

# BHIVA Education and Scientific Subcommittee

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### 1. Structure

BHIVA is led by twenty (20) elected trustee members of the BHIVA Executive Committee and is governed by the BHIVA Constitution (see page 6 of this document for the BHIVA structure). The work of the Association is delegated to the following subcommittees: Audit and Standards, Conferences, Education and Scientific, External Relations and Guidelines.

### 2. Purpose

- 2.1. The purpose of this subcommittee was last updated on 20 November 2018
- 2.2. To promote and improve education and training of healthcare professionals working in the field of HIV medicine with reference to the association's aims and in liaison with other agencies and institutions, both nationally and internationally
- 2.3. To provide advice on postgraduate and continuing education
- 2.4. To plan, promote and judge the BHIVA Research Awards on an annual basis, setting criteria and ensuring independent judging
- 2.5. To take an advisory role for the scientific programme of and have a shared commitment for the submitted abstract review for BHIVA's conferences and symposia under the responsibility of the Chair of the Conferences Subcommittee
- 2.6. To oversee the allocation of any BHIVA awards, scholarships and bursaries as directed by the BHIVA Executive Committee
- 2.7. To organise one of the Joint BHIVA/BASHH One-Day Revision Course for Diploma in HIV Medicine candidates, in liaison with the British Association for Sexual Health and HIV (BASHH)
- 2.8. To promote and encourage research amongst BHIVA members
- 2.9. To promote BHIVA as a national organisation with an international reach
- 2.10. To promote good clinical practice in the management and treatment of HIV and co-infections on a global level
- 2.11. To foster links with national and international organisations to influence policies in national/international HIV care and management
- 2.12. To promote international research collaborations to enhance management and care of HIV-positive individuals

### 3. Remit

- 3.1. The remit of this subcommittee was last updated on 20 November 2018
- 3.2. To carry out work as directed and delegated by the Executive Committee
- 3.3. To suggest, or to receive a suggestion(s) from the Executive Committee for, the creation of a working group to undertake a particular project (the terms of reference of the parent subcommittee will apply)

- 3.4. To write a report on the work of the subcommittee on an annual basis by the chair of the subcommittee, for inclusion in the BHIVA Annual Review
- 3.5. To report to Executive Committee meetings as requested by the chair of BHIVA
- 3.6. To make a detailed presentation to the Executive Committee on an annual basis
- 3.7. To submit any requests for financial commitment to the BHIVA Honorary Treasurer and Executive Committee for approval
- 3.8. To review the recent BHIVA conferences and make recommendations for improvement in terms of scientific content
- 3.9. To develop online e-learning modules based on BHIVA guidelines; if appropriate by delegation of this function to the BHIVA E-Learning Working Group
- 3.10. To research grant-giving organisations and lead on the preparation of applications for funding for BHIVA work
- 3.11. To liaise with Wiley, the publishers of the BHIVA journal, *HIV Medicine*, on aspects of membership of the Editorial Panel
- 3.12. To review existing and new documents and health policies from the Department of Health, other government agencies, and similar influential organisations that impact on the practice of HIV medicine and on research, and make appropriate responses through governing body
- 3.13. To keep abreast of the existing patterns and priorities of HIV scientific research in the UK and make recommendations to the governing body on any potential appropriate role for the association
- 3.14. To provide appropriate policy advice to governing body on issues relating to education and research in HIV medicine
- 3.15. To encourage and improve education in HIV medicine through symposia, workshops, master classes and web-based resources
- 3.16. To liaise with other health organisations and consider educational issues of mutual concern
- 3.17. To conduct ongoing reviews of resources and structure to ensure that the subcommittee is able to achieve its mandate
- 3.18. To advertise the BHIVA Research Awards and any other BHIVA awards, scholarships, bursaries or projects by seeking endorsement and approval of any relevant external organisations that may improve the credibility of any BHIVA awards
- 3.19. To promote BHIVA and to promote good clinical practice internationally and to foster links with international organisations to influence policies in HIV care and management
  - 3.19.1. To fulfil remit through partnerships that would deliver objectives via a number of specific activities
    - 3.19.1.1. Education and training
    - 3.19.1.2. Volunteering schemes
    - 3.19.1.3. Community links
    - 3.19.1.4. National guidelines
    - 3.19.1.5. National/ International policy
  - 3.19.2. Criteria for potential partners
    - 3.19.2.1. Organisations from resource-poor and/or medium-income countries that represent the interests of people living with HIV and AIDS and are involved in education, social care, health promotion for HIV and related conditions

