



The UCD Nursing, Midwifery and Health Systems Programme Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board

- 1.1 The UCD Nursing, Midwifery and Health Systems Programme Board is responsible to the University Programmes Boards and to Academic Council for programme design, development, regulation and quality and for overseeing the delivery of the programmes under its remit.
- 1.2 The Board is responsible for monitoring the overall performance of students registered to taught programmes, including Erasmus, Exchange and Occasional Fee Paying students, monitoring their progression and ensuring their academic welfare.
- 1.3 The Board will recommend the structure and content of programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of students registered to these programmes.

2. Terms of Reference

- 2.1 The UCD Nursing, Midwifery and Health Systems Programme Board shall be chaired by the Dean of Nursing/Head of UCD School of Nursing, Midwifery and Health Systems
- 2.2 The Programme Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme within its remit:
 - (i) Promote excellence in education by articulating the aims and outcomes of the programmes, enhancing the academic and clinical quality of the programmes and the student learning experience
 - (ii) Agree a strategy and academic plan for the programmes
 - (iii) Approve proposals regarding the structure and content of the programme and any special regulations relating to the programme, seeking University-level endorsement as appropriate and reporting annually to Academic Council on such approvals.
 - (iv) Ensure that the modules contributing to the programme support the academic and, where relevant, the clinical coherence of programmes and the quality of the graduate outputs
 - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide guidelines regarding teaching and learning approaches, student workloads, assessment methods and grading practice.

- (vi) Admit students to the programmes in accordance with the University's regulations, policies and procedures
 - (vii) Adjudicate upon student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
 - (viii) Where a student's performance is deemed unacceptable make recommendations to the Academic Council, or its relevant subcommittee, regarding a student's eligibility to continue in the programme.
 - (ix) Consider and act upon or respond to in the most appropriate manner recommendations from the School's and the University's Teaching and Learning Committee
 - (x) Establish in accordance with University policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance/quality enhancement processes of the university
 - (xi) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (xii) Monitor progression and completion rates of students.
 - (xiii) The Board shall support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools
- 2.3 The Programme Board shall prepare annual academic operational programme plans, identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the College Principal and College Executive. Agreed plans will be subject to review/approval at the University level for their alignment to the programme and University strategic plan. Programme Boards will also be required to prepare strategic academic programme plans, at such intervals as the University may require.
- 2.4 Where the Programme Board proposes changes to a programme that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Programme Board proposes a change to the programme that has significant resource implications outside this formal planning process, they must consult with and seek the approval of the Dean/Head of the School of Nursing, Midwifery and Health Systems
- 2.5 The Programme Board shall, within the resources made available by the School, College and University ensure that appropriate supports are in place to meet the welfare, pastoral, academic administrative and clinical placement needs of students registered to the programmes.
- 2.6 The Programme Board shall work with the Dean/Head of School of Nursing, Midwifery and Health Systems, the UCD College of Health and Agricultural Sciences and the University to promote the programmes both internally and externally.
- 2.7 The Programme Board shall support the Dean/Head of School of Nursing Midwifery and Health Systems in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.8 The Programme Board shall support the Dean/Head of School of Nursing, Midwifery and Health Systems in fostering fruitful relationships with clinical partners in the HSE hospitals and community placement settings utilized by the Schools undergraduate and taught graduate students

- 2.9 The Programme Board shall, from time to time, form sub-committees as it deems necessary to perform its functions, and may delegate any of its functions to a sub-committee. The Dean/Head of School of Nursing, Midwifery and Health Systems shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board. All decisions of sub-committees must be ratified by the Programme Board.
- 2.10 The Programme Board may appoint Programme Co-ordinators for the programmes within the remit of the Board, and determine their roles and responsibilities, on the recommendation of the Dean /Head of the School of Nursing, Midwifery and Health Systems.
- 2.11 The Programme Board shall recommend to the Academic Council Committee on Examinations the membership of the Programme Examination Boards required to finalise the module grades, level of awards and progression for students registered to the various programmes at undergraduate and taught graduate level.
- 2.12 The Programme Board shall hold a Programme Forum, at least one per semester each for undergraduate and taught graduate programmes. The Programme Forum will include all academic staff involved in the delivery of the Programmes. The major strategic and operational decisions facing the Boards during the semester will be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board

