

# Education Committee

Recruitment pack

March 2022



## STANDING COMMITTEES

According to the [WCPT constitution](#) (2019) there are a number of standing committees and the board may set up new ones in consultation with members (box 1).

### Box 1 Constitution

Extract from constitution:

#### 44. Standing Committees

44.1 The Board must establish the following Standing Committees in accordance with the Regulations: WCPT Membership Committee; WCPT Finance Committee; and WCPT Appeals Committee.

44.2 The Board may, in consultation with Member Organisations, establish one or more other Standing Committees in accordance with the Regulations.

44.3 Each Standing Committee must provide advice and guidance to the Board on exercising its relevant powers and/or functions under this Constitution but cannot bind the WCPT or the Board.

44.4 The Board cannot delegate any of its powers and/or functions to a Standing Committee.

44.5 All Standing Committees must comply with any directions given by the Board or arising from a resolution passed by the Member Organisations.

44.6 All Standing Committees must operate in accordance with the Regulations.

A standing committee, as defined in the [regulations of WCPT](#), means a committee of suitably qualified and experienced individuals to provide ongoing advice and guidance to the board in exercising its relevant powers and/or functions under the WCPT constitution.

The World Physiotherapy board has determined that there is a need for a new standing committee focused on education and now seeks members' support in recruiting individuals to serve on it.

The terms of reference for this new committee are included in this pack.

## CHAIR

The committee will be chaired by board member, Alia Alghwiri.

## POSITIONS

In addition to the chair, there are five to seven positions available on the committee. The final number will be determined after reviewing the attributes, knowledge and skills of those applying.

## COMMITMENT

The commitment required for these roles includes attendance at quarterly education committee meetings, reading papers in advance of meetings, as well as availability from time to time to support the chair and senior management team through correspondence or ad-hoc meetings.

Education committee meetings will be held via teleconference and are expected to last for between 60 to 90 minutes.

These roles are unpaid voluntary positions and no travel is anticipated.

## EDUCATION PORTFOLIO

World Physiotherapy is active in a number of areas associated with education. In 2019, the member organisations of World Physiotherapy approved the newly revised [education policy statement](#).

Significant work has been completed to advance physiotherapist education and the new [physiotherapist education framework](#) was published in 2021. Work is being finalised to publish guidance for curriculum development to support developing entry level programmes .

The [accreditation service](#) is a type of quality assurance process for physiotherapist entry to practice education programmes that wish to demonstrate that they meet the international expectations of World Physiotherapy. The accreditation committee will be a sub-committee of the education committee.

A time-limited education task group was set up in response to the COVID-19 pandemic to specifically focus on the implications for education and a number of surveys, webinars and [briefing papers](#) were used to rapidly respond to the emerging situation.

There is a World Physiotherapy [network for physiotherapist educators](#).

A number of other strategic education projects are being developed.

## SPECIFICATION

Successful candidates will be forming the first education committee so the opportunity is open to a wide range of individuals who will bring diverse experience, expertise, perspectives and competences to the work of the committee.

### Experience

We are looking for individuals that have:

- worked strategically to advance physiotherapist education
- served on relevant related committees at an institutional, national or international level
- developed physiotherapist education programmes across the continuum of lifelong learning
- worked on innovation projects
- contributed to national and/or international education initiatives
- conducted to research in the education field
- contributed to and understand education quality assurance initiatives
- demonstrated a needs-led focus to projects

### Perspectives

We are looking for individuals that can bring perspectives from:

- higher education institutions
- different geographical settings
- countries/territories with different income levels
- entry to practice education programmes
- continuing education providers
- education quality assurance
- online education
- educational theory and research

## Competences

You need to demonstrate that you have:

- the willingness to devote the necessary time and effort to your duties as a committee member, including being available to staff for advice and enquiries on an ad hoc basis
- proven interpersonal, communication and people skills including critical listening and the ability to ask probing questions
- the ability to work within a framework of collective decision-making
- the ability to consider and nurture projects, with the staff team, from ideas and proof of concept through to implementation
- a commitment to the organisation and its objectives and a personal interest in the work of World Physiotherapy
- the ability to respect confidentiality

## HOW TO APPLY

To apply for this role, please supply the following:

- a cover letter, demonstrating your motivation for this role, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification (maximum 2 sides A4);
- a CV including details of your roles and achievements (maximum 4 sides); and
- a letter from your World Physiotherapy member organisation that details any relevant service given in support of the organisation, your good standing as a member and their support for your application (maximum 1 page A4).

