

ASSOCIATION OF DENTAL HOSPITALS DENTAL NURSING MANAGEMENT AND EDUCATION COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY

- 1.1 The Dental Nursing Management and Education Committee is a constituted Standing Committee of the Associated Dental Hospitals (ADH). Its constitution and terms of reference shall be set out below, subject to amendment at future ADH Dental Nursing Management and Education meetings. It is authorised to act on behalf of the ADH.
- 1.2 The Committee is authorised by ADH to request the attendance of individuals from UK & Irish Dental Hospitals with relevant experience and expertise if it considers this necessary.

2. PURPOSE

- 2.1 The purpose of the ADH Dental Nursing Management and Education Committee is to
- 2.2 Be a source for informed opinion and advice on all matters concerning patient care, safety & education. This includes benchmarking and other issues relating to the functions of the Dental Hospitals in the UK and Ireland.
- 2.3 The committee will consider the needs of dental nurses with regard to a diversity of interests including relevant dental nurse planning, developing and raising awareness of dental nursing roles and services.
- 2.4 To constructively participate in an advisory capacity on short term issues and long term planning related to dental nursing.

3. MEMBERSHIP

- 3.1 Membership will include invited representatives of all UK & Ireland Dental Hospitals who meet the requirements of ADH Membership:
- 3.2 Subcommittee- Where required relevant subcommittees may be formed

4. ATTENDANCE

- 4.1 It is expected that a quorum shall be: 8 people or more, which must include the Chair or Deputy Chairperson

5. FREQUENCY OF MEETINGS

- 5.1 A Minimum of two meetings per year – January & June and the group would also attend the ADH Safety meeting in October

6. DUTIES

- 6.1 Agree & oversee committee work plans
6.2 Communicate responsibilities and ensure objectives are met
6.3 Develop dental nursing profile
6.4 Oversee design and finalise any presentations on behalf of the group
6.5 Agree communication plan
6.6 Be responsible for all final decisions
6.7 Be responsible for committee succession planning

7. REPORTING

- 7.1 The minutes of all meetings shall be formally recorded and submitted, together with relevant recommendations to ADH.

8. REVIEW

- 8.1 The Terms of Reference will be reviewed annually or when required
The Committee will review its effectiveness on an annual basis