

HIS Professional Development Committee – Terms of Reference 2024

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 FIS/HIS International Meetings as requested by the Chair of the Scientific Programme Committee
- Planning the scientific content of HIS annual conference incorporating Spring Meeting and *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 HIS IPC leaders' Programme (previously DIPC 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 The UK Health Security Agency
- 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 The UK Health Security Agency
- Facilitate and contribute to the content of the Engineering in Aspects of Infection Control courses
- Review and approve: HIS Career Development Bursary, Public Engagement Grant, Sponsored Event Grant, and Mike Emmerson International Fellowship applications and make recommendations on the terms and conditions of the grants
- Review and approve Graham Ayliffe fellowship applications (where there is no significant research element) and make recommendations on the terms and conditions of the grants
- Review and approve HIS educational certificate applications

Due to the broad remit of the PDC, activities are managed by sub-divisions comprised of committee members will have shared ownership of 2-3 activities.

3. Responsible to

The Healthcare Infection Society Council.

4. Membership

4.1 Members

Appointment of Chair and Vice-chair roles

- **Chair:** A member of Council (ideally as a trustee, or as a co-opted member), appointed by Council for a **three-year term**, which can be extended by Council by up to a further **two years**. 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** which can be extended by Council by up to a further **two years**. 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 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.

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.

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.

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 (including The Chair of Trainee Committee)
 - Associate member
 - Associate trainee 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 Head of Membership and Professional Development 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

- There is a maximum cap of 8 years for committee membership regardless of position within the committee
- 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 and no more than 20 at any time

4.2 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 in exceptional circumstances, a third term of one year on the Chair's recommendation, if agreed by Council. 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.

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. All applicants to Committees will be invited to meet the Chair and HIS staff lead for the Committee in advance of their application being considered. They may also be invited to observe a meeting.

Comments from the committee on individual applications 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.

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 formally every four months, with work continuing between meetings by email and teleconference as and when required. 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 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.

7. 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.

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

Revised: February 2024

Revision Adopted: HIS Council March 2024

Due for revision: September 2026