

ILC Fundamentals of Care

Education Special Interest Group

Terms of Reference

Draft 22 November 2023

PURPOSE

Aim

- To support collaboration, resource and method development for valuing, prioritisation and implementation of teaching fundamental care across all health professional and carer educational activity internationally.

Objectives

- Create a core group of nursing and care professionals educators, clinicians, lay people, health services researchers, nursing and health services leaders, policy makers and other stakeholders with expertise and interest in teaching and ongoing education of fundamentals of care.
- Encourage debate and sharing of detailed knowledge with the Special Interest Group and the wider ILC organisation about current curriculum and teaching of fundamental care in undergraduate/pre-registration, post-graduate and continuing education, and care assistant training programs
- Promote collaboration and other joint activities in pursuit of education about fundamental care
- Facilitate multi-country education projects in fundamental care
- Nurture the development of fundamental care education competencies in the ILC membership

SCOPE OF ACTIVITIES

- Participants at meetings will share knowledge about current fundamental care education activity including their own activity and that of others they are aware of.
- Members can use meetings to pitch ideas and seek collaborations from others.
- As a group, the SIG will produce resource documents, including, but not limited to, peer reviewed publications, webinars, Fact Sheets, guidelines, Position Statements, education materials. These will be ILC-owned intellectual property, with acknowledgement of contributions according to efforts contributed.
- Identify and recommend relationships between the ILC and key international education bodies related to fundamental care.
- During meetings, members will share intelligence on upcoming funding opportunities nationally and internationally.
- The group will have a presence at the annual conference at times suitable for the conference organisers to host seminars that share learnings and develop capacity.
- The group will produce an annual report detailing its activities over the previous year to include reporting knowledge about global fundamental care practice; to be made available via the ILC website.
- The group will develop a news and information page/contribution space on the ILC website.
- The group will meet online every two months for a minimum of four meetings per year.

MEMBERSHIP

- Any ILC member, or employee of an organisational member can attend the group.
- There are no limits to membership term or criteria.

RESOURCING

- The group will be organised and managed consensually and informally by its members.
- There will be a volunteer Convenor and Deputy Convenor to coordinate group activities and determine the meeting agendas
- The Convenor and deputy roles will be reconsidered annually, with the right of a further year for both incumbents. The Deputy Convenor may step into the role of Convenor after the two-year term is complete or the Convenor resigns during their term.
- Other members of the group may volunteer to take on these or other roles as the group feel necessary in order to best meet the aims and objectives of the group.
- The ILC Executive Team will provide support to the Group, including information dissemination and resource management.

REVIEW

The Terms of Reference shall be reviewed every three years, or more often if deemed appropriate by the ILC Management Committee.

Approved: ILC Strategy & Policy Forum

Approved: ILC Management Committee Date:.....