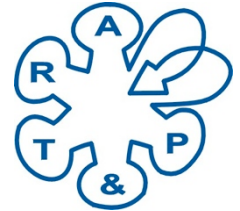


Association for Respiratory Technology and Physiology (ARTP)



ARTP Education & Training Committee

Terms of Reference

Committee Structure

- Chair
- Vice Chair

Sub-Groups

- Examination Standards
- Courses
- Spirometry
- E-Learning
- Primary Care
- Regional Liaison

Aims & Objectives:

- To maximise the promotion, understanding and communication of education and training issues to the membership and external stakeholders
- To develop and promote respiratory physiology education, training and examinations.
- To develop, review and promote educational standards within respiratory physiology

Core Functions of the Committee:

Examinations

- To develop, promote and oversee ARTP examinations

- To provide constructive and appropriate feedback to students unsuccessful in their ARTP examinations
- To develop, promote and oversee ARTP Spirometry courses and examinations
- To develop, promote and oversee ARTP certificate of competencies
- To maintain an up to date database of suitable assessors for ARTP examinations
- To train ARTP assessors

Courses/Conferences

- To identify requirements for ARTP courses
- To develop course outlines including aims, objectives and learning outcomes for ARTP courses
- To identify appropriate course leaders/coordinators
- To liaise with the events committee with regard to appropriate venues for courses
- To review feedback from ARTP courses and act accordingly where this is felt necessary To review sponsorship requirements for course and source suitable corporate sponsorship ensuring equity of access and fairness
- To ensure that all courses are costed using the course costing tool and agreed by the treasurer
- Provide input on the educational content of the program for ARTP Annual Conference.

Liaison

- To ensure equity of access to courses for ARTP members by identifying regional requirements and delivering courses locally where required
- To raise the profile of the education and training committee across the whole of the UK through the regional representatives
- To maintain effective communication and relationships with respiratory education providers; to include but not exclusively; REUK and Education for Health

- To maintain effective communication and relationships with respiratory education providers; to include but not exclusively; BTS, National School of Healthcare Science and RCCP-PBEC

Communication

- To act as a resource for students undertaking training in respiratory physiology
- To provide training and educational advice to ARTP members

Modernising Scientific Careers

- To provide continuing support to the MSC process to include syllabus reviews as and when required
- To actively participate with the National School of Healthcare Science via the themed board ensuring respiratory standards are maintained.

Educational Materials

- To develop, promote and update ARTP educational material such as the Part 1 and 2 handbooks
- To develop and publish an ARTP course booklet to advertise ARTP courses to a wide audience

E-Learning

- To develop, implement and promote e-learning

Reporting mechanism

Committee

The Education and Training Committee reports to ARTP Executive Board via the Committee Chair who is a member of the Executive Board. At Executive Board meetings, the lead(s) will report on the activities of all Committees/groups within their remit. In the absence of the Committee Chair, the Vice Chair will attend meeting(s) of the Executive Board. In the unlikely event that neither Chair nor Vice Chair are able to attend a written report should be submitted to the Board two weeks prior to the meeting date.

Subgroups

Subgroup leads will be appointed by the Education Chair and Vice Chair. Subgroup leads will be responsible for submitting regular (at least quarterly) progress reports to the Education and Training Committee.

Appointment of Chair

The Education and Training Committee Chair will usually be succeeded by the Vice Chair of the Education and Training Committee where willing and when appropriate, the position being ratified by The Executive Board.

Appointment of Vice Chair

The Education and Training Vice Chair will be appointed by the Education and Training Committee Chair via nominations from the committee and ratified by the Executive Board. If no nominations are received or any nominations are deemed inappropriate by the Board, the Chair will approach suitable individuals to take on the Vice Chair role.

Terms of Office

The term of office for Chair and Vice Chair will be 3 years from succession/election at the Annual General Meeting. Post holders can be re-elected and serve a maximum of 3 terms.

Subgroups

Membership of subgroups of the Education and Training Committee and duration of membership will be determined by the Education and Training Chair and Vice Chair.

Meetings

The majority of work will be done via email and teleconference where possible to minimise travel and time away from routine duties. It is necessary for meetings of the Education and Training Committee to coincide with professional examinations to allow the examination standards group to undertake exam board. Consequently the Education and Training Committee currently meet four times per calendar year with one of these meetings held at annual conference.

The venue for meetings can be set to be the most convenient for the group members and may need reviewing if the membership of a group changes. Groups/Committees utilising ARTP Admin for secretarial support will need to factor in travel and time for EBS staff as a cost.

Meetings, when necessary, will usually be held at ARTP HQ, EBS, City Wharf, Davidson Road, Lichfield, Staffordshire, WS14 9DZ

Resources

Any reasonable travel expenses (see ARTP expenses policy available from the ARTP administrators) incurred while carrying out requested functions of the Education & Training Committee will be met by the ARTP but must be cleared through the Committee Chair in consultation with the Treasurer. Prior approval from Executive Board is required for unusual expenses.

The Education & Training Committee will only incur expenditure in accordance with the Budget approved by the ARTP Council.

Probity:

The same provisions about Directors' conflicts of interests are to apply to all members of committees.

No one who has received monies from, or who has worked directly for, the tobacco industry may take a senior position within the ARTP committee structure.

Any member of the ARTP Council or a Committee (including the Executive Board) who has a direct or indirect interest in any contract, proposed contract, arrangement or dealing with ARTP which is being discussed by either the ARTP Council, the Executive Board, a committee or a working party must declare his/her interest.

Any member who has a direct or indirect personal interest in a matter which is being discussed by the ARTP Council, Executive Board, committee or working party must leave the relevant meeting of the ARTP Council, Executive Board, committee or working party whilst the question is discussed or decided.

All committee members must complete an annual declaration of interests form

Corporate members may not sit on ARTP Committees.

These Terms of Reference will be reviewed annually by the ARTP Executive Board.