



Constitution

1 Name

The name of the forum is the

Professional and Practice Development Nursing, Midwifery and Allied Health Professions Forum Scotland, known as the PPDNF

and for the purposes of this document will be referred to as 'the Forum'

2 Aims

2.1 The Forum is established to:

- 2.1.1 champion the role of the Professional and Practice Developers
- 2.1.2 demonstrate the value that Professional and Practice Development has for the overall delivery of healthcare
- 2.1.3 provide peer support and facilitate the sharing of practice
- 2.1.4 act as a resource for health professionals
- 2.1.5 disseminate the concept of Professional and Practice Development in its entirety as widely as possible

2.2 In the furtherance of these aims the group may:

- 2.2.1 provide the opportunity to meet and discuss professional and practice development issues and other relevant topics with a peer group
- 2.2.2 provide access to a database of members and their projects to facilitate networking and support
- 2.2.3 nominate members to deliver presentations of conferences attended and projects etc. to disseminate information within the Forum
- 2.2.4 work towards practice guidelines, benchmarking and standards in an atmosphere of co-operation, establishing joint programmes and working parties
- 2.4.5 maintain close links with NHS Quality Improvement Scotland (QIS) and NHS Education for Scotland (NES) as a two-way resource
- 2.4.6 establish a platform for sharing information derived from Scottish Government, Nursing and Midwifery Council (NMC), Health Professions Council (HPC) and other national and international practice development drivers
- 2.4.7 invite speakers and promote links with related disciplines in the interests of specific practice development issues
- 2.4.8 hold seminars or study days to present the work of the Forum and practice development issues to the relevant groups i.e. managers and practitioners
- 2.4.9 encourage and disseminate new research.

3 Membership

- 3.1 Membership of the Forum shall be open to all Nurse, Midwives and Allied Health Professions (NMAHP)
- 3.2 Members should have as a major element in their remit, aspects of professional and/or practice development and/or strong commitment to developing practice
- 3.3 Information given by members on joining the Forum is kept on a database which is circulated quarterly to members for developing practice and networking purposes only. Members must not pass this information to third parties.
- 3.4 Members are asked to inform the secretary of any changes in their contact details. Membership shall be reviewed each year in order to keep the database active.
- 3.5 Member's information will be deleted from the database once they leave the Forum

4 Members' Conduct

- 4.1 In order that the Forum may achieve its aims an atmosphere of openness throughout its membership is required
- 4.2 All members should feel free to discuss/ comment/ or seek help on any aspect from the membership without fear of misrepresentation.
- 4.3 All members are entitled to confidentiality in the respect of any information shared between members or obtained as a member of the PPDNF.
- 4.4 Each individual member is responsible for ensuring that the consent of all parties is obtained before any information gained as a forum member is shared.
- 4.5 Any original or organisational material which has been made available to members to use will be clearly attributed

5 Management

- 5.1 The Forum shall be managed by elected office holders consisting of a President, Chairman, Vice Chairman/Conference Lead, Treasurer, Secretary, Website Secretary and two other committee members.
- 5.2 AGM of the Forum will be held in April or May of each year when election of office holders will take place
- 5.3 The office holders shall serve for 2 years, at the end of which they will be eligible for re-election or may pass office to another elected member. Normally a member may only hold office for a maximum of 4 years
- 5.4 Members cannot be elected to office in their absence unless they have confirmed electronically or in writing their willingness to hold office prior to the nomination
- 5.5 Office holders shall have delegated to them the necessary powers to carry out the day to day management of the Forum
- 5.6 Voting - a quorum shall be 10 (2 of which must be office holders) - major decisions will be open to majority membership vote, with members able to pass their vote to office holders by email, electronic voting, telephone, or letter prior to the meeting.
- 5.7 In the event of an office bearer resigning from post then the committee will temporarily cover the role until a bi-election is arranged and a new member elected.
- 5.8 Normally, the retiring chairperson would remain an ex-officio member of the committee for a year after standing down.

6 Meetings of the Forum

- 6.1 A minimum of 4 meetings per year is to be held
- 6.2 Meetings of working parties and networking meetings between small groups of members will be held over and above this. Feedback from these groups shall be given at the main Forum meetings
- 6.3 In the event of any major developments the chair may, or any member may request through the chair that they call an interim meeting.

7 Rules of procedure at all meetings

- 7.1 Meetings shall be of approximately 4 hours duration with refreshments being provided
- 7.2 An agenda shall be distributed prior to each meeting. Members with a topic for inclusion in the agenda should contact the secretary at least one month prior to the next meeting.
- 7.3 A record of minutes shall be kept in which all proceedings and resolutions shall be recorded by the secretary.

8 Finance

- 8.1 An account will be held in the name of the Forum by the Treasurer, and any other member of the committee shall be co-signatories.
- 8.2 Any monies raised or funding given by persons or agencies shall be deposited in the account and used for the express purpose of management of the Forum and the furtherance of its aims.
- 8.3 Regular audit of accounts will be undertaken.

9 Alterations to the Constitution

- 9.1 Any to the constitution shall only be made at the Forum's AGM, at an extraordinary meeting, or via electronic communication to the full membership. Any intended alterations to the constitution shall be presented to those members present at the AGM and shall be passed by not less than a three quarters majority vote of those members present and sent to all members as a draft for finalising. Any proposed changes should be taken to the executive committee prior to the next meeting.

10 Dissolution of the Forum

- 10.1 Any resolution to dissolve the Forum shall be submitted to members for their consideration and accepted by no less than a three-quarters majority vote of all members.
- 10.2 Upon dissolution any surplus monies, after satisfaction of all debts and liabilities, will be transferred to a Forum or association with similar aims or a charitable organisation.

Date of first constitution: April 1999

New logo: 23rd April 2008

Updated: May 2005, July 2006, April 2007, October 2007, June 2009, April 2010

Date for next review: June 2011