



**Acupuncture Association of
Chartered Physiotherapists**

Acupuncture Association of Chartered Physiotherapists Limited

(AACCP Ltd)

**EDUCATION, TRAINING AND RESEARCH COMMITTEE (ETRC) – TERMS OF
REFERENCE**

Approved By The Board: 17th February 2016

Review Date: February 2017

1. PURPOSE AND RESPONSIBILITIES

On behalf of the AACP Board, the ETRC is responsible for:

Developing, operating and monitoring an appropriate accreditation, approval and evaluation process for the education and training of AACP members, which includes:

- managing the process of accreditation and the triennial re-accreditation of tutors/teaching institutions seeking to teach for the AACP and/or the AACP accredited courses, including the annual peer-review of existing tutors
- managing the accreditation of Foundation Courses and advanced acupuncture courses/modules for physiotherapists
- managing the process of CPD course approval
- developing and monitoring an appropriate spectrum of education, training and CPD for AACP members and evaluate this on an annual basis
- promoting both an educational framework and up to date accreditation requirements to support members' training in a rapidly developing statutory healthcare context
- promoting a developmental and collaborative ethic of education, training and research within the AACP, ETRC, among tutors/teaching institutions and externally with other bodies, using the AACP website and articles in AACP (e-)newsletters

Developing, operating and monitoring an appropriate clinical research and audit programme for AACP members, which includes:

- developing and communicating an AACP research strategy that serves to increase awareness and to support the acceptance of acupuncture physiotherapy with:
 - the public
 - government Arm's Length Bodies, such as NICE in England and equivalents elsewhere,
 - commissioning bodies of treatments, such as Clinical Commissioning Groups
 - other healthcare professionals and members
- promoting and monitoring the AACP clinical audit tool
- recruitment (using the AACP website and articles in AACP (e-)newsletters) and identification of suitable research projects for recommendation to the AACP Board for the allocation and management of funds.

2. GOVERNANCE

The ETRC is a working committee of the AACP Board, achieving its aims through working with post holders of the AACP and relating to the Board by:

- being informed of Board decisions and making recommendations to the Board on education, training and research policy
- seeking ratification from the Board for course and tutor accreditation and research awards
- regular reporting to the Board on the performance on its responsibilities

3. MEETING MANAGEMENT

The ETRC will meet three at least times each year.

The ETRC secretary will prepare and circulate the agenda and papers (under guidance from the Chairman) for a meeting not less than one week before the meeting itself.

All papers for a meeting should be forwarded to the ETRC secretary by ETRC members not less than three weeks before the meeting itself. These will normally include:

- Research report (from the Research Officer)
- Proposed tutor accreditations (from the Accreditation Assessors)
- Proposed course accreditations (from the Accreditation Assessors)

The ETRC secretary will manage the production and circulation of the agenda and papers to committee members at least two weeks before the meeting itself.

At the meeting, the ETRC secretary will manage meeting attendance remuneration and expense fees for the relevant ETRC members, documented in accordance with the AACP standard expenses policies and procedures.

After the meeting, the ETRC secretary will manage the production, publication on the AACP website and circulation of the minutes and papers, after the Chairman's approval, usually within two weeks after the meeting.

4. MEMBERSHIP AND APPOINTMENT

| Membership category | # | Source | Voting rights | Remuneration | Appointment by |
|---|---|---|--|-----------------------|--|
| Chair | 1 | Educationalist, independent of AACP | None, except hung votes, when the Chair's vote will be casting | Contracted chair | AACP Board |
| AACP research officer | 1 | Active health researcher, Chartered physiotherapist | Full | Contracted consultant | AACP Board |
| AACP Board representative | 1 | AACP Board representative, representing physiotherapy clinicians | Full | Meeting attendance | AACP Board |
| AACP Tutor representative | 1 | Accredited AACP tutor | Full | Meeting attendance | Approval by AACP Board upon receipt of application |
| Healthcare commissioning representative | 1 | Contributing expertise on commissioning matters | Full | Meeting attendance | Approval by AACP Board upon receipt of application |
| Lay member representative | 1 | Representative of the public interest | Full | Meeting attendance | Approval by AACP Board upon receipt of application |
| Educationalist Representative | 1 | Masters in education | Full | Meeting attendance | Approval by AACP Board upon receipt of application |
| *Currently Chair | | | | | |
| AACP member Clinical Adviser | 1 | Practising AACP member, non AACP board member, non tutor | Full | Meeting attendance | Approval by AACP Board upon receipt of application |
| ETRC secretary | 1 | AACP Office Manager <i>ex officio member</i> | None | AACP staff | n/a – ex officio |
| Accreditation assessors | 2 | Contracted assessors, role description and person specification to be detailed. | None, reporting function | Contracted consultant | n/a – ex officio |
| AACP CEO | 1 | AACP CEO <i>ex officio member</i> | None | AACP Staff | n/a – ex officio |

