

National Association Equipment Providers Education Special Interest Group



Terms of Reference

Constitution and Purpose

The Group has been established to take forward the production of a comprehensive training initiative that will raise the educational and training opportunities available to support the membership. The Group will ensure by incorporating partnerships that all policies/protocols affecting equipment provision within the community will be evidence based and fit for purpose through education.

Membership and Attendance

The Group will consist of the Chair, Deputy Chair and representatives from appropriate disciplines directly or indirectly associated with community equipment provision

Core Members – Elected from the SIG membership:

Chair
Deputy Chair
Secretary

The core membership of the Group will consist of Members of the Association. Non-members of the Association will have the right of attendance, subject to invitation and prior notification to the Group Chair. The Group may co-opt participants with a particular expertise – voting rights of such participants will be subject to holding a membership of the Association.

Attendance:

Group members are encouraged to attend as many meetings as feasible in order to play an active role in the activities of the Group. The Chair or Deputy Chair of the Group will exercise their discretion on members attendance.

Quorum:

The quorum for the Group is defined as a minimum of 5 and maximum of 10. The quorum for decision making shall consist of the Chair (or Deputy) and 4 attending members.

Venues:

Various locations in the UK - subject to agreement and arrangement.

Frequency & Timing:

Approximately 4 to 6 meetings per year and scheduled from 10.00 am 15.30 pm.

Meeting dates will be scheduled to take place before and after the full Council meetings to ensure clear communication pathways between the group and the Council.

Expenditure:

Sponsorship should be sought wherever possible for Group meetings. Expenditure should be kept to a minimum and in the event of extraordinary costs being incurred prior notification should be given to the NAEP Chair.

Expenses:

Members of the Special Interest Group will be entitled to the reimbursement of all reasonable expenses that are incurred in the attendance of meetings and in accordance with the Associations current rates.

Completed claim forms, supported with appropriate receipts are to be sent to the Group Chair for counter signing and forwarding to the Treasurer.

Duties

- To provide support to NAEP and to ensure the dissemination of all relevant information throughout the membership with regard to all aspects relative to education & training
- To utilise all available internal and external media resources for the communication of the groups tasks/achievements to the membership, Council and Special Interest Groups, enabling bottom up and bottom down approach
- To work towards the establishment of nationally recognised and accredited training programmes through the representation of the NAEP SIG Group Chair on the Partnership Board for Training in Assistive Technology
- To establish a network of regional training events to support all staff working within the environment of equipment provision
- To ensure all information utilised by the Group is evidence based and supported by sound research protocols
- To provide a communication channel via our website and e-mail that facilitates the provision of a national network of support to all members
- To establish and maintain effective communication links with all associated parties
- To promote and represent NAEP on relevant national bodies and at regional meetings, through the attendance of the Group Chair or nominated group member
- To ensure that the group is well informed of all relevant legislation, government agendas and DH directives that affect the CES
- To regularly review the Groups agenda in conjunction with the Clinical & Prescribers Support SIG to ensure that the activities/direction of the Group reflect government directives
- To share good practice and the promotion of good working practices within assistive technology
- To identify the training & educational needs to support any protocols that affect provision of equipment into the community
- To undertake best value reviews of education programmes to enable membership choice of education programmes that are fit for purpose and value for money
- The SIG will ensure that training/educational standards for prescribing equipment are competency led and in line with health & safety, quality standards and that all other guidance and legislation is adhered to
- To contribute towards Health and Social Care agendas

Responsibilities

Voting:

Persons wishing to join a Special Interest Group should note that voting rights are in accordance with the Associations Constitution and Standing Orders.

Chairperson:

The Chair of the Special Interest Group is elected for a term of up to 3 years and in accordance with the Constitution and Standing orders of the Association.

Reporting:

The Secretary or a delegated alternative will take the minutes at every meeting. Draft minutes will be circulated to all attending members of the meeting for approval. In the event of additions/corrections, the minutes will be redrafted and circulated for final approval. The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

The Chair and Deputy Chair of the Special Interest Group will attend and present a report at the first Council meeting with responsibility for attending/reporting at subsequent Council meetings falling to either post holder.

Special Interest Group Chairs have a responsibility to provide regional news for submission to the Equipment Services Journal. Special Interest Groups have a remit to maintain a list of core members and attendees of meetings.

Review of Terms of Reference

The Terms of Reference will be reviewed annually and amended as appropriate.