- 3.19.2.2. International, national or regional organisations representing health care professionals that promote education, care, research and capacity building for HIV and associated diseases
  - 3.19.2.3. NGOs or charitable organisations involved in educational activities and promoting and delivering health and social care that is closely aligned to or directly linked to HIV care
  - 3.19.2.4. Health Care Facilities/Educational Institutions that are 'non-commercial' and/or linked to national education/health ministries
  - 3.19.2.5. All potential partners should have a transparent governance structure and the partnership must have the potential to fulfil the objectives by delivering one or more of the six groups of activities
  - 3.19.2.6. BHIVA does not have the expertise to set up partnerships in the area of social policy
- 3.19.3. Activity Criteria
- 3.19.3.1. Education and Training
    - 3.19.3.1.1. Topic-specific or general but focussed on HIV care or co-infections
    - 3.19.3.1.2. Enhance and/or influence local, regional or national practice
    - 3.19.3.1.3. Promote and share best practice
    - 3.19.3.1.4. Training that will encourage and enhance sustainable local research
  - 3.19.3.2. Volunteering Schemes
    - 3.19.3.2.1. Ability to provide 'on-site' and continuing links between healthcare professionals to promote educational, clinical care, health promotion and social care activities
    - 3.19.3.2.2. Measurable benefit to host community/organisation
  - 3.19.3.3. Community Links
  - 3.19.3.4. National Guidelines
    - 3.19.3.4.1. Share expertise to shape and formulate national guidance
    - 3.19.3.4.2. Share current BHIVA guidelines and standards and adopt to local practice and needs
  - 3.19.3.5. Research and Audit
    - 3.19.3.5.1. To develop and support projects that will enhance research skills and promote local research activities
    - 3.19.3.5.2. To develop and support bilateral research exchanges
    - 3.19.3.5.3. To develop local and national audit projects to enhance best practice
  - 3.19.3.6. National/International Policy

- 3.19.3.6.1. To co-operate with other bodies within BHIVA, including:
  - 3.19.3.6.2. Soliciting input and feedback from the BHIVA Education and Scientific Subcommittee, as required
  - 3.19.3.6.3. Consulting with other BHIVA committees, subcommittees or working groups, as required
- 3.20. To advise other bodies within BHIVA, as required

#### **4. Membership**

The subcommittee should be appointed to best achieve its remit and should be inclusive and properly representative of the BHIVA Executive Committee and BHIVA membership, including regional representation, level of expertise and community representation.

Each subcommittee must have the following:

- 4.1. Chair
  - 4.1.1. To be elected by the Executive Committee, where required
  - 4.1.2. Must be a member of the Executive Committee
  - 4.1.3. Would be an advantage to have served on the subcommittee
  - 4.1.4. Tenure of chair will be three (3) years
- 4.2. Vice-Chair
  - 4.2.1. To be appointed/ elected by the chair of the subcommittee (approved by the Executive Committee)
  - 4.2.2. Tenure of vice-chair will be one (1) year, renewable annually, maximum two (2) years
- 4.3. Trustees on a self-select basis
  - 4.3.1. BHIVA Trustees are asked on an annual basis to select up to two subcommittees of their choice and choose a preferred subcommittee
  - 4.3.2. It is recommended that the Chair of the Subcommittee, together with the BHIVA Officers review these selections and seek to provide a good balance of numbers of BHIVA Trustees on each subcommittee
- 4.4. Community representative
  - 4.4.1. At least one Community Representative, who might be the Community Representative Trustee on the BHIVA Executive Committee (under 4.5 above), or if not on this subcommittee, a representative to be put forward by UK-CAB
- 4.5. Chair of the Education and Scientific Subcommittee or nominated representative to sit on the Conferences Subcommittee
- 4.6. Chair of the Conferences Subcommittee or nominated representative to sit on the Education and Scientific Subcommittee
- 4.7. Chair of the HIV Trainees Club to be invited to sit on the Education and Scientific Subcommittee
- 4.8. Chair of the BHIVA e-Learning Working Group to sit on the Education and Scientific Subcommittee
- 4.9. Retention of former trustees – up to the individual member to consider if he/she wishes to remain on the subcommittee, subject to the agreement of the subcommittee chair

- 4.10. Chair of subcommittee to consider all other appointments taking into consideration the specific requirements of each subcommittee's specialty, skill, regional representation, stakeholders, etc. Tenure will be one (1) year, renewable annually
- 4.11. Declaration of interests forms to be completed by all members on joining the subcommittee and annually thereafter
- 4.12. The subcommittee shall consist of 10 minimum members
- 4.13. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason

## **5. Standard Operating Procedures**

Each subcommittee is required to follow the following standard procedures:

- 5.1. Frequency of meetings (face to face or by telephone/video conference) will be as follows:
  - 5.1.1. Minimum two (2) per annum will be scheduled
- 5.2. Quorum
  - 5.2.1. Must be one more third of the membership of the subcommittee and must include the chair or vice-chair
- 5.3. Voting
  - 5.3.1. Each member will have a single vote. In the case of a tie the chair (or whoever is chairing that meeting) will have a second and casting vote
- 5.4. Documentation
  - 5.4.1. Agendas, minutes and other papers will be prepared by the Secretariat for approval by the chair before distribution
  - 5.4.2. Members are asked to put forward any request for an agenda item (two (2) weeks before the scheduled date of the meeting)
- 5.5. The subcommittee group can recruit a suitably qualified co-ordinator to work as appropriate to carry out work over and above previously defined work of the subcommittee, e.g. a co-ordinator, subject to the approval by the Honorary Treasurer of any costs
- 5.6. Subcommittees would not engage in activity that would be in contradiction to the BHIVA constitution
- 5.7. Subcommittees would not engage in activity that could jeopardise the charitable status of BHIVA
- 5.8. Grievance procedure
  - 5.8.1. Any grievance by an individual member to be firstly addressed by the chair of the subcommittee. Should this fail to resolve the matter, it will be referred by the chair of the subcommittee to the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy, the BHIVA External Scrutineers will be asked to review the case notes and provide the Executive Committee with a recommendation. The final decision to be taken by the BHIVA Executive Committee
- 5.9. Amendments
  - 5.9.1. Amendments to the terms of reference to be approved first by the subcommittee and then by the Executive Committee