

HIS Trainee Committee - Terms of Reference 2024

1. Purpose

The HIS Trainee Committee (TC) is a standing committee of the Healthcare Infection Society (HIS), responsible for overseeing Trainee and Associate Trainee membership recruitment and retention, the promotion of HIS activities, and establishing regular communication and engagement with Trainee members throughout the UK and RoI, in keeping with the strategic aims of the society.

The TC represents Trainee membership of the Society on all other standing committees of HIS.

Their role is to support, enhance and promote the work of HIS as an organisation that enhances and supports the professional development of all trainees enrolled on an infection specialty training programme.

2. Activities

The Trainee Committee:

- Work with HIS Council members, the HIS Head of Membership & Professional Development and the TC Engagement representative to recruit trainees as members of the Society
- Keep the Society apprised of the current training context, and the needs and interests of trainees
- Work with the Professional Development Committee to develop, promote and publicise the HIS IPC Training days and other HIS trainee related activities and opportunities
- Work with the Guidelines Committee to identify trainee representation for working parties

3. Responsible to

The Healthcare Infection Society Council.

4. Definition of a Trainee member

- UK and RoI doctors on a recognised programme of specialty training in the field of combined infection, microbiology, virology, infectious diseases or undertaking dual training in these disciplines who has not yet been appointed to a consultant or academic equivalent position
- State registered clinical scientists on the Higher Specialist Scientist Training Programme (HSST) in Virology and Microbiology accredited by the National School of Healthcare Science and working towards FRCPATH

5. Membership

5.1 Members

- **Chair:** A member of Council (ideally as a trustee, or as a co-opted member), appointed by Council for a three year term, or until they CCT (whichever is earlier). The Chair provides leadership to the TC and is an active ambassador for the Society. When appointing a new Chair, to ensure we are inclusive to all Committee Members, this should be included as an agenda item for a Committee meeting to inform members that the position of Chair will become vacant.

- **Vice-Chair:** Appointed by Council for a three-year term, or until they CCT (whichever is earlier). When either the Chair or Vice-chair demits there will be an open call to all Committee Members for the position. The Vice-chair will not automatically succeed the Chair. If the Chair and Vice-chair roles are not filled by existing Committee Members, an open call to members will be made. The Vice Chair acts as **Engagement Representative** and takes the lead on developing strategies for engagement between trainees and HIS.
- **Application process:** Applications will be managed in confidence by the HIS staff lead for the relevant Committee and reviewed by HIS Council. Applicants will be asked to submit an expression of interest of between 500 and 700 words stating why they are applying for the Role of Chair or Vice-Chair and their experience to support their application. As part of the process, applicants will be asked to consider whether they would agree to be appointed as a co-Chair or co-Vice-Chair should the opportunity arise. Council will take this into consideration when reviewing applications.
- Extension after a first term will be voted on during a Committee meeting and the opportunity to apply for the Chair or Vice-Chair role opened up.

The role of Chair or Vice Chair is available as an individual position or as a role-share, and single or joint applications from committee members for the role will be accepted

- **Graham Ayliffe Fellow(s):** In a year where the Fellow is a JHI editor in training they will also be a member of the Executive Editorial Board and ensure that the Society's publishing activities are reported to the TC.
- **HIS committee representatives**

Members of the TC are integral to, and represented on, all other HIS committees as follows:

- **Professional Development Committee Trainee Representative**

Is a member of the HIS Professional Development Committee (PDC) and reports on the activities of the PDC to the TC and vice versa. The Professional Development Trainee Representative supports the HIS Trainee Education Programme development and delivery.

- **Research Committee Trainee Representative**

Is a member of the HIS Research Committee (RC) and reports on the activities of the RC to the TC and vice versa. The Research Trainee Representative supports the HIS research programme development and delivery.

- **Guidelines Committee Trainee Representative**

Is a member of the HIS Guidelines Committee (GC) and reports on the activities of the GC to the TC and vice versa. The Guidelines Trainee Representative supports the HIS guidelines portfolio development and delivery, and champions the inclusion of trainees on all working parties.

- **All other members** should be drawn from the Trainee membership of HIS and represent the deaneries / Local Education and Training Boards (LETBs) across the geographical regions of the UK and Republic of Ireland. The TC membership should include a HSST registered clinical scientist.

5.2 Nominations

Appointment of individual Committee Members and terms of office

Individual members will be recommended to Council by the Chair of the Committee for an agreed time period of up to three years, which can be extended by a further term of two years and as such, should have at least 1-2 years before his/her CCT date when nominated. If appointed to a consultant position, the TC membership is relinquished.

Individual members must be members of HIS. Nominations for membership of the Committee will be sought via an open call to HIS members three times a year with a clear deadline, only if there are vacancies on the Committee. Members will be asked to self-nominate with an expression of interest using the relevant application form, including a declaration of how long they have left before the end of training. Their nomination should also be supported by their educational supervisor.

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

After the deadline, applications will be sent in confidence firstly to the Chair and Vice-chair and, assuming the applicant meets the eligibility criteria, then to the entire Committee for comment. Comments will be collated by the Chair and Vice-Chair of the Committee who will decide on whether to make a recommendation to Council for membership of the Committee. Successful applications will be ratified at the next meeting of Council. The maximum number of members will be 14.

6. Terms of membership

Any member of the group appointed is expected to attend 2/3 of meetings (including teleconferences) of the Committee annually unless agreed by the Chair of the Committee.

7. Meetings

7.1 Frequency of meetings

The committee will meet three times per year (usually immediately following HIS trainee days). Other meetings may take place between formal meetings and work will also continue between meetings via email.

The Chair will provide reports to Council, and at the Annual General Meeting. Secretariat for the group will be provided by the HIS Office. Travel expenses will be reimbursed for the face-to-face meetings.

7.2 Quorum

A quorum shall be 8 members (or 50%+1 of the current number of committee members).

7.3 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 TC 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.

7.4 Minutes

Formal minutes recording the proceedings of meetings will be taken by the Head of Membership and Professional Development 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.

8. Decision making

Where possible, a 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.

9. Reporting to Council and delegation of responsibility

9.1 HIS Council

The TC 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.

The Chair of the TC is a member of HIS Council

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

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

9.2 Annual General Meeting

The Chair of the TC will attend the Annual General Meeting of the Society held in November/December of each year to represent the TC. 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.

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