

Terms of Reference Professional and Standards Council

1 Purpose

- 1.1 To oversee and coordinate the Institute's educational, training and professional activities.
- 1.2 The Council is responsible for the delivery of activities identified in an annual action plan approved by the Board of Trustees. The Director is responsible for reporting progress against the action plan to the Board of Trustees.
- 1.3 The Director will be provided with information on the budget available for relevant activities, and the Council can allocate funds from that budget; only additional spending requests will need to be approved by Finance and Business Planning Committee.
- 1.4 The Council's work will encompass relevant activities across the four countries of the UK, in service delivery, academic and industry settings, and across medical physics and clinical bioengineering at all levels.
- 1.5 The Council may ask for input and advice from any of the committees, Panels, SIGs, working groups or Communities of Interest to assist in its work.

2. Functions

2.1 Education and training:

- 2.1.1 Define, oversee and implement the Institute's contribution to national training and education schemes across the UK, which is managed by the Membership and Training teams.
- 2.1.2 Build and maintain links with relevant training and educational bodies and commissioners.
- 2.1.3 Identify training and educational issues to be raised with national Governments, training and education bodies and commissioners.
- 2.1.4 Hold and deliver on the Memoranda of Understanding or contracts concerning education and training, and assessment, with relevant bodies e.g. the National School of Healthcare Science (NSHCS), and relay information back to IPEM and its membership.
- 2.1.5 Prepare responses to education and training questions and consultations on behalf of the Institute.
- 2.1.6 Bring UK and international perspectives on training, education and CPD to the Board of Trustees.
- 2.1.7 Propose nominees to represent the Institute on appropriate external bodies and committees re education and training, subject to funding being identified.

2.2 Accreditation:

- 2.2.1 Develop and oversee the Institute's wider course and centre accreditation and recognition activities, managed by the Membership team.

2.3 CPD:

- 2.3.1 Develop and oversee the Institute's CPD programme and activities, managed by the Membership team.

2.4 Membership and registrations:

- 2.4.1 Oversee and monitor standards and development of the membership of the Institute, which is managed by the Membership team, and identify membership issues to Board of Trustees.
- 2.4.2 Oversee professional registration activities including voluntary registration and Science and Engineering Council registrations, which are managed by the Membership team.

2.5 Standards and workforce:

- 2.5.1 Hold and oversee delivery of any Memoranda of Understanding with relevant standards and assessment organisations
- 2.5.2 Set and/or approve standards for the provision of relevant services
- 2.5.3 Monitor workforce issues affecting physics and clinical / bioengineering services within and outside the NHS and oversee the Institute's work and policies on these issues, which are managed by the Workforce Intelligence Unit.

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- 2.5.4 Propose nominees to represent the Institute on appropriate external bodies and committees re standards and workforce matters
- 2.5.5 Prepare responses to professional and workforce questions and consultations on behalf of the Institute
- 2.5.6 Through the Director of the Council, maintain timely and effective relations with the President, CEO and senior officers of IPEM.

3. Frequency and conduct of meetings

3.1 The Professional and Standards Council meet 3 times a year, usually as set out below:

Month	Key specific functions (in addition to normal business)
November	Finalise committee action plan for the following year to inform business plan for Finance and Business Planning Committee.
February	Identify and mitigate risks to IPEM relating to the Council and provide update report to the office on risks. Identify any vacancies on Council from Sept to be filled by advertising in April.
June	Review progress against action plan to produce objectives for the forthcoming year in line with the existing strategies, to inform the draft budget.

- 3.2 A quorum shall consist of one half of IPEM members who make up PSC and two thirds of national office staff who make up PSC. In addition, of the half of IPEM members required for PSC to be quorate, at least one member should be from a medical physics field and one member from a clinical engineering field.
- 3.3 In the absence of the Council Director, the Deputy Director shall chair the meeting. If neither is present, Council members shall select a person to chair the meeting.
- 3.4 The Chair shall ensure formal minutes are made of the meeting.

