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**Terms of Reference of the Education subcommittee of POGP**

**1.Name**

The subcommittee shall be called the Education subcommittee (ESC), Pelvic, Obstetric and Gynaecological Physiotherapy (POGP) a professional network of the Chartered Society of Physiotherapy

**2. Aims**

To consider and develop resources related to education in the area of physiotherapy in obstetrics; gynaecology; male, female and paediatric colorectal; oncology, urology; sexual health and pelvic pain and make recommendations to the POGP Board of Trustees.

**3. Objectives**

1. Develop, promote and evaluate appropriate continuous professional development (CPD) opportunities for chartered physiotherapists who are members of POGP.
   1. Consider and respond to the CPD needs identified by members
   2. Facilitate the development of research and evidence-based practice
   3. Disseminate evidence-based practice to the membership via appropriate resources including workshops, good practice statements, POGP website
   4. Define standards of post-registration education and evaluate workshop provision in relation to these standards
   5. Facilitate mentorship within the membership
2. Contribute to the CPD of healthcare professionals in the specialism.
3. Promote public health by providing educational material related to the specialty.
   1. Develop educational and promotional material working in partnership with the CSP to disseminate evidence-based and expert knowledge in the specialism
   2. Review all POGP documents and patient information publications/provision every three years or as specified
4. Disseminate expert knowledge and provide POGP representation on relevant professional guideline and policy development groups .
5. To consider any other matters that the POGP Board of Trustees should require the subcommittee to undertake.
6. **Membership**

Members of the Education subcommittee of POGP are approved by the POGP Board of Trustees and shall number a minimum of 7 of which it is recommended that a maximum of 2 should also be members of the Board of Trustees (Chairperson and Research Officer). Onset of service commences after the AGM of POGP. Members of the education subcommittee may serve for a term of four years with further terms if mutually desired. In addition, the Education

subcommittee shall have the power to co-opt persons annually who may or may not be members of POGP for specialist help and for prescribed periods.

1. **Officers**

The Chairperson is a member of the POGP Board of Trustees and therefore bound by the term of office as set by the schedule of the charity. In exceptional circumstances, in the interest of the education subcommittee and therefore POGP, the Chairperson and/or Minute secretary and Publications officer may be co-opted by a majority vote of the Education subcommittee for a further agreed period of time subject to approval from the POGP board of Trustees. For example, for the smooth running of POGP the Chairman of the Education subcommittee should not change at the same time as that of the POGP Board of Trustees.

The ESC will include the following roles :

1. The **ESC Chairperson** is a POGP Trustee and will take overall responsibility for the organisation, running and recruitment to the ESC
2. The **Research officer** is a POGP Trustee and will take responsibility for promotion and development of the ESC research agenda to the benefit of POGP members
3. The **Workshop coordinator** will be responsible for the co-ordination, updating and development of the POGP workshops. The Workshop coordinator will link with the ESC,POGP tutors, Workshop Administrator, participants and host.
4. The **Publications officer** will be responsible for the co-ordination and the updating of and development of the POGP publications
5. The **POGP Portfolio coordinator** will be responsible for liaising with applicants seeking full membership of POGP via the portfolio route.This will include mentorship requests, the selection of mentors and assessors of the submitted portfolio and maintaining a record of submitted applications
6. The **Minutes secretary** records minutes of meetings and is responsible for booking the venue for all meetings and organising the Agenda for meetings and liaising with the Chair
7. **Meetings**

There will be up to four meetings per annum, two of which may be by teleconference. The meeting will be considered quorate with five members in attendance. It is the responsibility of each member to inform the chairperson at least two days prior to the meeting (if possible) if they are unable to attend the meeting. The expenses paid will be in accordance with those of the POGP expenses SOP

1. **Reports**

The Chair, Research officer, Workshop coordinator and Publications officer shall prepare a report for the POGP Board of Trustees and ESC meetings

**7. Cessation**

The members of the Education subcommittee are expected to work together to suit the needs of POGP members. The Chairperson of POGP has however ultimate responsibility for resolving conflict within the Education subcommittee and between the ESC, the POGP Board of Trustees and Workshop administrator, tutors, participants or host of a course. The Education subcommittee of POGP may be dissolved by the POGP Board of Trustees at any time. Should this occur, the POGP Trustees will take on the continuing responsibilities of the Education subcommittee.