

Terms of Reference Education & Professional Standards Committee

1. Purpose

- a. To oversee and coordinate the Institute's educational, training and professional activities.
- b. The Committee is responsible for the delivery of activities identified in an annual action plan approved by the Council. The Education & Professional Standards Director is responsible for reporting progress to the Council.
- c. The Director will be provided with information on the budget as approved by the Board of Trustees as available for agreed activities. Additional spending requests will need to be approved by the Members Advisory and Prioritisation Council and Finance and Business Planning Committee ('F&BP'). Funds for related projects can be proposed as part of the annual budget cycle which commences in April for release the following year.
- d. The Committee's work will encompass relevant activities across the four countries of the UK, in clinical & academic settings, and across medical physics and clinical bioengineering at all levels.
- e. The Committee may ask for input and advice from any of the committees, Panels, SIGs, working groups or Communities of Interest to assist in its work.

2. Functions

- a. Education & Training
 - i. Oversee and implement the Institute's training schemes, CPD & educational courses across the UK, which is managed by the Education and Professional Development team.
 - ii. Oversee and ensure delivery of IPEM's online and electronic learning products, and propose partnerships where relevant
 - iii. Build and maintain links with relevant training and educational bodies and commissioners.
 - iv. Identify training and educational issues to be raised with national Governments, training and education bodies and commissioners.
 - v. Prepare responses to education and training questions and consultations on behalf of the Institute.
 - vi. Propose education and training development projects to the Council.
- b. Accreditation
 - i. Oversee the Institute's wider course and centre accreditation and recognition activities, with full management of this workstream delegated to the Course Accreditation Committee. Accountability resides with the Education and Professional Development team to coordinate.
 - ii. Review any proposals for development of accreditation projects from the Course Accreditation Committee in line with strategic priorities.
- c. CPD
 - i. Oversee the Institute's CPD audit activities, with full management of this workstream delegated to the CPD Panel. Accountability resides with the Education and Professional Development team to coordinate.
- d. Membership & Registrations

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- i. Oversee membership and membership growth of the Institute, which is managed by the Membership team, and identify membership issues to Board of Trustees.
 - ii. Oversee professional registration and professional registration growth including voluntary registration and Science and Engineering Council registrations, with management of this workstream delegated to the Engineering Registrations Panel. Accountability resides with the Education and Professional Development team.
 - iii. Propose membership development initiatives to the Members Advisory and Prioritisation Council.
- e. Standards & Workforce
- i. Set and/or approve standards for the provision of relevant services
 - ii. Monitor workforce issues affecting physics and clinical / bioengineering services within and outside the NHS.
 - iii. Propose nominees to represent the Institute on appropriate external bodies and committees with respect to standards and workforce matters.
 - iv. Prepare responses to professional and workforce questions and consultations on behalf of the Institute.
 - v. Through the Director of the Committee, maintain timely and effective relations with the President, CEO and senior officers of IPEM.

3. Frequency & Conduct of Meetings

- a. The Education & Professional Standards Committee shall meet at least 3 times a year, usually as set out below. Additional meetings may be arranged as required, normally be online.

Month	Key specific functions (in addition to normal business)
November	Finalise Committee action plan for the following year to inform Members Advisory and Prioritisation Council. Review Training & Education Programmes
February	Review progress against action plan to produce objectives for the forthcoming year in line with the existing strategies, to inform the draft budget. Identify any vacancies on Committee from Sept to be filled by advertising in April.
June	Identify and mitigate risks to IPEM relating to the Committee and provide update reports as required.

- b. A quorum shall consist of one half of the membership but shall not comprise normally more than two members of staff.
- c. In the absence of the Director the Deputy Director shall chair the meeting. If neither are present the committee members shall select a person to chair the meeting

4. Communications, decision making & records

An electronic or paper copy of the agenda and agreed minutes of each meeting shall be sent to:

- all Committee members

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- filed in the Institute's folders for archiving (accessible to all trustees and Committee members); and
- a summary of the minutes placed on the committee's section of the Institute's website.

5. Reporting Arrangements

- a. The Education & Professional Standards Committee reports to the Members Advisory and Prioritisation Council.
- b. The Education & Professional Standards Committee may draw issues to the attention of the Council via the Director, who will be a Trustee of IPEM.
- c. The National Office shall manage all agenda, minutes and other papers.
- d. The Director of the Committee shall attend the Annual General Meeting and be prepared to respond to any questions from members of the Institute on any issue within the Committee's area of responsibility.

6. Membership

The Education and Professional Standards Committee membership is as follows:

- a) Director of Education & Professional Standards Committee (term of office usually 2 years)
- b) Deputy Director (term of office usually 2 years, followed by 2 years as Director)
- c) Five other members with an interest and experience in workforce, education, training and registration (term of office 2 years renewable once)
- d) A member of IPEM SLT
- e) IPEM Training Manager
- f) Additional IPEM National Office staff may also attend E & PSC meetings when appropriate, such as additional members of SLT or the Policy & Professional Manager, but additional staff members will not be voting members

Corresponding members: IPEM representatives to RPA 2000 and ACS; Chairs of RT Professional Standards Panel, Course Accreditation Committee, Fellowship Panel, CPD Audit Panel, RCT Management Board, Workforce Panel, MRSE Assessment Panel, Early Careers Panel. These members will submit a written report prior to each meeting according to the reporting schedule. The Committee may request, or the corresponding member may offer, attendance at the meeting to discuss issues from the report when required

7. Task & Finish Groups

The Education & Professional Standards Committee may propose 'task and finish' groups for a limited period to assist in fulfilling its role, subject to approval from the Members Advisory and Prioritisation Council. The Council will ensure appropriate resources are available, and Committee will provide the terms of reference for such groups and ensure that the group delivers their output.

8. Inclusiveness & Diversity

Inclusiveness is one of IPEM's strategic values and is understood as meaning "enabling a diverse and inclusive professional community". This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by

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being more representative of patients and the public we can achieve our charitable objective.
IPEM's EDI Policy

9. National Office Contact

The dedicated contact in the national office for this Committee is the Training Manager. Their name and contact details are listed on the IPEM Website.