| | |
|---|--|
| Total members remunerated outside other roles | 6 |
| Total membership | 11 |
| Total voting membership | 7 |
| Quorum for voting members | 3 |
| Total fully independent members | 2 |
| Terms of office | Usually, limited to three years, with a second term at the discretion of the AACP Board. For members of the ETRC continuing a tenure of office in the same role with the revised terms of reference from October 2015, previous membership will be counted in this context. |
| Quorum | The ETRC shall be quorate only if at least three of the voting members of the committee are present. |
| Decision making protocol | Decision making will be sought as consensus in the first instance, confirmed by a formal vote, with a majority of voting members present ensuring a successful motion, with the Chair not ordinarily voting. In the event of a hung vote, the Chair will, at his or her discretion, have a casting vote, or decide to refer the issue back for further discussion. |
| UK-wide representation | Whilst no requirement is placed upon the AACP board to ensure equal representation from each of the four countries in the UK, the ETRC will seek to consider at all times the differing educational and regulatory contexts that apply in those countries, as well as within the European Union, and so will accordingly be better served by members from each of those countries, should that be logistically possible. |
| Confidentiality of meeting proceedings | As the ETRC is a subcommittee of the AACP Board, a limited company and not a public body, there is no requirement for the ETRC to hold public meetings, nor to open its proceedings beyond the membership of the committee itself. The ETRC is, however, required by the AACP board to publish reports from each of its meetings to all AACP members, in order to update members on the profile of education, training and research in acupuncture for physiotherapists. |

5. DELEGATED AUTHORITY

The Board retains responsibility for the company's overall approach to training, education and research. However, the Board has delegated authority to the Education, Training and Research Committee to undertake activities in accordance with its terms of reference and the company's policies and procedures.

The Education, Training and Research Committee has no delegated authority to incur any expenditure on the company's behalf. The Education, Training and Research Committee's function is to make recommendations to the Board.

6. STANDING AGENDA

- 1) Welcome and apologies
- 2) Declarations of conflicts of interest
- 3) Approval of minutes from the previous meeting
- 4) Matters arising not otherwise on the agenda
- 5) AACP CEO update on association matters
- 6) Education and Training
 - a. Tutor accreditations – presented by assessors for discussion and approval
 - b. Course accreditations
 - i. Foundation courses – presented by assessors for discussion and approval
 - ii. Advanced courses – presented by assessors for discussion and approval
 - c. Accreditation process evaluation by tutors and students
 - d. Planning of educational provision for AACP members
 - e. Complaints
 - f. Education policy
- 7) Clinical audit
- 8) Research
 - a. External developments
 - b. Grants made
 - c. Research policy / strategy review
- 9) Any other business

7. CODE OF CONDUCT FOR MEETINGS

General guidelines

In performing their duties as a part of the ETRC, all members are expected to:

- endeavour to uphold and promote the purpose of the ETRC
- endeavour to uphold and promote the purpose of the AACP
- uphold the seven principles of public life (the Nolan Principles)
- uphold the values of diversity and equality
- declare any conflicts of interest / potential conflicts of interest
- contribute positively to good meeting management
- observe confidentiality

Declarations of interest / possible conflicts of interest

In line with AACP Board policies, all committee members are obliged to declare a conflict of interest or a possible conflict of interest at the start of every meeting of the ETRC.

It is undoubtedly true that the wide-ranging professional activities of members contribute to the standing and rigour of committee work. It is, however, the declaration of conflicts of interest, possible conflicts of interest, and the voluntary self-exemption from participating in debate and voting on matters which invoke those conflicts, that is the foundation of good practice. The appropriate action for any member of the committee where a possible conflict of interest arises will be determined according to the level of that conflict of interest, at the guidance of the Chair of the ETRC and where necessary in consultation with the AACP Company Secretary. Such actions will minimally involve an exemption from voting on such items, maximally involve stepping out of the room / not having sight of relevant papers, with participation in discussion being determined by the best interests of the ETRC and AACP at the discretion of the Chairman.

The Chairman has the right to challenge any member who may be perceived as having a conflict of interest which has not been declared by the member and, to add to the list if the committee thinks this is necessary. Furthermore, any breach of this policy must be reported for a decision on appropriate sanctions to the AACP Board of Directors, by the Chairman.

Guidelines for meeting conduct

In attending and contributing to meetings, ETRC members are expected to:

- attend regularly and punctually
- be motivated, informed and prepared for the meeting by reading the agenda and papers
- respect and value each other's perspective and contribution and work together
- participate fully and spontaneously in discussions, without interrupting colleagues and,

upon request, debate matters through the chair

- contribute in an informed and rational way

8. REVIEW

The 2011 development of the AACP ETRC Terms of Reference was undertaken through a number of rounds of consultation with external stakeholders in the sector and AACP members. This version of these Terms is a slightly revised edition based on the ETRC's and Board's last few years' experiences

ETRC Terms of Reference will be reviewed by the AACP Board annually.

DRAFT