

## **BAPEN Terms of References Education Committee**

### **Background to the Education committee**

The education committee is composed of the Education officer for BAPEN and the education representatives for the Core groups and SiG's. Working collaboratively, this group will come together to discuss the direction for educational outputs for BAPEN and lead the development of core educational activities for BAPEN. The committee will also interact with professional bodies, to inform pre-registration curriculum development.

### **1. Aims and Objectives of Education committee**

#### **Aims**

1. To promote high-quality education in clinical nutrition and nutritional care across all healthcare settings.
2. To support the development and dissemination of evidence-based educational resources for professionals.
3. To foster collaboration and knowledge exchange within the multidisciplinary nutrition community.

#### **Objectives**

1. Develop and maintain educational materials that reflect current best practice and emerging evidence.
2. Organise and support educational events (e.g., webinars, workshops, conferences) to enhance professional competence.
3. Collaborate with stakeholders (including other committees, professional bodies, and industry partners) to ensure alignment and reach.
4. Facilitate access to education through digital platforms and innovative delivery methods.
5. Evaluate and update educational offerings regularly to maintain relevance and quality.
6. Encourage research-informed education by integrating findings from clinical nutrition research into educational resources.

### **2. General Activities of the Education committee**

- Develop and review educational resources to ensure they are evidence-based and up to date.
- Plan and deliver educational events such as webinars, workshops, and conference sessions.
- Collaborate with other committees and external partners to enhance educational reach and consistency.
- Promote access to education through digital platforms and innovative learning methods.
- Monitor and evaluate the impact of educational initiatives to inform continuous improvement.

### **3. Accountability of the Education committee**

- 3.1. The committee is accountable to BAPEN Council and liaises through BAPEN Executive
- 3.2. The Chair (or an appointed deputy) will attend all BAPEN Council meetings providing a report to Council for each meeting
- 3.3. The Chair will submit a written Annual Report for the previous year to the June Council Meeting for the AGM
- 3.4. Action notes from each committee meeting will be forwarded to the BAPEN secretary and secretariat with a maximum of three key points highlighted for the BAPEN office for noting.

### **4. Chairs of the Education committee**

- 4.1. The Chair will be a registered healthcare professional or patient who is a member of BAPEN and one of the BAPEN core groups with expertise relevant to the above committee.
- 4.2. The Chair will be appointed by BAPEN Council with the approval of BAPEN Executive for an initial tenure of three years
- 4.3. If a Chair wishes to continue in this role for subsequent terms Council will be asked to agree this with approval by the BAPEN Executive Committee for up to 1 further tenure
- 4.4. If a Chair wishes to step down before the end of their tenure an advert for the role will be disseminated through BAPEN Secretariat. Existing committee members will be eligible to apply. Council will be asked to vote with final approval by the BAPEN Executive Committee.

### **5. Education Core Committee membership**

- 5.1. The core committee will comprise of a Chair (Education Officer), nominated Deputy and a minimum of 2 other members
- 5.2. The core committee members must be a member of BAPEN and one of the BAPEN core groups
- 5.3. Representation from each of the four countries with multi-disciplinary experience is encouraged as well as a student healthcare professional and patient representative
- 5.4. Tenure of office for committee members will be for three years. An email from the Chair will be sent to the committee member (The Secretariat will send a reminder to the Chair) prior to the end of their three-year term. The relevant core group will be approached by the Chair and election / volunteers sought. There is scope to reapply / volunteer for a maximum of 1 further tenure with agreement of their core group.

## **6. Expectations of Education committee members**

- 6.1. All committee members activity will be conducted in line with the BAPEN values and ED&I policy - <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf>
- 6.2. Members will engage with their relevant profession and BAPEN subgroup to promote and support and associated activities, share relevant information, seek agreement from and encourage engagement of colleagues with related work streams.
- 6.3. Core members are expected to attend a minimum of two committee meetings each calendar year. Unless there are exceptional circumstances, a member who does not attend at least one meeting per calendar year will be asked by the Chair to step down.
- 6.4. Data collected by the committee are owned by BAPEN. Members wishing to use data must seek prior approval in writing from the Chair. This includes use of data for presentations, reports, at meetings or in journal articles unless this already exists within the public domain on the BAPEN website, or BAPEN reports or papers.
- 6.5. All members will be required to contribute to the work plan which may include leading on agreed tasks or activities. The meeting action notes will identify what has been agreed with an expectation of updates or reports being provided within the agreed timeline.

## **7. Education committee meetings**

- 7.1. Two full committee meetings per year will be arranged with a quorum of 75% of core members required for the meeting to go ahead
- 7.2. Agenda items should be forwarded to the Chair two weeks prior to the meeting
- 7.3. Apologies will be sent to the Chair if possible one week before a meeting unless there are exceptional circumstances
- 7.4. Attendance at committee meetings will be recorded on the action notes of meetings
- 7.5. All in attendance are required to declare any conflict of interest for each of the committee meetings which will be noted on the action notes of the meeting
- 7.6. All core committee members have a right to vote at meetings
- 7.7. All committee members can claim travel expenses from BAPEN as per standard BAPEN travel expenses policy <https://www.bapen.org.uk/claim-form-for-reimbursement-of-expenses> . Any travel claims or expenses relating to other business need prior approval from the Chair and the BAPEN treasurer.
- 7.8. Meetings may be conducted virtually to support attendance, sustainability and reduce costs to BAPEN
- 7.9. Interim sub-group meetings or 'start-finish' group meetings may be required but where possible these will be virtual meetings

**8. Education committee Terms of reference**

8.1. Terms of reference will be reviewed by the Chair every three years, and are required to be signed off by the BAPEN Executive Committee and ratified by the Board of Trustees