The closing date for applications is **13 May 2022** and should be sent to [info@world.physio](mailto:info@world.physio).

For an informal and confidential discussion about the role, please contact the World Physiotherapy deputy ceo Tracy Bury at [tbury@world.physio](mailto:tbury@world.physio) to arrange a suitable time.

## APPENDIX

- Education committee terms of reference

## Appendix: Education committee terms of reference

### Background

The World Physiotherapy education committee (EC) is established by the Board and derives its remit as a Standing Committee from Clause 44.2 of the Constitution.

### Purpose

World Physiotherapy undertakes a range of activities and projects in the areas of physiotherapist education across the continuum of lifelong learning.

The EC provides advice and recommendations to the Board, and where relevant the chief executive officer (ceo) and staff, on matters related to World Physiotherapy strategy, activities, projects and future developments and opportunities in the area of education.

The World Physiotherapy accreditation committee is a sub-committee of the EC.

### Functions

The specific functions of the committee are to:

- provide strategic advice and recommendations to the board on education matters that further the purpose and strategy of World Physiotherapy
- provide advice and recommendations to the staff and board on policy, project areas and activities that advance the development in education in the profession
- oversee and participate in relevant World Physiotherapy services, projects and activities in education areas in collaboration with staff
- provide strategic oversight of the accreditation committee and make recommendations relating to the future of accreditation services

### Membership

The committee will consist of six to eight members. The composition of the committee should reflect the diversity of the World Physiotherapy member organisations, including factors associated with geography, income level, and education and practice standards.

The board will appoint one of its members to act as chair.

Potential members will be identified by an open call to member organisations (MO) for nominations. Nominees need to demonstrate evidence of knowledge and experience relevant to the functions of the committee and the nomination must be supported by their MO.

### Term of Office

The board will appoint members, including the chair, for up to four years. If the chair ceases to be a board member in that time the board will appoint a new chair. At the discretion of the board, an individual may be appointed for one additional four-year term.

Members' terms will be staggered to ensure continuity.

### Quorum

A quorum for the committee shall be four members including the Chair.

### **Attendance of staff / others at meetings**

The ceo will nominate a relevant staff member to manage the business of the committee. Other staff will attend as appropriate to the matters under discussion.

### **Secretariat support**

Secretariat support, including the drafting and circulation of agenda papers will be provided by World Physiotherapy staff.

World Physiotherapy staff will maintain a written record of each meeting (meeting notes). This will record decisions, actions, recommendations and the rationale for them only, and will not constitute a verbatim record of discussion. The draft meeting notes will be circulated to members of the committee within two weeks of the meeting for confirmation.

### **Communication and reporting**

The EC chair will be responsible for ensuring effective communication between the committee and the board

### **Meetings**

The ceo, or nominated staff member, will schedule EC meetings, as required.

Meetings will normally take place via teleconference or videoconference but there may be occasional face to face meetings.

### **Working methods**

The EC will normally work remotely via e-mail, video conferencing, online meetings or any other technology as needed. All documents will be available to committee members in electronic format. Information contained in documents is confidential to the World Physiotherapy staff, board and EC.

### **Decision making**

The EC must make decisions in accordance with the Constitution and Regulations.

While it is preferred that the committee reaches decisions by consensus, if this is not possible, a decision supported by a majority of votes cast at a meeting at which quorum is present is the decision. In the event of an equality of votes, the chair has a second or casting vote.

### **Expenses**

The EC will work within the World Physiotherapy expenses policy.

### **Conflict of interest**

Members of the EC will comply with World Physiotherapy's conflict of interest policy, and any other relevant policies, at all times. Members will declare any matters that may create a conflict of interest or potential bias at the start of each meeting and at other times as required by policies.

### **Limitation on powers**

The EC cannot co-opt individuals onto the committee without the specific agreement of the board.

### **Review**

The board will review these terms of reference at least once every four years.