Developing the Profession Committee Terms of Reference (TOR)

Approval

These Terms of Reference were approved by the Board on **8th April 2025**

Particulars

Purpose

The purpose of the Developing the Profession Committee is to advance the capability, capacity and recognition of members. Aligned with the College's strategic goals, the Committee supports the development and delivery of education courses and professional development opportunities, and professional recognition opportunities across settings and sectors. The committee contributes to building a highly skilled, adaptable, and sustainable IPC workforce across all sectors.

Scope and Responsibilities

- Develop priorities for new education courses
- Develop ongoing professional development opportunities, including webinars and online education
- Review and maintain current education courses
- Professional Standards in IPC
- Develop and promote professional recognition across healthcare, research, aged care, and one health settings and across AUS/NZ/Pacific
- Maintain, review and promote the College's Credentialling program
- To evaluate credentialling and re-credentialling submissions from members.
- Manage the College's Fellowship program

Delegated Authorities

The committee has the following delegated authorities:

- Approve credentialling applications via the Credentialling & Fellowship Assessment Standing Panel
- Approve fellowship applications via the Credentialling & Fellowship Assessment Standing Panel

Governance

The committee acts under the direction of and reports to the Board.

Reporting

The Chair will provide committee reports to the Board according to the schedule below. A template will be provided to streamline reporting.

- An annual report with an overview of the aims, progress, updates on key areas, and any risks identified is to be submitted by 31 January. This report will be tabled at the Board's February meeting.

- Documents for approval and noting at the next Board meeting need to be submitted by the 15th of the month

The Chair will also be asked to attend specified Board meetings.

Formation of Standing Sub-committees & Panels and Working Groups

The Board may establish standing sub-committees and panels to address specific purposes, projects, or functions within the scope of the committee.

The committee has the authority to establish working groups. These will need to be endorsed by the Board. Working groups operate under the oversight of the committee and must have clear objectives, defined deliverables, and a specified timeframe for completion. Membership may include committee members, subject matter experts, or external stakeholders as deemed appropriate.

Each sub-committee, panel, or working group will report its progress and recommendations to the committee, ensuring alignment with the committee's Terms of Reference and the broader strategic priorities of the College.

Standing Sub-committees & Panels

The Board establishes the following Standing Sub-committees & Panels under the Committee.

- Credentialling & Fellowship Assessment Standing Panel
- Professional Standards in IPC

Special Sub-committees, Panels, and Working Groups

- Specific Education Course Development, as required
- Specific Education Course Review, as required

Committee Members

The appointed committee members are listed on the ACIPC website:

https://www.acipc.org.au/about/committees

Committee Membership

Chair

The ACIPC Board appoints a Chair for a term of two years. The Chair may be a Board member, but this is not a requirement.

Membership

Each committee will consist of 6 (minimum) to 12 (maximum) members, including:

- The appointed Committee Chair

- Members, including a Deputy Chair
- A Board representative
- The College's IPC Consultants (as directed)

Eligibility

- **College Members:** Committee membership is open to members of the College through an Expression of Interest process.
- **External Members**: The Chair may recommend the Board appoint a person who is not a member of the College but has relevant and specific expertise that will benefit the committee. The Board is required to endorse all external appointments.
- **Guests**: The Chair may invite guests to attend meetings. Guests are not members of the committee and may not vote or take part in confidential discussions.

Diversity

Committee membership should reflect the diversity of the College's membership.

Expression of Interest for Committee Appointment

An Expression of Interest (EOI) calling for new committee members will be issued by the office each year and as needed. The Chair will review the received EOIs and recommend committee members to the Board for endorsement.

Terms of Committee Members

All members are appointed for a term of two years. Members may serve a maximum of six years.

Rotation of Terms

Members will be appointed each year in November/December to allow for overlapping terms to ensure there is continuity in the corporate knowledge of each committee.

Committee Operation

Formation and Dissolution

All committees are established by the Board and may be dissolved at the Board's discretion.

Committee Work Plan

The committee will develop and maintain an annual Committee Work Plan that outlines its key goals, priorities, and areas of focus for the year. The Work Plan will align with ACIPC's strategic objectives and be reviewed regularly to ensure the Committee remains on track and responsive to emerging issues. The Work Plan should be endorsed by the committee and provided to the ACIPC Board for approval.

Meetings

- The Chair will convene virtual committee meetings every four to six weeks.

- Members are required to attend at least 75% of meetings. Committee membership will be reviewed by the Chair if a member has not attended sufficient meetings.
- The Chair may call special or extraordinary meetings as needed.

Quorum

A quorum for meetings is at least a majority of members.

Decision-Making

Decisions will generally be made by consensus. If consensus cannot be reached on significant matters, the Chair may call a vote.

Voting

All members are eligible to vote.

Actions and Outcomes from Meetings

- Actions and outcomes will be recorded using a standard template provided by the College.
- These records will be circulated to members after each meeting.
- The Board will have access to review meeting records.

Review of the Terms of Reference (TOR)

- The Board establishes the TOR for the committee.
- Each December, the committee will review the TOR and may submit recommendations for amendments to the Board.
- The Board will review the TOR in February each year and communicate any changes.

Confidentiality

Committee members must maintain the confidentiality of all discussions and materials, unless otherwise authorised.

Committee Evaluation

The College conducts an annual evaluation survey to enhance the committee experience and assess effectiveness.

Conflicts of Interest

Committee members are expected to always act in the best interests of the College. Members must avoid situations where their personal, professional, or financial interests conflict, or appear to conflict, with their responsibilities to ACIPC.

All committee members are required to:

- Disclose any actual, potential, or perceived conflicts of interest as they arise.
- Comply with the processes for managing conflicts of interest as outlined in ACIPC's **Conflict of Interest Policy**.

Disclosures will be recorded in meeting record and, where required, in ACIPC's Conflict of Interest Register. The Chair, in consultation with the committee (excluding the conflicted member), will determine the appropriate course of action in managing any conflict in accordance with ACIPC's **Conflict of Interest Policy**.

Roles on Committees, Panels and Working Groups

The attached policy *Roles on Committees, Panels and Working Groups* outlines the roles of the Chair, Deputy Chair, Board Representative and College Staff on a committee.

The policy can also be found in the members section of the ACIPC website:
https://www.acipc.org.au/members/policies

Support

College staff members appointed to committees provide general support and, where relevant, expertise in infection prevention and control (IPC). The level of staff support will be determined based on the scope and responsibilities of the committee. The Chair will discuss staff support with the Executive Manager.

The office will provide the following administrative support:

- Scheduling and coordinating virtual committee meetings
- Preparing and distributing meeting agendas and materials
- Taking and distributing meeting actions and outcomes
- Maintaining and updating committee membership lists
- Assisting with budget tracking and financial reporting, as required
- Ensuring compliance with governance requirements
- Managing committee documentation and filing systems
- Issuing Expressions of Interest for committee members
- Uploading approved materials to the College's website
- Managing communication with external stakeholders
- Managing social media communication to support the committee's activities

Further Information

- Committee Workplan Template (PDF attached)
- Roles on Committees, Panels and Working Groups (PDF attached)
  https://www.acipc.org.au/members/policies
- ACIPC Committee Survey
  https://www.surveymonkey.com/r/YPJJSPM
- ACIPC Policies
  https://www.acipc.org.au/members/policies