

RCCP PROFESSIONAL BODY EDUCATION COMMITTEE TERMS OF REFERENCE

PURPOSE

The RCCPPBEC, on behalf of RCCP, acts as the body responsible for ensuring accreditation of pre-registration clinical physiology education programmes. It also acts as the advisory body to the RCCP Council on matters pertaining to standards of professional education, clinical competence and practice and professional development in Great Britain and Northern Ireland. It also has a responsibility to ensure appropriate communication with all relevant parties.

MAIN OBJECTIVES

- 1.1 To develop approaches and procedures for accreditation of pre-registration clinical physiology programmes on behalf of RCCP.
- 1.2 To accredit / re-approve pre-registration courses.
- 1.3 To appoint accreditation panels whose remit is to review the following:
 - Appointment of appropriate external examiner from practice (following National criteria for the appointment of external examiners).
 - The delivery of specialist areas of the curriculum, ensuring the most appropriate teaching, learning and assessment of material.
 - Quality assurance processes of the practice components of the programme, ensuring appropriate teaching, learning and assessment.
- 1.4 To advise statutory and regulatory bodies on education, accreditation and professional development matters.
- 1.5 To liaise with Higher Education Institutes (HEI) and other educational institutions offering pre-registration training through biannual meetings with HEI nominated representatives.
- 1.6 To advise RCCP and other stakeholders on developing education, training and assessment of clinical competence and accreditation.
- 1.7 To work with, and for, other NHS bodies as appropriate.

MEMBERSHIP

- 3.1 The Committee will consist of chair, vice chair and two nominees from each of the constituent professional bodies Education committees. The Chair and vice chair will not be appointed from the same professional body.
 - 2.1 The chair will be nominated by RCCPPBEC and ratified by RCCP council.
 - 2.2 Members will be selected for their knowledge and expertise in their particular field.
 - 2.3 Members should have a proven interest in education and training for their discipline.

- 2.4 Members should normally be able to demonstrate previous experience of working on behalf of their professional body either locally or nationally.

TERMS OF OFFICE

- 3.2 All appointed members of the Committee shall serve for a period of three consecutive years.
- 3.3 To ensure continuity members may be invited to extend their term of office by another three years.
- 3.4 No member may serve more than six consecutive years unless deemed appropriate by the committee.
- 3.5 The Chair will serve for a period of three years and be eligible for re-election for a maximum of six years.
- 3.6 The vice chair will serve for a period of 2 years to a maximum of 6 years. The role of vice chair will be nominated by one other member of the committee and voted by the committee. The vice-chair will take over the role of Chair when the period of service is up.
- 3.7 The Committee has the powers of co-option of any person(s); such persons are not entitled to vote.
- 3.8 Meetings shall be quorate when four members are present including the chair or vice-chair.
- 3.9 Committee Members are expected to attend meetings on a regular basis. Failure to attend three consecutive meetings will result in the member being asked to reconsider / withdraw their membership.
- 3.10 Members will complete a proforma for two-way communication between the committee and the Professional Body Education Committee they are representing.
- 3.11 Sub committees will develop their own terms of reference for approval by the RCCPPBEC committee.

MEETINGS

The RCCPPBEC shall normally meet quarterly or more often as required.

MINUTES

Confirmed Minutes of meetings shall be sent to the administrator of RCCP for dissemination to RCCP Council and Professional Bodies. The RCCPPBEC chair shall feedback to professional body chairs of education.

FUNDING

Each Professional body will be responsible for the expenses incurred by their members attending RCCPBEC.

ADMINISTRATIVE AND SECRETARIAL COSTS

These will be met by RCCP.

MEETING PROFORMA

	Name of meeting attended: RCCPBEC	Date:	Venue:	Attendee for professional body:
1.	Items for consideration by professional body education committee			
2.	Items for consideration by professional body executive			
4.	Any additional issues			
5.	Date & venue of next meeting:			