

Paediatric Critical Care Society Educators group (PCCSe)

Guideline for role of Group Chair L3 Group

This document is a guide only for the role of PCCSe chair which is a proactive and flexible role

The role of the chair holder focuses on:

General:

1. Keeping an up to date database of members of the PCCSe speciality sub group
2. Fielding queries from PCCSe members and potential members, advocating the benefits of PCCS membership
3. Link with the L1/2 group chair, ensuring a co-ordinated approach to paediatric critical care education
4. As appropriate; distributing requests for information to the PCCSe group membership
5. Linking with PCCS Council Nurse representatives and ensuring that matters relating to PCC education are fed into PCCS Council discussions
6. Ensuring that changes in policy (from Government, HEE, PCCS etc.) relating to paediatric critical care education and training are disseminated and reflected in the work of the PCCSe group.

Meetings:

7. In conjunction with the chair of EQA and the L1/2 PCCS group: Setting dates and agendas for PCCSe meeting (currently x3 per year)
8. Chairing or appointing a deputy to chair PCCSe meetings
9. Either taking minutes or appointing a deputy to take minutes during meetings
10. Checking and distributing minutes and other relevant information from meeting
11. Following up on actions related to the minutes

Tenure for the role of PCCSe chair is normally two years. During the second half of year two a new chair will be sought to ensure a smooth transition