



Applicants are invited to Join the Review Team to Update the Health Education England E-Learning Package

Terms of Reference:

- To review the current E-learning package
- To update the e-learning package based on current best practise and the learning outcomes listed in the Core Skills Framework
- To ensure the E-learning is relevant to all staff working within a healthcare setting
- To ensure the E-learning is relevant and transferable
- To ensure the standards of National Back Exchange are represented.

THE REVIEW GROUP

The Professional Affairs group will lead the project and liaise with Health Education England. There is an Executive member on the Professional Affairs group to enable good communication.

We need a team of three or four people and estimate the project will run from March 2020 until the summer of 2020. Health Education England will pay for reasonable expenses to travel to meetings.

PERSON SPECIFICATION

I would be inclined to put this in a table format

	Essential	Desirable
NBE member	*	
Advanced member of NBE		*
Extensive experience working in the field of moving and handling – minimum of 5 years	*	
Registered healthcare professional	*	

Experience of working in a committee setting		*
IT skills – email, internet, Skype and / or Zoom	*	
Experience in a range of health care settings e.g. adult, paediatric, midwifery,		*
Experience of delivering moving and handling training to healthcare staff	*	
Education qualification e.g. Certificate in Education		*
Able to travel to meetings – approximately 2 – 3 over the length of the project	*	
IT Skills, ability to communicate by email and on web-based platform e.g. skype/zoom	*	

Experience

Review group members are expected to have experience of working in a committee setting. They should have extensive experience working in moving and handling in a range of health or social care settings, delivering training to a range of professionals and staff members.

Skills and Competencies

IT skills are needed. E-mail, Skype and web-use, as some of the group's work may be done electronically via a list server or online meeting.

The NBE cannot provide computer hardware, software or technical support to members for their PCs. The Professional Affairs Committee endeavours to practice a paper-light meeting policy, as such all Professional Affairs Committee papers will be circulated electronically.

Payment

This is a voluntary position and while appropriate expenses supported by receipts are reimbursed there is no remuneration available.

Time Commitment

That which is needed to ensures the groups' work is completed:

It is estimated that the work will be completed with two face to face meetings and additional communication via email.

Prepared by: Julia Love, Chair of NBE Professional Affairs committee, Nicky sharpe, Vice Chair of NBE Executive Committee