3. Dean of Nursing

- 3.1 The Head of the School of Nursing, Midwifery and Health Systems shall normally serve as Dean of Nursing. Associate Deans may be appointed to support the Dean in the performance of his/her duties. The Dean may delegate any of their academic functions to an Associate Dean
- 3.2 The Dean and any Associate Dean of Nursing must be a registered nurse.
- 3.3 The Dean of Nursing shall, in respect of each of the programmes within the remit of the UCD Nursing, Midwifery and Health Systems Programme Board:
 - (i) Chair and ensure the proper, effective and efficient and operation of the Programme Board
 - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery, evaluation and quality enhancement of the programmes.
 - (iii) Ensure the proper, effective and efficient operation of the Programme Board and its sub-committees.
 - (iv) The Dean of Nursing (or nominee) may make decisions in regard to the programmes within the remit of the Nursing, Midwifery and Health Systems Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.
 - (v) Develop and maintain effective collaborative relationships with the Registrar, Deputy Registrars, the Principal of the UCD College of Health and Agricultural Sciences, other College Principals, Deans and Heads of School and relevant Associate Deans.
 - (vi) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the University

- (vii) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (viii) Oversee the efficient and effective operation and development of the UCD Nursing, Midwifery and Health Systems Programme Office.
 - (ix) Support the development of a collaborative administrative network involving UCD Registry, the UCD Nursing, Midwifery and Health Systems Programme Office and School administrators.
 - (x) Build and develop the internal and external profile of the programmes
 - (xi) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
 - (xii) Perform ceremonial and representative roles in respect of the programmes
 - (xiii) Perform such other duties as may be assigned by the President or Registrar.
- 3.4 The Dean of Nursing and Associate Deans shall be ex-officio members of the University Programmes Board
- 3.5 The Dean of Nursing shall have oversight of operation and development of the Nursing, Midwifery and Health Systems Programme Office.
- 3.6 The Dean of Nursing will report and be accountable, via the Registrar and the Bursar to the President.

4. Composition of the Board

4.1 The following shall be voting members of the Board

- (i) Dean of Nursing(Chair)
- (ii) Associate Dean for Teaching and Learning, School of Nursing, Midwifery and Health Systems
- (iii) Associate Dean for Undergraduate Programmes, School of Nursing, Midwifery and Health Systems
- (iv) Associate Dean for Taught Graduate Programmes, School of Nursing, Midwifery and Health Systems
- (v) Two academic members nominated by the Principal, UCD College of Health and Agricultural Sciences
- (vi) Two academic members nominated by the Registrar
- (vii) Two student members or a named nominee nominated by the Students' Union, one to represent students on undergraduate programmes and one to represent students on taught graduate programmes.
- (viii) Heads of Subject, School of Nursing, Midwifery and Health Systems
- (ix) Co-ordinators of the BSc (Nursing), BSc (Midwifery) and Higher Diploma programmes
- (x) Director of Continuing Professional Development and Lifelong Learning
- (xi) One representative from each of the Stage Co-ordinators (stages 1-4)
- (xii) Chair of the Clinical Assessments Sub-Committee
- (xiii) Professor of Nursing

4.2 The following shall be non-voting members of the Board

- (i) Director of the UCD School of Nursing, Midwifery and Health Systems Programme Office
- (ii) Clinical Allocations Officer may be co-opted from time to time to the Board when required.
- (iii) Up to four members (academic, administrative or student members) co-opted by the Board to ensure appropriate expertise is available to conduct its business

effectively. (Two shall represent undergraduate programmes and two shall represent taught graduate programmes). The student advisor associated with the programmes shall be a non-voting member of the Board

- 4.3 The Programme Office Manager will act as secretary to the Board.
- 4.4 A member of the Local Joint Working Group for undergraduate programmes or a member of the Taught Graduate Programme Group may be co-opted from time to time to the Board when required, for the purpose of offering advice in respect of aspects of student placements and clinical instruction and assessments.

5. Conduct of Business

- 5.1 The Board shall meet at least 2 times per semester for undergraduate and taught graduate programmes; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 5.2 The meetings of the Board shall be convened by the Dean, with a minimum of seven days' notice of a meeting.
- 5.3 Where the Dean is unable to attend a meeting of the Board, the Dean may nominate a member of the Board to act as chairperson for that meeting. Where an Associate Dean has been appointed, they may, at the discretion of the Dean routinely chair meetings of the Board.
- 5.4 Programme Coordinators and Heads of Subject can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 5.5 A meeting shall be considered to have a quorum when not less than one-third of the members entitled to vote are present or represented.