



## BSSH Education & Training Committee Terms of Reference

### **Purpose:**

The Education and Training Committee exists to further the education and training agenda of the British Society for Surgery of the Hand (BSSH). We take this to mean the inception, development, promotion and maintenance of activity related to continuing professional development both of trainee and established consultant surgeons and associated professionals with an interest in Hand Surgery.

### **Chair:**

Appointed by Council.

To appoint a new chairman, expressions of interest will be sought from the BSSH membership with previous experience as a member in a BSSH committee. Interview will be held when there is more than one candidate. Shortlisting will be undertaken for greater than 4 candidates. The interview panel will be composed of the current BSSH committee Chair, a committee representative, a BSSH Council Trustee/Officer representative and another committee Chair.

The applicant will have to indicate they have sufficient time available to commit to chairing the committee meetings, arrange associated activities and attend council meetings.

The chairman will be an ex officio Council member with a responsibility to attend the Spring and Autumn council meetings in person or virtually.

### *Term of office:*

3 years

Overlap of 6 months with previous Chair

### **Committee composition:**

- Chair
- BSSH President
- BSSH Secretary
- Elected members

Invited Representatives:

- The Chairman of Interface Committee in Hand Surgery
- Trainee Representative: BOTA and PLASTA
- BAHT representative
- Patient representative

## **Elected members (range 4-6)**

### *Term of office:*

3 years (optional extension in exceptional circumstances to a maximum total of 5 years)

To appoint new members expressions of interest will be sought from the BSSH membership. They will have to have sufficient time available to commit to attending the committee meetings and associated activities.

During the period of membership failure to make a satisfactory contribution through committee work and attendance at meetings may result in termination of the appointment at the discretion of the chair, with justification made to BSSH Council. If two consecutive meetings are missed this will result in termination of the committee membership.

Similarly, a change in personal or professional circumstances resulting in the inability to make the required contribution should be discussed with the chair and the appointment suspended or the member to demit as appropriate.

A least one new member should be elected each year. The committee should attempt to reflect the make-up of the society in terms of numbers of orthopaedic\ plastic surgeons and geographical mix.

### **Working Methods:**

Email and telephone. Wherever possible, taking annual leave etc. into consideration, a response should be made within seven days.

Meetings (face to face and virtual) twice yearly, spring and autumn, to allow preparation for presentation at the subsequent council meeting

Meeting times and venue to be set 1 year in advance

Voting for new committee members. The President, Hon Sec and all elected members will have the right to vote for new committee members. Quorum will be of 5 out of the 9 available votes.

Scoring of awards: The President, Hon Sec and all elected members and all invited representatives (namely the Chair of Interface Committee in Hand Surgery, BOTA, PLASTA Trainee and BHAT representatives) will have the right to score awards. It was agreed that quorate is 6 out of 10 votes or 7/12 eligible votes (Minute Mar 2022: Item 16)

Anyone should excuse themselves from voting if they need to declare a conflict of interests or if they feel it is inappropriate to do so.

Anyone co-opted to the committee for special projects will have no voting rights

**General responsibilities:**

- Promotion and support of the education and training of all Hand Surgeons and associated professionals with an interest in Hand Surgery.
- Developing opportunities to optimise training and mentoring in Hand Surgery.
- Judging and awarding the Stack Fellowship, the BSSH Educational Grant, the BSSH Education and Travel Bursary, the Medical Student Elective Bursary, and the Educational Presentation Prize.
- Awareness of issues of affecting training; bringing ideas, opinions and articles to the attention of other members for discussion.
- Completing work-in-progress in good time for the thrice-annual Council meetings