

## **BGCS Professional Development Subgroup**

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### **Terms of Reference**

The BGCS is referred to as the Society.

#### **1. Aims**

The Professional Development Subgroup will address the subspecialty specific professional development needs of the gynaecological oncologic community on behalf of the Society.

#### **2. Objectives**

- 2.1 Define training needs for training and established practitioners in gynaecological oncology and identify gaps in meeting those training requirements in the United Kingdom.
- 2.2 To work with industry, professional college, academic, **Health education**, charity and other third sector partners to deliver appropriate professional development courses for the gynaecological oncology community.
- 2.3 To identify, share and advertise appropriate established professional development courses suitable for the gynaecological oncology community.
- 2.4 Develop and maintain a criteria and process for establishing a Society approved professional development course.

#### **3. Composition**

- 3.1 The subgroup is accountable to the Council of the Society.

- 3.2 The chair will be appointed by Council and serve for 3 years and may be renewed at the discretion of Council.
- 3.3 Membership shall be offered to Society members and appropriate partner organisations. The group membership should include broad clinical representation including the chairs of the BGCS Nursing and Subspecialty Training Subgroups (see appendix). The process of appointment will be open, fair and transparent. Other members can be co-opted after agreement by Council.
- 3.4 Administrative support for the group shall be provided by the Society secretariat. All formal correspondence is to be forwarded to Council.
- 3.6 The Chair may co-opt other individuals as appropriate after discussion with the Officers of the Society.

#### **4. Quorum**

- 4.1 A meeting is quorate if the Chair, an Officer and at least 2 members are present. All policy decisions must be minuted and forwarded to Council. The meetings are open to all BGCS Officers and 1 Officer should attend each meeting.

#### **5. Term of office**

- 5.1 Each member shall be appointed for 3 years only. This is renewable at the discretion of Council.

#### **6. Funding**

- 6.1 Funding for the meetings including travel expenses for each member will be from the Society.
- 6.2 Reasonable travel expenses will be reimbursed by the Society for subgroup members engaged in agreed business in line with the BGCS travel policy.

## 7. Meetings

- 7.1 Meetings to be provisionally scheduled at BGCS conferences but should be at least every 4 months as face to face or Webinar supported. Further communication between meetings should be by email. Important announcements will be placed on the Society website.
- 7.2 A Royal College of Obstetrics and Gynaecology (RCOG) Gynaecological Oncology subspecialty and Advanced Training Skills Module (ATSM) specific working group will be formed with a mandate to draft guideline documents on behalf of the group.
- 7.3 Proceedings of the meetings shall be minuted. They shall be copied to the members of the BGCS Council.
- 7.4 Observers at the meetings shall be allowed only at the discretion of the chair.
- 7.5 Extra-ordinary meetings will be arranged if urgent or potentially serious **professional development** issues arise. The above terms will be applicable for such meetings.

## 8. Reporting arrangements

- 8.1 The Chair of the Professional Development Subgroup should formally report to the Council of the Society at each BGCS conference and additionally on request.
- 8.2 Approved Professional Development Subgroup meeting minutes will be published on the Society website.
- 8.3 Society approved professional development courses will be advertised on the Society website and **through direct emails to society membership**.

Appendix: BGCS Professional Development Subgroup Membership Template

• Chair (appointed by BGCS Council)	1	
• BGCS officers (minimum of 1 per meeting)		1
• Chair of BGCS Gynae Oncology Nurses Subgroup		1
• Chair of BGCS SubSpec Training Subgroup		1
• BGCS Council Diagnostic/Unit lead gynaecologist representative	1	
• Webinar Team representative		1
• RCOG Professional Development Committee representative	1	
Maximum Total Membership		7

Additional membership co-opted when required from specialty representatives of clinical oncology, medical oncology, radiology and pathology.