

HIS Professional Development Committee – Terms of Reference 2019

1. Purpose

The Professional Development Committee (PDC) is a standing committee of the Healthcare Infection Society (HIS) and is responsible for the design, planning and delivery of events and educational initiatives in keeping with the strategic aims of the society.

Their role is to preserve and enhance the reputation of HIS as a producer of expert-led, and expert-delivered relevant events and educational initiatives and resources. The activities and initiatives supported by the PDC relate to healthcare-associated infections that will promote the application of best clinical practice, promote patient safety and educate the public.

2. Activities

- Contribute to the programme of HIS International Meetings as requested by the Chair of the Scientific Programme Committee
- Planning the scientific content of Spring Meetings
- Planning the scientific content of *Don't Panic!* conferences
- Planning the scientific content of the Federation of Infection Society (FIS) Conference sessions (when not organised by HIS)
- Planning and delivery of the Trainee Education Programme
- Oversee the development of the Outbreaks courses
- Planning and delivery of the Director of Infection Prevention and Control (DIPC) Education Programme
- Design of the HIS component of other societies' events, contributing to seminars and other scientific meetings such as the International Federation of Infection Control and Public Health England
- Oversee the content of the education pages of the HIS Website
- Make recommendations for the implementation technological advances to deliver educational resources, such as webcasts and podcasts
- Make recommendations for the development of new events and courses
- Collaborate with HIS working parties and the *Journal of Hospital Infection* (JHI) and *Infection Prevention in Practice* (IPIP) in order to identify opportunities for the development of new events and resources
- Collaborate with kindred societies to plan joint events
- Facilitate and contribute to the content of the Foundation Course in infection prevention and control and of related training courses in partnership with Public Health England
- Facilitate and contribute to the content of the Engineering in Aspects of infection control courses
- Review and approve HIS Career Development Bursary (CDB) applications and make recommendations on the terms and conditions of the grants
- Review and approve HIS Public Engagement (PE) Grant applications and make recommendations on the terms and conditions of the grants
- Review and approve HIS Sponsored Event Grant applications and make recommendations on the terms and conditions of the grants
- Review and approve HIS educational certificate applications

3. Responsible to

The Healthcare Infection Society Council.

4. Membership

4.1 Members

- **Chair:** Is a member of HIS Council, appointed by Council for a three year term, which can be extended by Council by up to a further two years.
- **Vice-Chair:** Appointed by Council for a three year term, which can be extended by Council by up to a further two years. Represents the committee at Council if Chair is unable to attend. The Vice-Chair may succeed the Chair, if approved by HIS Council.

Members of the committee must represent the membership categories and professional roles of HIS members. Members should be drawn from the HIS current membership. Members should include at least one of each of the following:

- Consultant
- Trainee member (The Chair of Trainee Committee plus one other)
- Associate member
- Biomedical, Healthcare or Clinical scientist
- Member of the microbiological scientific research (academic or industrial) community
- DIPC
- Infection Control Nurse
- Specialist co-opted members as required by the nature of education programme

- The HIS membership, Education and Events Manager will attend meetings as a Society representative. They do not have voting rights.

- Individual members will be recommended to Council by the Chair of the PDC for an agreed time period of up to three years, which can be extended by two further terms of two years on the Chair's recommendation, if agreed by Council. Individual members must be members of HIS
- Organisation of specific events or activities may be delegated to other HIS members or sub committees on an *ad hoc* basis
- The number of committee members should be no less than 10 at any time

4.2 Nominations

Nominations for membership of the committee will be sought via an open call to HIS members.

All nominees will be asked to declare potential conflicts of interest during the application process.

5. Terms of membership

- Any member of the group appointed for a three-year period is expected to attend 50% of meetings (including teleconferences) of the Committee annually unless agreed by the Chair of the Committee

- *Ad hoc* members of the Committee are encouraged to attend meetings/teleconferences of the PDC.

6. Meetings

6.1 Frequency of meetings

The PDC will meet face-to-face every six months, with work continuing between meetings by email and teleconference as and when required. Normally there will be a teleconference in between each face-to-face meeting. Additional business will be carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary.

6.2 Quorum

A quorum shall be 7 members

6.3 Agenda and papers

An agenda, along with documentation/information/reports supporting the items under discussion will be agreed with the Chair and circulated to members of the PDC a minimum of seven (7) calendar days before a meeting by email. In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting.

6.4 Minutes

Formal minutes recording the proceedings of meetings will be taken by the Membership, Education and Events Manager and distributed to the Chair for review within seven (7) calendar days of the meeting taking place. Final minutes will be circulated to all Committee members and others in attendance, as close to three (3) calendar weeks after the meeting takes place as is practicable.

7. Decision making

Where possible, a general consensus identified by the Chair of the Committee will be sufficient to consider a matter passed, rejected or deferred. Where consensus is not possible, all decisions will be made by a vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action

8. Reporting to Council and delegation of responsibility

8.1 HIS Council

The PDC will report to the HIS Council on all matters related to their remit, and advise on the contribution of the educational activities to the greater Society strategy.

One member of the PDC (usually the Chair or Vice-Chair) is a member of HIS Council

The PDC may make recommendations to Council regarding the organisation of new initiatives

The PDC are delegated the responsibility to make decisions regarding PE Grants and Sponsored Events Grants and the award of HIS educational certificates.

The Chair of the PDC will report verbally at Officer and Chairs teleconferences.

8.2 Annual General Meeting

The Chair of the PDC will attend the Annual General Meeting of the Society held in November/December of each year to represent the PDC. If this is not possible, a further member of the committee may be nominated to stand in their stead.

The terms of reference will be reviewed every two years.

Created: September 2019

Adopted: HIS Council #142 11 September 2019

Revised: November 2019

Due for revision: September 2021