

TERMS OF REFERENCE

AHCS Professional Bodies Council

Review by Professional Bodies Council v1.9

15th August 2019

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1.0 BACKGROUND

The Academy for Healthcare Science (AHCS/Academy) is the single overarching body for the entire Healthcare Science workforce in the UK and works alongside the Healthcare Science professional bodies to strengthen the visibility of the Healthcare Science workforce. Its initial aim was to deliver the Certificate of Attainment and Certificate of Equivalence for the Scientist Training Programme (STP), Equivalence and Registers for those groups who were not regulated by statute.

In subsequent years, the Academy has evolved and now maintains registers for individuals who have completed Practitioner Training Programme (PTP) and Higher Specialist Scientist Training (HSST) or their equivalent.

The Academy was established as a joint initiative of the UK Health Departments and the professional bodies across Healthcare Science. The Academy was commissioned to undertake and support key projects including:

- Developing consistent regulation for the Healthcare Science workforce e.g. by establishing accredited voluntary registers where none exist.
- Implementing a system to assess and confer 'equivalence' of the existing qualifications and experience individuals have, mapped to the outcomes of formalised quality assured training programmes.
- Quality assuring education and training in partnership with other stakeholders.
- Developing common standards for Healthcare Science practice.

The Academy's specific role in the education and training system, through Registration and Equivalence, has enabled the development and strengthening of relationships with key stakeholders across the Healthcare Science workforce and beyond.

2.0 PURPOSE OF THE PROFESSIONAL BODIES COUNCIL

The Academy for Healthcare Science Professional Bodies Council (the Council) is established as the senior council to provide a high level strategic discussion forum on healthcare policy, scientific leadership and horizon-scanning of issues that may affect the whole of the Healthcare Science workforce.

3.0 MISSION STATEMENT

The Council shall:

- Provide a forum for senior representatives from the Healthcare Science professional bodies to collaborate on issues relating to the Healthcare Science workforce.
- Work together to develop strategic plans and position statements on areas/topics which affect the Healthcare Science workforce.
- Work alongside the AHCS Board to develop and implement strategies to raise the profile of the contribution of Healthcare Scientists within the health system.

4.0 RESPONSIBILITIES

- Develop an information-sharing platform to discuss issues relevant to Healthcare Science.
- Use the collective intelligence of the group to horizon-scan for potential areas likely to affect Healthcare Science.
- Respond to consultations on issues which may have relevance to Healthcare Science and its workforce.
- Develop a financial plan for the Council.
- Articulate and agree a work programme for the Council.
- Award Honorary Fellowships of the AHCS in line with the agreed Policy.
- Undertake succession planning for the role of AHCS President.
- Other functions as may be requested of the Council and/or Board and as agreed by the Council.

5.0 COMPOSITION AND MEMBERSHIP

- The criteria for Council membership is contained in appendix 1.
- The Council will be composed of senior healthcare scientist representatives from Healthcare Science professional bodies; the expectation is that this is the most senior leaders, i.e. President/Chair, but a deputy (with authority to act on the President/Chair's behalf) can attend if necessary.
- Professional bodies will each contribute to the funding of the Council through a financial framework agreed by the President and Council.

- The length of tenure for professional body representatives on the Council will be determined by the respective professional bodies.
- Applications from Healthcare Science professional bodies wishing to join the Council will be considered by the Council.

6.0 OPERATING PROCEDURES

- The Council will be chaired by the President.
- The Council will meet at least quarterly.
- The AHCS Chief Executive or AHCS Chair may be present for the relevant parts of the Council meeting, however they will not have a voting role.
- Other members of the AHCS Board may be invited to attend for specific pieces of work.
- The quorum shall be one quarter (25%) of the membership of the Council.
- Majority decisions will apply at meetings.
- A non-response to written requests will assume agreement.
- Secretarial support for the meetings, including the recording of the Minutes will be provided by the Academy. The President is responsible for preparing the Agenda for each meeting of the Council.
- All Council members are encouraged to submit items for consideration for inclusion in the Agenda in advance of the meeting date and in accordance with the timing agreed by the Council.
- Written materials supporting Council Agenda items are provided 10 working days before each meeting, including Minutes of the prior meeting and the Agenda for the meeting.
- New materials can be presented at the meeting of the Council if they are discussed prior to the meeting with the President and it is deemed appropriate to discuss that at the President's discretion (e.g. emergency business, urgent developments, etc.).
- Positions on the Council are unpaid. Travel expenses will be paid by the relevant professional body.

7.0 REVIEW

These Terms of Reference will be reviewed annually as part of the Academy's monitoring effectiveness process.

