

## **Quality Assurance Panel**

### Terms of Reference

#### **MEMBERSHIP**

- A minimum of three and maximum of five members, recruited from UKCPA membership, one of whom will take the role of Chair of the Quality Assurance Panel

**TERM OF OFFICE:** Three years

#### **SKILLS AND EXPERIENCE OF PANEL MEMBERS**

- UKCPA Quality Assurance Panel members should demonstrate the following qualities:
  - Passion for UKCPA to deliver high quality education and training (Essential)
  - An understanding of the need for thorough yet efficient quality assurance processes (Essential)
  - Experience of developing or reviewing quality assurance processes (Desirable)

#### **ROLES & RESPONSIBILITIES**

- Responsible for developing and reviewing quality assurance processes for UKCPA-provided education, both online, in print and face-to-face, including but not limited to:
  - Skills and experience of speakers
  - Skills and experience of eLearning authors
  - Appropriateness and accuracy of learning objectives
- Responsible for ensuring quality assurance processes are adhered to by individuals developing and delivering education
- Responsible for reviewing feedback from members following education and learning activities and highlight potential issues, positive feedback and suggestions to education authors.
- To provide constructive feedback (such as advice or signposting to support resources) to speakers and eLearning authors
- Responsible for developing and reviewing the award and abstract review process
- To advise the UKCPA Education Committee on quality assurance matters.

#### **RECRUITMENT**

- Applicants will apply to the Nominations Committee when vacancies are announced

- The Nominations Committee will review applications, including approaching referees provided by applicants
- The Nominations Committee will judge the applications for each role based on applicants' skills, experience and references and will report appointments to the Board of Directors.

**ANTICIPATED TIME COMMITMENT:**

- From time to time, attendance at Education Committee meetings: *two face to face meetings per year, plus two teleconference meetings per year.*
- Ad hoc phone calls and/or email exchange for advice and guidance with paid staff

**REMUNERATION**

Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.

To be reviewed every 12 months.