

## **CERTIFICATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The committee will be a multi-professional, multi-specialty group set up to provide professional advice on setting up and maintaining the certification process and register in urodynamics.

The committee will also provide support and advice on certification issues on behalf of UKCS when collaborations are forged or input required

#### **Accountability**

The Certification committee will be accountable to the UKCS Urodynamics Joint Committee

#### **Membership**

The suggested membership includes at least 2 representatives from each of Urology, Urogynaecology and the nursing profession. Other professional groups may be represented as felt appropriate.

Discussions within the group would remain confidential until agreed and circulated for wider public consultation.

#### **Term of membership**

Nominations will be received from the UKCS membership at the Annual General Meeting. Proposed membership should be for a period of 3 years, renewable for a further 3 year term. Each member will be required to show continued active involvement in the committee on an annual basis. A Chairperson and Vice-chair will be elected from within the membership for a term of office of 2 years. The Chair would represent the committee in an executive role on UKCS.

#### **Terms of reference**

The purpose of the Certification committee is to:

1. Set criteria for automatic certification of established urodynamic practitioners (“Grandfathering”) at appropriate levels (A1/2-E)
2. Set up a central register of certified urodynamic practitioners and praeceptors.
3. Design methods for registration of urodynamic practitioners and praeceptors based on recommendations from the Education committee and the Quality Assurance and Clinical Governance committee.
4. Define the mechanisms needed to manage this process including the need for special staffing, accommodation, funding, and methods of communication.

5. Recommend mechanisms for recertification.
6. Suggest processes to deal with grievances
7. Liaise professionally with the Post-graduate Medical Education and Training Board, Royal College of Obstetricians & Gynaecologists, Royal College of Surgeons, Royal College of Nursing, Chartered Society of Physiotherapists and other relevant professional organisations whose membership undertake urodynamics.
8. Liaise with the Education committee and Quality Assurance and Clinical Governance committee as appropriate

### **Frequency of meetings**

Most of the communication would be through e-mail and teleconference. It is proposed that the group will meet twice in a year, once at UKCS and once at a mutually convenient time and place.

### **Quorum**

50% of the membership would constitute a quorum provided at least 2 main disciplines are represented.