**PCRS-UK Education Committee:**

**Terms of Reference**

**Definition**

The Education Committee is a sub-committee of Primary Care Respiratory Society UK Executive and is responsible for advising on, developing and implementing the educational activities of the charity. The purpose of the Education Committee is to bring about individual clinician change through education. The Education Committee is accountable through the Executive to the PCRS-UK trustees.

**Composition of the Committee**

The Committee shall consist of between 4 and 8 members who shall be appointed by the Executive and shall include representation from GPs, practice nurses, respiratory specialist nurses and allied health professionals who are directly involved with the delivery of patient care and/or are healthcare educationalists. The Committee will be chaired by the PCRS-UK Education Lead. A vice-chair will also be appointed. If the Chair is a GP the vice-chair shall ideally be a nurse (or allied health professional) and vice versa.

At least 4 members of the Committee must be formal members of PCRS-UK. Only the formal PCRS-UK members will have voting rights on the committee. Asthma UK and the British Lung Foundation will each be invited to nominate a patient representative to sit on the Education Committee to help ensure a patient centred approach is adopted in all activities.

A representative of the Education Committee will sit on the Service Development Committee and vice versa. A representative of the Education Committee will sit on the Conference Organising Committee and the Primary Care Respiratory Update editorial board.

The Chief Executive (or designated deputy) will act as secretary to the Committee, supported by the PCRS-UK Operations Team, but will not have voting rights.

The PCRS-UK Executive Chair may attend Committee meetings and participate in Committee proceedings as he/she sees fit.

**Powers and Responsibilities**

The Committee shall be responsible for:

* Formulating recommendations for the Executive on the education strategy of the PCRS-UK and short, medium and long term business plans for education to include:
* Professional development of an individual or small group of clinicians (tools and resources)
* Clinical education updates/topics and materials for individuals and small units
* Clinical update material (& events) suitable for different groups (responding clinically to guidelines and new evidence)
* Respiratory Leaders professional development programme
* Professional development (& clinical) support for constituent grass roots groups, up to practice leads (incl. forums/working parties as relevant):
* Practice nurses
* Respiratory nurse specialists
* GPs
* Other allied health professionals
* Supporting clinicians & practices to work towards the PCRS-UK Quality Award standards/implement national guidelines & policies
* Educational input to PCRS-UK conference, the Primary Care Respiratory Update and affiliated groups
* Supporting the CE to secure the funding and other resources required to deliver the agreed strategy and business plans
* Implementing the approved annual business plan, reporting progress and any deviations to the Executive
* Identifying and responding to business opportunities as they arise, seeking approval from the Executive for any activity outside the agreed business plan
* Responding to and acting upon tasks allocated to them by PCRS-UK Executive
* Identifying and recommending to the Executive suitable candidates for membership of the Education Committee and managing the appointment process
* Allocating responsibilities within the Committee and for education projects
* Establishing working groups as required to develop and conduct the education activities of the Charity, ensuring terms of reference are in place and approved by the Executive
* Succession planning for the Committee and its working groups
* Contributing to the performance appraisal of the Education Lead
* Ensuring all PCRS-UK education activities are conducted in line with agreed PCRS-UK strategic direction and policies/procedures.

All members of the Committee are expected to abide by the PCRS-UK code of conduct.

**Appointment Process and Terms of Office for PCRS-UK Education Lead**

The Education Lead shall be appointed by the Executive. The Education Lead’s term of office shall be three years from the date of his/her appointment as Chair. The Education Lead shall not normally serve more than two terms of office, unless otherwise approved by the Trustees. The responsibilities of the Education Lead shall be specified in a role description approved by the Executive and Trustees.

**Appointment Process and Terms of Office for Education Committee Members**

These shall be compatible with the agreed PCRS-UK guidelines (see appendix 1).

