding bids for additional ACT allocation and redistribution of existing funding where appropriate.
- Co-operation related to development, measurement and implementation of the NES performance management framework and associated quality assurance processes.
- To consider/improve the interface between postgraduate and undergraduate roles in teaching activity.

2. Membership

	Role	Name
NHS Fife	Medical Director	Dr Frances Elliot (Chair)
	Director of Medical Education	Professor Morwenna Wood
	Medical Education Services Manager	Mr John Lowe
	ACT Finance Lead	Ms Carol Potter

University of St Andrews	Dean of Medicine	Professor David Crossman
	BSc Course Director	Dr Jon Issberner
	ACT & Quality Assurance Officer	Mr Paul Irvine (Secretary)

NHS Education for Scotland	ACT Project Manager	Ms Jayne Scott
	Education Director	Dr Kim Walker

3. Officers

The group will be chaired by Dr Frances Elliot, and Professor Morwenna Wood will be Deputy Chair. Secretariat support will be provided by the ACT Officer.

4. Meetings

The group will normally meet four times per year, with meetings to be scheduled in line with any national requirements as well as ensuring appropriate time is given to consider bids for Additional ACT funding. The meetings will alternate between NHS Fife and University of St Andrews. The Secretariat will arrange meetings as far as practical in advance in order to provide maximum notice. Requests for agenda items and papers will be distributed 3 weeks prior to the meeting. All papers and agenda items must be submitted to the Secretariat at least one week prior to the meeting for distribution to all members. Papers can only be submitted at short notice with the express permission of the Chair.

5. Minutes

The Secretariat will be responsible for recording the proceedings and producing the minutes. The minutes will be distributed to all members of the group on completion.

6. Review

The remit, membership and roles of the group will be subject to periodic review.