

RCCP Professional Standards and Education Committee

Terms of reference

The committee will have oversight of all processes for prospective registrants joining the RCCP Register and then maintaining their registration.

The committee will:

- Ensure that there are clear and consistent criteria for applications, including
 - Graduate applications
 - The assessment of equivalence, where the applicant does not hold a relevant qualification
 - International applications
 - A process of appeal for where applications are rejected.
- Ensure that relevant Standards are developed, updated as necessary and consistently applied, including:
 - Standards of Proficiency
 - Standards of Conduct, Performance and Ethics
 - Standards of Continuing Professional Development (CPD).
- Ensure that a pool of assessors are recruited who are suitably qualified, trained and supported to assess applications and CPD portfolios.
- Have oversight of the biannual audit of CPD profiles.

The Committee will have oversight of the accreditation of pre-registration clinical physiology courses and will:

- Ensure that there is a clear and consistent process of initial and ongoing course accreditation (including major changes and annual monitoring)
- Ensure that Standards of Education and Training are developed, updated as necessary and consistently applied in the assessment of courses
- Ensure that there is a pool of assessors who are suitably qualified, trained and supported, who are able to conduct accreditation/reaccreditation visits and reviews
- Review annual reports and biannual audits of Higher Education Institutions (HEIs) approved courses, making recommendations as necessary
- Ensure there is clear and timely communication and engagement with HEIs with regards to all the above.

In carrying out its duties, the Committee will ensure the engagement of the relevant Professional Bodies, HEIs and other key stakeholders, including employers.

Minutes of the Committee will be submitted to the RCCP board. A report on the work of the Committee will be provided annually.

Membership

Chair – Dr Joy Tweed

Education and Professional Standards Officer - Lizanne Steenkamp

Registrar – Kelly St. Pier

Professional Body Members – nominated by each Professional Body and linked to education arm:

- Audiologists (including Hearing Therapists)
- Educational Audiologists
- Cardiac Physiologists
- Gastro-intestinal Physiologists
- Neurophysiologists
- Respiratory Physiologists
- Sleep Physiologists

Additional members

2 HEI links

- 1 position recruited through ACPE (Association for Clinical Physiology Education)
- 1 position recruited non ACPE

Terms of office

- All appointed members of the Committee shall serve for a period of three consecutive years.
- To ensure continuity members may be invited to extend their term of office by another three years.
- No member may serve more than six consecutive years unless deemed appropriate by the committee.
- The Committee has the powers of co-option of any person(s); such persons are not entitled to vote.
- Meetings shall be quorate when four members are present

- In the absence of the Chair the members shall decide upon one of the members present taking the role of Chair, to be decided by vote if necessary
- Committee Members are expected to attend meetings on a regular basis. Failure to attend three consecutive meetings will result in discussion with the member who may be asked to reconsider / withdraw their membership.
- The committee will normally meet three times a year (likely venues will be either in London and Birmingham)
- There is no attendance allowance. Reasonable travel expenses can be claimed with prior discussion and where these are not covered by a Professional Body or other organisation.

RCCP Office

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