

TERMS OF REFERENCE

Education and Professional Development Committee

1. Purpose:

To develop, implement and evaluate a range of education and professional development opportunities to infection prevention and control practitioners within the Infection Prevention Society.

2. Accountability:

The committee is accountable, through the Standing Committee Co-ordinator to the IPS MEG.

3. Objectives:

The objectives of the Education and Professional Development Committee are to:

To develop and review an education and professional development strategy for the Infection Prevention Society.

To produce an annual business plan and financial forecast, to be delivered in line with the Society's overall strategy, for submission to the last MEG meeting of the financial year.

Work collaboratively with IPS members (including Branch Educational Officers) to review the IPS competences and learning platform ensuring their relevance for both NHS and Non-NHS practitioners, and ensure effective communication and promotion of reviewed competences.

Review educational materials for endorsement by the IPS as part of Industry insights

To support the development of educational material and resources through collaborative working in order to continue to significantly influence the education and professional development activity within the IPS.

Work collaboratively with other IPS Standing Committees and Special Interest Groups to improve and enhance educational and professional development opportunities within the Society.

Work collaboratively with MEG to support the development of the IPS website where there are links and reference to educational and professional development content

Signpost and direct IPS members to educational materials, resources and training via the IPS website

Support the national IPS conference and other IPS activities related to and within the scope of education and professional development.

4. Membership:

Title	Main areas of responsibility	Term of Office
Co-ordinator	To co-ordinate the activities of the committee, chair meetings, be a member of the Management Executive Group (MEG), as such, attend MEG meetings and Consultative Committee	2 years
Deputy co-ordinator	Assist in the coordination of the committee and deputise for the coordinator when required.	2 years
Co-opted SPC member	This is a committee member who also has the role to support the function of the Scientific Programme Committee (SPC) in the delivery of the annual conference	2 years
Committee members	To support the function of the Education and Professional Development Committee in order to meet the strategic aims of the Infection Prevention Society	2 years with the option to extend to a third year

5. Chair of the Group:

Co-ordinator

6. Decision making:

Meetings will be minuted and approved minutes made available on the IPS website.

Decisions and actions shall be recorded within the meeting summary. Group members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.

Areas of responsibility for Committee members will be assigned by Coordinator, and a record of responsibilities made available on the committee page of the IPS website.

Other discussions and decisions on Committee activities will be facilitated by the Co-ordinator.

A quorum of the Committee shall comprise of 50% of the full Committee membership

Committee members will be elected following a call for applicants to all IPS members and a review of applications received by the Co-ordinator and at least one other Committee member.

Coordinator and deputy positions will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the MEG.

(NB In the absence of the Coordinator the deputy will assume decision making responsibilities)

7. Voting rights:

All members of the committee have the right to vote on any decisions.
In the event of equal votes being cast the Coordinator shall have a second and casting vote.

8. Meeting arrangements:

The committee shall meet four (4) times annually More will take place should the need arise in line with the business plan and work programme. Two of these meetings will be face to face with the Education Officers

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Coordinator in advance of meetings if required

9. Meeting papers arrangements:

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

Minutes of the meetings will be made available to group members within fourteen days of the meeting/teleconference and posted on the Committee section of the IPS website once ratified.

All meeting papers will record action points.

Business plan to direct Committee activities will be made available and reviewed at committee meetings and included in a quarterly report to the MEG.

The record of previous meetings will be made available to others in the Society as required and within the members' area of the IPS website

Papers will be archived by the contracted secretariat/administrative organisation

10. Confidentiality:

Private meetings

11. Financial arrangements:

Reasonable expenses incurred by group members while on IPS business will be paid in line with the Standard Operating Procedure (SOP) – Expenses and in accordance with the Articles of Association and IPS Regulations.