**Removal of Education Committee Members**

Any member of the Education Committee shall cease to hold office if he / she:

* ceases to be a member of PCRS-UK
* becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
* resigns his office by notice to the Chair, PCRS-UK Education Committeeor in the case of the Chair by notice to Chair, Trustees
* is absent without the permission of the Education Committee from two consecutive meetings and the Education Committee resolve that his/her office be vacated
* Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the Education Committee to resign. The member concerned may appeal to the Trustees.

**Education Committee Proceedings**

The Education Committee shall meet regularly, at least twice a year.

A meeting of the Education Committee may be held in person or by suitable electronic means agreed by the members in which, all participants may communicate simultaneously with all other participants.

A quorum of the Education Committee shall be four voting members.

Decisions made by the Education Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Education Committee Members with voting rights shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote.

Conflicts of interest will be declared at the start of each meeting in line with PCRS-UK conflict of interest policy.

All Education Committee Meetings are to be minuted, with the minutes to be presented at the next Education Meeting, and ratified by the Education Committee as agreed, and then signed by the Chair. Draft minutes approved by CE and Chair are to be circulated to PCRS-UK Executive within 2 weeks of an Education Committee meeting. Any changes to the final minutes are to be communicated to the PCRS-UK Executive within two weeks of the minutes being ratified.

**Education Committee Expenses**

Travel costs payable to the individual and locum costs payable to the practice will be reimbursed for Education Committee members attending Education Committee meetings. An honorarium may be claimed in lieu of a locum fee as follows, GPs: £400 per full day, nurses: £300 per full day. Expenses will be paid upon presentation of a completed PCRS-UK expenses claim form. Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt. Locum costs will be paid upon receipt of an invoice from the practice.

**Agreed by PCRS-UK Executive:** May 2015

**Approved by Trustees: June 2015**

**Next Review Date:** June 2018

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Kingsbury Road, Sutton Coldfield B76 9EE. Telephone: +44 (0)1675 477600. Email: [info@pcrs-uk.org](mailto:info@pcrs-uk.org) Website: <http://www.pcrs-uk.org>   
Twitter: @pcrsuk Facebook:https://www.facebook.com/PCRSUK

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**Appendix 1:**

**PCRS-UK Guidelines Appointment to Committees/Working parties**

* Clear criteria (skills, experience) identified for the position to be appointed
* Consideration is given to the most likely/appropriate source of candidates
  + Candidates should normally be full members of the PCRS-UK: however the

need for specific skills/experience may require candidates from outside the PCRS-UK membership. Such candidates would be appointed in an ‘advisory capacity’ and would not have voting rights on the Committee

* The proposed recruitment process should be agreed with the PCRS-UK Executive Chair/CE and may include one or more of the following:
  + Advertising to PCRS-UK membership
  + Advertising beyond the membership (cost effectiveness however must be

borne in mind)

* + Identification of individuals from the ‘succession planning’ database
  + Identification of candidate via PCRS-UK member contacts
* Open, transparent advertising processes are to be encouraged but should not be mandatory if a well matched candidate for the role is already known (and there are unlikely to be others within the wider membership) and/or the appointment is part of the wider PCRS-UK succession/development plan
* Formal short listing and interviewing processes (against transparent criteria) should be used where there is more than one candidate for the role
* All candidates should be asked to provide a supporting statement (and CV) confirming their interest in the role
* Recommended candidate with supporting rationale is put to PCRS-UK Executive for approval.

**Terms of Office**

* Appointments to committees are normally made for a period of 3 years (shorter appointments may be made in agreement with the Committee Chair/lead)
* Appointments are reviewed towards the end of the 3 year period and if deemed appropriate/desirable by the Committee/individual can be recommended for renewal for up to a further 3 years
* All re-appointments must be approved by the PCRS-UK Executive and must take account of the wider PCRS-UK ‘succession plan’
* There should be no limit on the number of times an individual is re-appointed to a Committee, provided the Committee and PCRS-UK Executive are convinced they are adding unique value and are not putting a barrier in the way of new people joining the Committee.