**The College of Operating Department Practitioners Professional Committee – Terms of Reference**

**Ratified by the PC: 29/01/2020**

**Background**

The College of Operating Department Practitioners (hereinafter called ‘CODP’) is a part of UNISON. Whilst not a formal Sector Committee under Rule D, CODP has a number of roles as described below.

Members of UNISON who work in a role as an ODP or as support to ODP are considered to be “members” of CODP.

CODP, UNISON and UCU have a Memorandum of Understanding outlining reciprocal arrangements for ODPs working in education settings.

A **Professional Committee (PC)** will meet to co-ordinate the work of CODP and UNISON.

An **Educational Standards Committee (ESC)** will meet to identify and promote best practice for ODPs through education and the development of professional standards. The ESC therefore is responsible for setting the standard for education for the profession. In addition, the ESC works collaboratively to develop the educational standard for all non-medical professionals within the operating department.

**Role and purpose**

The role and purpose of the CODP Professional Committee within UNISON is described as follows:

* + - The College is the custodian of and has responsibility for developing the body of knowledge for the profession in the form of the curriculum
    - The College provides support and advice to its members and represents ODPs in aspects of professional, educational and workplace matters. The College has membership on national committees, advisory groups and responds to consultations set by government and other professional and registrant bodies.
    - Discuss and formulate policy on collective bargaining and occupational and professional issues of direct concern to the sector
    - Provide advice to the SGE on issues of concern to the service group generally
    - Deal with matters referred to it by the SGE
    - Provide input to union-wide recruitment and organising campaigns and materials
    - Identify recruitment and organising objectives relevant to ODP members and provide input to specific recruitment and organising campaigns and materials
    - Undertake appropriate organising and recruiting initiatives and development work as may be required

The role and purpose of the Educational Standards Committee (ESC) within UNISON is described as follows:

* To promote an evidence-based approach to education for the provision of safe, effective and high quality service delivery in the perioperative environment.
* To develop educational standards that are aligned to the needs of service users, students and clinical requirements.
* To respond as the specialist professional body for ODPs on educational matters and standards pertaining to practice within the perioperative environment.
* To develop and review the undergraduate curriculum for Operating Department Practitioners in response to national initiatives.
* To offer a quality assurance process for educational provision including approval and subsequent monitoring of appropriate educational programmes on behalf of the College.
* To establish and maintain a network of clinical and university educators.
* To represent the College at relevant external committees

CODP also has an external role in providing a view on professional, educational and regulatory developments facing Operating Department Practitioners.

* Setting the curriculum for ODP education
* Respond to consultations and calls for evidence on behalf of ODPs
* Engage in work to promote the profession
* Respond to professional enquiries from members of CODP and UNISON members
* Liaise directly with stakeholders such as NHS Improvement, NHS England, Health Education England and the Health Care Professions Council (HCPC). This will also include liaison with devolved nation’s structures through the devolved nation’s officer in conjunction with the relevant UNISON head of health.

**Structure**

CODP sits under the Science, Technical and Therapy (STAT) Occupational Group and one member from the PC should sit on the STAT group.

STAT is a submitting body to the Health Service Group Conference and CODP can request motions to be considered by STAT in advance of the submitting timetable.

CODP will have a formal structure to include:

**President**

The President will take the lead in representing the Profession on national forums and committees to ensure that both the needs and contribution of the ODP profession are represented in national workstreams. In this capacity the President is the key liaison between CODP and NHS England and Health Education England and will ensure that the profession is represented in relevant committees. The President will liaise with other Statutory and Professional Bodies as appropriate, including the HCPC and Royal Colleges.

The President will chair the Professional Council and be the lead in advising others regarding the role and remit of the College. The term of office for this role will be 4 years.

**Vice President**

The Vice President will work with the President, deputising for them as required. The Vice President will lead of specific projects or in representing the College on committees as directed by the President. The term of office for this role will be 4 years. The Vice President will then become the President.

**Devolved nations officer**

The devolved nations’ officer will maintain links and communications between England and the devolved nations: Scotland, Ireland and Cymru/Wales regarding ODP professional issues. The devolved nations’ officer will also have an understanding and be up to date with current themes that impact on the profession, attend forums and events that are linked to ODP practice and development and produce relevant reports to the CODP Professional Council

**Standards and Education Officer**

The standards and education officer will lead the Education Standards Committee.

**Communications Officer**

The communications officer will lead communications with College members with a focus on social media.

**Patient Safety Lead Officer**

The patient safety lead officer will represent the Profession on national bodies and forums where the ODP has a patient safety interest; for example the NatSSIPs Reference Group and the Royal College of Anaesthetist Safer Anaesthesia Liaison Group (SALG); ensuring that the professions expertise and clinical input are appropriately reflected in standards and other documents.

The Patient Safety Lead Officer will be an expert resource for advising stakeholders on the role of the ODP in clinical practice and for providing advice to members of the profession on aspects of safe clinical practice, in the context of their scope of practice; HCPC Standards; and legislation and guidelines. Seeking always to champion and expand the role of the ODP in safe clinical care.

**UNISON Organising Officer**

The UNISON organising officer will be a UNISON lay member in a theatre role. Their role will be to consider recruitment and organising opportunities that arise from work of the PC and suggest areas of work for the PC using intelligence from within UNISON’s regions. The organising officer will advise on materials for local and regional recruitment, including healthcare student recruitment.

**UNISON Officer/s**

UNISON will have a liaison officer at each meeting of the Professional Committee. The UNISON Officer/s will provide secretariat support for the main PC meetings, along with some admin support to the Education and Standards Committee. The UNISON Officer/s will provide operational and budgetary oversight for the PC work plan. UNISON’s financial cycle means that budget submissions for planned activity need to be submitted by September of the preceding year.

The UNISON officer/s will liaise with relevant UNISON departments (finance, communications, press) on behalf of the CODP PC.

**Membership**

The membership of the CODP Professional Committee shall be reviewed annually and expressions of interest shared amongst interested parties. In order to be a member of the group, applicants will need to be UNISON members, or members of UCU under the UNISON/UCU memorandum of understanding. At least 50% of the professional committee members must be members of UNISON. The committee is committed to work towards achieving proportionality.

In the event of a contested post, applications will be considered by the chair of the STAT committee, the Health Service Group Executive (HSGE) chairing team, or both.

The membership of the ESC committee comprises a Chairperson who is a registered ODP and represents the committee on the Professional Council. Other ESC members include representatives from each of the former Local Education Training Boards, a representative from the devolved nations and a representative for ODPs working in advanced roles.

**Meetings**

The Professional Committee shall meet 3 times per year and agree a work plan annually. UNISON will provide secretarial support for these meetings.

Additionally, the PC will be responsible for organising and running any events that fit within their remit and within agreed budgets (e.g. Symposium, National ODP Day)

UNISON will cover reasonable travelling expenses and, where required and agreed in advance, overnight accommodation for members of the PC.

**Expenses**

Members of the PC, CODP Ambassadors and members of the ESC who represent the college can, where agreed with UNISON in advance, claim reasonable travel and overnight accommodation. Each application will be considered on its merits.

**Conflicts of Interest**

Members of the PC must declare any personal or professional conflicts of interests with the work of CODP or the aims and objectives of UNISON. All members of the CODP PC will support and uphold the values and rules contained in the UNISON rule book and those set out by Health Care Professions Council (HCPC).

January 2020

**Standards and education priorities**

**Patient safety lead priorities**

**Lead on member comms**

**Devolved nation priorities**

**UNISON priorities**

**Organising priorities**