

## Terms of Reference

### Education and Training Committee

Purpose of committee/how it supports our mission

The Education and Training Committee (the Committee) makes a major contribution to the UK Kidney Association's mission by ensuring it supports its members in delivering all aspects of education and training. It is fundamental to the supporting statement:

- Education and training. Nurturing professional development of clinicians, multi-professional team members and researchers in the kidney community.

#### Accountability

The Committee is accountable to the Trustees of the UKKA and reports directly to it.

#### Responsibilities

- The Committee works with relevant professional bodies to develop education and training programmes relevant to the needs of all non-clinical and clinical members of the Association.
- The Committee develops strategies to maximise recruitment into professions related to kidney patient care and the under-pinning of basic science and clinical research and offers support with training and career development; including interprofessional/multi-professional learning.
- The Committee takes responsibility with the support of UKKA staff for the e-learning platform, ensuring processes are in place to develop and review content and seek endorsement of these resources via the UKKA Trustees for their use within the UK.
- The co-chairs, with help from the UKKA Secretariat and Marketing Communications team, are responsible for keeping the Committee's website area up to date with information about Committee membership, outputs and other relevant documents.

- The co-chairs are responsible for keeping the membership of the UKKA informed of the Committee's activities through the website, UKKA monthly news, and other appropriate communication strategies.

## Membership

Membership of the Committee includes the following:

- Committee co-chairs
- UKKA Academic Vice Presidents
- Director of the Advanced Nephrology course
- Representative, British Association of Paediatric Nephrologists (BAPN)
- Non-clinical scientist representative
- Renal Pharmacy rep representative
- Renal Dietetics rep representative
- Renal Nursing rep representative
- Representative, Specialist Registrar (SpR) Club Committee
- Representatives of Specialist Interest Groups of the UKKA when required
- Specialty certificate examination in Nephrology chair
- Specialist Advisory Committee of Joint Royal College of Physicians chair Training Board representative (JRCPTB)

## Committee rules

- The role of co-chair is open to any member of the Association in good standing and is advertised within the Association via the UKKA monthly news.
- Applications are reviewed and appointments made in accordance with the UKKA's equality and diversity statement.

- The appointment(s) is/are ratified by the trustees.
- The co-chairs normally serve for three years plus an additional discretionary one year (commencing from 2023).
- The co-chairs are invited members of the Council as and when the agenda requires.
- Committee membership is open to any member of the UKKA in good standing and expressions of interest are sought via the UKKA monthly news and other communication networks to the wider community.
- Expressions of interest are reviewed and appointments made on the recommendation of the co-chairs and in accordance with the UKKA's equality and diversity statement.
- Members of the committee usually serve for no more than three years, renewable for a second and final term of three years.
- Members of the committee are expected to attend at least one committee meeting annually and contribute actively to the work of the committee as required by the co-chairs.
- The Committee meets at three to four times a year, at least once in person, if possible. In addition, committee business is maintained using e-mail and telephone communications between meetings.
- The co-chairs prepare written reports of the business of the committee for the UKKA.
- To be quorate the Committee must have a minimum of one co-chair who chairs the meeting and 50% of the committee's membership.
- Any member not attending three consecutive meetings or seconding a deputy to represent them at the meeting may be replaced at the discretion of the co-chairs.
- Other papers are circulated a week before the meeting.
- Minutes are taken and kept in the archive and displayed on the UKKA website with support from UKKA secretariat.

## Task and finish groups

- The Committee may establish task and finish groups or subcommittees with the appropriate membership to execute its responsibilities while maintaining responsibility and monitoring progress, quality and cost.

## Interaction with other groups

- The Chair or co-chair of the Education Committee will be required to attend the UKKA Special Interest Groups (SIG) council 4 monthly meetings.

## Risk management

Risks to achieving the key objectives are escalated to the CEO and staff who inform appropriate trustees and record them on the corporate risk register.

## Date agreed

August 2023

## Date to be reviewed

August 2026