4. Communications, decision making and records

- 4.1 An electronic or paper copy of the agenda and agreed minutes of each meeting shall be sent to:
 - all Council members and those listed in 6.1;
 - Institute’s secretariat for archiving (accessible to all trustees and Council members); and
 - placed on the committee’s section of the Institute’s website (when available).
- 4.2 During a Council meeting the Chair opens a discussion and will seek to achieve a unanimous agreement on each action/decision. If consensus cannot be reached, then decisions may be made by a ‘show of hands’ using a simple majority decision, subject to a quorum being present. The Chair has the casting vote if there is a tie.
- 4.3 When electronic communications and decision-making are required prior to the next Council meeting:
 - a. The discussion/decision will usually be initiated by the Director sending an electronic communication (e.g., email) simultaneously to all Council members. The message may initially seek advice. All discussion responses should be sent ‘reply all’.
 - b. When the Director judges it to be appropriate (e.g., a consensus view appears to be emerging) a specific proposal will be circulated electronically to all Council members requesting a vote (agree/disagree/abstain) and a deadline for responses will be set (usually a minimum of 3 working days after the request). All decision responses will be sent to the Director only. The Director has the casting vote if there is a tie. The

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deadline for decision may be extended if fewer than the quorum have responded. The resulting decision will be formally noted at the next Council meeting.

- c. The electronic discussion/voting may be run by another person, on behalf of the Director, however, the Director remains responsible for ensuring that the decision-making process is transparent, robust and accessible by all Councilmembers.
- 4.4 The Deputy Director shall ensure that:
- a. All the Council's website communications to the general public and members are informative and accurate and are prepared and approved in accordance with relevant Institute policies.
 - b. The content of the Council's web-pages are updated in line with the editorial policy and regularly reviewed for accuracy (at least every six months).
- 4.5 The Director shall ensure that a brief report of the Council's activities is provided annually (usually in February) to the External Relations Manager in the office for inclusion in the Institute's Annual Review.
- 4.6 The Director will make the Council aware of issues relating to Data Protection to ensure that the Council complies with the IPEM Data Protection Policy.
- Any queries relating to Data Protection will be referred by the Director of the Council to the Data Protection Officer.

5 Reporting arrangements

- 5.1 The Professional and Standards Council reports directly to Board of Trustees.
- 5.2 The Professional and Standards Council may draw issues to the attention of the Board of Trustees via the Director, who will be a Trustee of IPEM.
- 5.3 The IPEM National Office shall manage all agenda, minutes and other papers.
- 5.4 The Director of the Council shall attend the Annual General Meeting and be prepared to respond to any questions from members of the Institute on any issue within the Council's area of responsibility.

6. Membership

- 6.1 The Professional and Standards Council membership is as follows:
- Director of PSC (*term of office usually 2 years*)
 - Deputy Director (*term of office usually 2 years, followed by 2 years as Director*)
 - Five other members with an interest in education, training and registration, to include both scientists and technologists (*term of office 2 years, renewable once*)
 - One SIG Chair representative, from either the engineering SIGs or the physics SIGs (*term of office one year but can be extended for a further one year in line with their own term of office as SIG Chair*)
 - IPEM Chief Executive
 - IPEM Membership Development Manager
 - IPEM Head of Workforce Intelligence and Training
- Corresponding members: IPEM representatives to RPA 2000 and ACS; Chairs of RT Professional Standards Group, Course Accreditation Committee, Fellowship Panel, CPD Audit Panel, RCT Management Board and Scope Editorial Board. These members will submit a written report prior to each meeting. The Council may request, or the corresponding member may offer, attendance at the meeting to discuss issues from the report when required.

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- 6.2 The President, or their representative, is entitled to attend meetings of this committee as an ex officio member.
- 6.3 In addition the PSC may invite any member of the Institute to attend part or all of particular meetings of the Council for discussion of specific items of business.
- 6.4 When members cannot attend specific meetings, suitably-briefed deputies may attend in their place.
- 6.6 The council will agree nominees to represent the Institute on appropriate external bodies and committees where there is a business need, and subject to funding for expenses being identified.

7 Working groups

- 7.1 The Professional and Standards Council may set up 'task and finish' groups for a limited period to assist in fulfilling its role, subject to funding from F&BP. The PSC will provide the terms of reference for such groups, ensure appropriate resources and activity, and ensure that the group delivers their output.

8. Inclusiveness and diversity

- 8.1 Inclusiveness is one of IPEM's strategic values and is understood as meaning "enabling a diverse and inclusive professional community". This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by being more representative of patients and the public we can achieve our charitable objective.

[IPEM's EDI Policy](#)

9 National Office Contact

The dedicated contact in the national office for this committee is the Training Officer. Their [name and contact details](#) are listed on the IPEM Website.