8.0 CHANGE HISTORY

Version	Changes	Updated by:	Date
1.0	Initial drafting	Georgina Vincent	2012
1.1	Formatting changes	John Paul Maytum	23 June 2014
1.2	Start redraft	JKM	June 2016
1.3	ICOMMENTS1	JKM	July 2016
1.4	Comments and suggestions	BGC	
1.5	Changes Professional Council	JKM	December 2016
1.6	Changes Professional Council	BGC	Jan 2017
1.7	Changes Professional Council	BGC	Sept 2017
1.8	Changes Professional Council	BGC	Sept 2017
1.9	Refresh Professional Bodies Council	CMR/MT (AR)	August 2019

APPENDIX 1

Criteria for membership of the AHCS Professional Bodies Council

Agreed definitions

Healthcare Science is the overarching term for a specialised field of healthcare which, as defined by the National School of Healthcare Science, encompasses over 50 areas of applied science that support prevention, diagnosis, intervention and treatment.

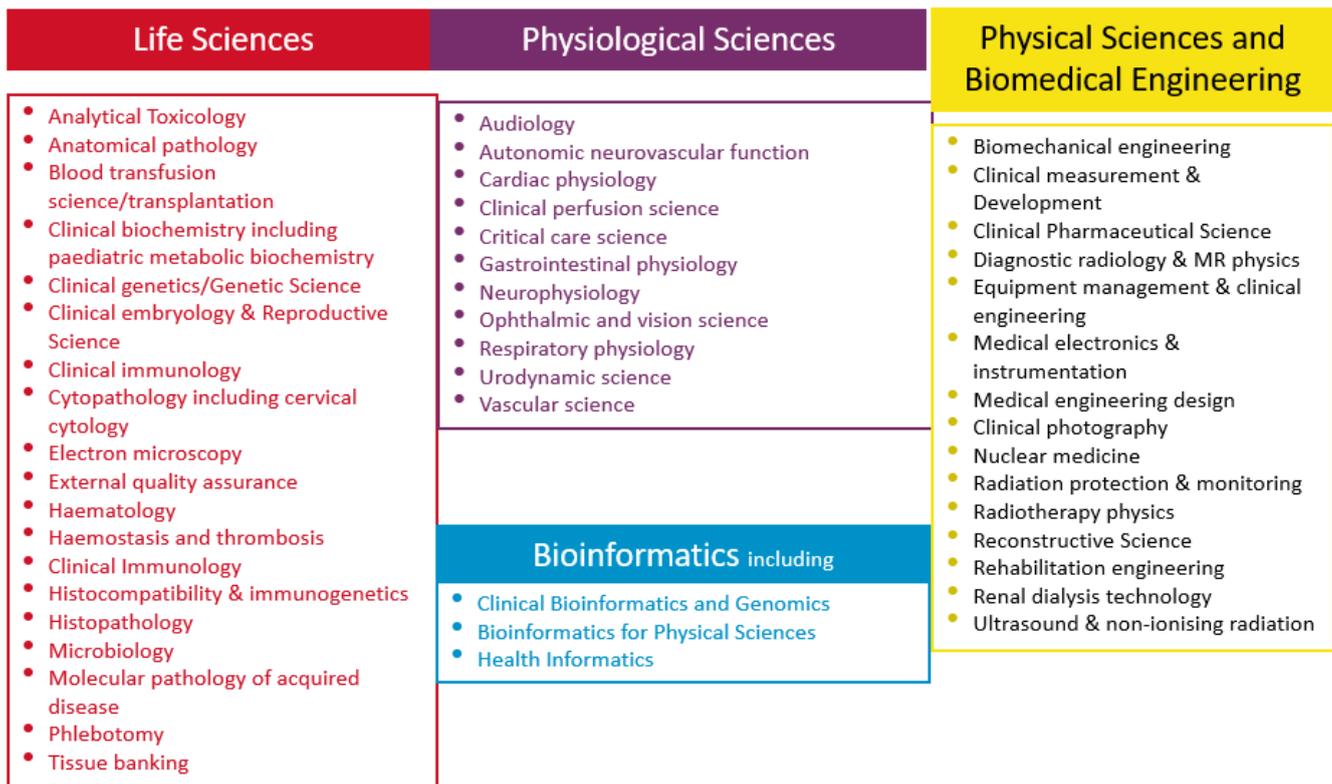


Diagram 1 – Healthcare Science Specialisms

Healthcare Science Professional Body is an organisation representing healthcare professionals who practice in one or more healthcare science specialism; the primary function of the organisation is to provide professional representation of its members. It is expected that the organisation will have a formalised structure, i.e. a representative lead (chair/president) and

- be a non-profit organisation;
- seek to represent the interests of the individuals performing a Healthcare Science profession as listed above;
- be a group of people in a learned occupation who are entrusted with maintaining control or oversight of the legitimate practice of the Healthcare Science occupation;
- be a body acting to safeguard the public interest;
- are involved in the development and monitoring of professional educational programmes, the updating of skills, and development of certification which indicates that an individual possesses qualifications in the subject area;

- ensure the development of skills to meet professional standards and competencies and the maintenance of such.

Status / Rights

- Is permitted to attend Council meetings.
- Has **Full** voting rights.
- Receives Minutes or papers from the Council.
- Can fully input into consultation responses.
- Can fully be involved in any subgroup of the Council.

Membership

A proposal for membership must be fully supported by the majority of the full members of the Council; if there is a reasonable opposition to an inclusion of a professional body, this will be tabled as an Agenda item at the next meeting of the Council.