

INSTRUCTIONAL COURSE COMMITTEE

BSSH Organising Committee of the Instructional Courses in Hand Surgery Terms of Reference

Purpose:

The aim of the Instructional Courses held in Manchester is to provide high quality up to date education in Hand surgery. The principal objective is to deliver the entire curriculum in Hand Surgery over four years via 8 courses currently delivered as 8 lecture days and 8 tutorial days.

Chair:

Appointed by Council.

To appoint a new chairman, expressions of interest will be sought from the BSSH membership with previous experience as a member in a BSSH committee. Interview will be held when there is more than one candidate. Shortlisting will be undertaken for greater than 4 candidates. The interview panel will be composed of the current BSSH committee Chair, a committee representative, a BSSH Council Trustee/Officer representative and another committee Chair. The applicant will have to indicate they have sufficient time available to commit to chairing the committee meetings, arrange associated activities and attend council meetings. The chair will be an ex officio Council member with a responsibility to attend the Spring and Autumn council meetings in person or virtually.

Term of office:

4 years with an Overlap of 6 months pre and post starting in the role to support the previous Chair

Committee composition:

- Chair
- BSSH President
- BSSH Secretary
- Elected members
- Invited Representatives
- BAHT representative
- Chair, Education and Training Committee
- Trainee Representatives BOTA, PLASTA

Elected members (6 in number)

Term of office:

4 years (optional extension in exceptional circumstances to a maximum total of 5 years)

To appoint new members expressions of interest will be sought from the BSSH membership. They will have to have sufficient time available to commit to attending the committee meetings and associated activities.

During the period of membership failure to make a satisfactory contribution through committee work and attendance at meetings may result in termination of the appointment at the discretion of the chair, with justification made to council. If two consecutive meetings are missed this will result in termination of the committee membership. Similarly a change in personal or professional circumstances resulting in the inability to make the required contribution should be discussed with the chair and the appointment suspended or the member to demit as appropriate.

At least one new member should be elected each year. The committee should attempt to reflect the make-up of the society in terms of numbers of orthopaedic/plastic surgeons and geographical mix.

Working Methods:

Email and telephone. Wherever possible, taking annual leave etc. into consideration, a response should be made within seven days.

Meetings (face to face and virtual) twice yearly, spring and autumn, to allow preparation for the future courses.

Meeting times and venue to be set 1 year in advance.

General Responsibilities:

- Organisation, management and delivery of two meetings per year, (January and June)
- Evaluation of each meeting by the Committee and by the Delegates who attend
- Audit of each Meeting
- A commitment to provide high quality up to date education