

The College of Operating Department Practitioners Professional Council Terms of Reference

**Ratified by the PC: 29/01/2020
Re-ratified by the PC: 26/01/2021**

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 Operating Department Practitioner (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.

CODP will liaise with and take into account the professional interests of ODPs in all settings and environments, such as ODPs in the armed service and independent practice.

A **Professional Council (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, including development and custody of the undergraduate curriculum. 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 Council 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 undergraduate curriculum
- The College provides support and advice to its members and. Representing ODPs in aspects of professional, educational and professional 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 Service Group Executive (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 and other settings relevant to ODPs clinical practice; management roles and education
- 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
- Representing the profession as part of the Allied Health Professions (AHPs) family, including ensuring equity across the devolved nations as AHPs
- 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

- Lead and participate in setting patient safety standards on behalf of the Profession
- Liaise directly with stakeholders such as NHS Improvement, NHS England, Health Education England and the Health Care Professions Council (HCPC), representing the profession on committees; working parties; and sub-groups. 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 leads the Professional Council, ensuring that the Council's work streams align with the professions objectives and best interests. The President will take the lead in ensuring the Profession is represented at 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 (President Elect)

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, Northern 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.

Student Lead

The Student Lead will be a member of the College. Their term of office will end at the end of the final academic year [31st July] of their course; or immediately should they discontinue the training programme prior to successful completion.

The student lead represents the views of students on the Professional Council and works with the Council to help influence policy decisions and practice for students.

The lead will ensure the Council is aware of and responds where appropriate to issues impacting student ODPs.

The lead also makes use of social media channels to promote and support the role of ODP students, recruiting and leading the Student Ambassador Network.

Advanced Care Practitioner (ACP) Lead

The ACP Lead will hold an approved qualification in Advanced Clinical Practice and work in a current clinical role.

The ACP Lead will ensure that the Council is aware of developments in advanced clinical practice and how these may impact upon the ODP profession to ensure that the College is able to maximise the contribution of and support development opportunities for ODPs.

The ACP Lead will develop a special interest group for within the College for ODPs in ACP roles.

UNISON Organising Officer

The UNISON organising officer will be a UNISON lay member in a clinical ODP 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 Council. 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 Council 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 Council members must be members of UNISON. The Council 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 Council shall meet a minimum of 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; CUE Forum; 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 2021

College of ODPs Structure



