

HIS EDUCATION COMMITTEE – TERMS OF REFERENCE 2018

Role

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

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 the Federation of Infection Society (FIS) Conference when this is facilitated by HIS
- Planning and delivery of events targeted at trainees
- Liaise with the DIPC Committee regarding events targeted at DIPCs
- Design of the HIS component of other societies' events, contributing to seminars and other scientific meetings such as FIS, International Federation of Infection Control and Public Health England
- Oversee the content of the education pages of the HIS Website
- Utilisation of technological advances to deliver educational resources, such as webcasts and podcasts
- Collaboration with HIS working parties and the Journal of Hospital Infection (JHI) in order to identify opportunities for the development of new events and resources
- Collaboration with kindred societies to plan joint events
- Facilitate and contribute to the content of the Foundation Course in healthcare-associated infection and of related training courses in partnership with Public Health England
- Facilitate and contribute to the content of the Engineering Courses in Aspects of Decontamination
- Review and approve HIS Public Engagement (PE) Grant Applications
- Review and approve HIS Sponsored Event Grant Applications.

Reporting to Council and delegation of responsibility

- The Education Committee, via the Chair, will keep Council appraised of its activities through written reports to Council and the Annual General Meeting and verbally at Officer and Chairs teleconferences
- The Education Committee may make recommendations to Council regarding the organisation of new initiatives
- The Education are delegated the responsibility to make decisions regarding PE Grants and Sponsored Events Grants.



Membership

- Chair: Is a member of Council, appointed by Council for a three year term, which can be extended by Council by up to a further two years.
- Deputy Chair: Is a member of HIS, appointed by the Chair of Council with the approval of Council for a three year term, which can be extended by Council by up to a further two years. The Deputy Chair does not need to be a member of Council but must deputise if the Chair is unable to attend.
- When individuals are co-opted onto Council for a specific role, their tenure is at the discretion of Council, but should be no longer than two years.
- A Trainee Committee representative
- Individual members will be recommended to Council by the Chair 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 may be delegated to other HIS members on an ad hoc basis.
- The minimum number of members shall be eight
- The HIS Membership, Education and Events Manager and the Editorial and Production Manager will attend meetings as Society and JHI representatives. They do not have voting rights.

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 Education Committee.

Meetings

• Frequency of meetings

The Education Committee 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.

• Quorum

A quorum shall be 5 members

• 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 education Committee 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.

- **Minutes**

Formal minutes recording the proceedings of meetings will be taken 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. Minutes of the Education Committee will be circulated by the Membership, Education and Events Manager

- **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

The terms of reference will be reviewed every two years.