



Information pack for Clinical Excellence Networks (CENs)

March 2014

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1. INTRODUCTION

Clinical excellence networks (CENs) developed from the needs of individual clinicians to share information and developments within specialist areas and settings. They are recognised and supported by the RCSLT as an accessible means for continuing professional development and maintaining skills. CENs are led by members, for members, and are organised by elected committees.

The benefits of membership are:

- Professional development.
- Training – clinical and professional.
- Opportunities to:
 - a. contribute to standard setting and guidelines;
 - b. give presentations;
 - c. develop leadership skills via involvement in committee work.
- Being up to date.
- Support.
- Networking – access to Advisers/colleagues working in similar areas.
- Sharing evidence based practice e.g. ways of working; advice booklets.
- Research and development e.g. bursaries available.
- Accessible, inexpensive, value for money.

Each CEN is unique in its formation, style of meetings and agenda. It is important that CENs operate in a professional manner and demonstrate true value in professional development and training. CENs also have a significant role in the adviser network, as it is envisaged that many will be able to identify potential RCSLT Advisers as both Advisers and CENs are critical to the profession. Please do contact the RCSLT for queries relating to becoming an Adviser.

If after reading these documents you wish to register, please email cpd@rslt.org and attach the proposed CEN constitution.

We welcome any positive suggestions or comments you have with regard to any changes needed to improve and assure the quality of CENs.

2. RCSLT REQUIREMENTS FOR CENs

1. CENs are required to re-register on an annual basis by the 30th April.
2. The group should be concerned with a particular clinical area, setting or client group in speech and language therapy, which should be clearly identified in the constitution.
3. The CEN should draw up a constitution and should have named officers: chairperson, secretary and treasurer.
4. A CEN may be constituted on a UK wide or RCSLT Hub basis. The committee must reflect the professional and geographical diversity of the CEN membership; for UK wide CENs, meetings should rotate round all Hub areas.
5. Accounts must be maintained in an accepted manner. There should be a clear statement of disposal of funds if the CEN closes. The Treasurer of the CEN will be responsible for holding the accounts.
6. The CEN must update RCSLT of any changes in office-holding personnel.
7. Proposed changes in the CEN name or constitution must be given to the RCSLT.

3. CONSTITUTION

The following is suggested as a **template** for a constitution:

AIMS & OBJECTIVES

1. To focus on SLT services to....
2. To provide mutual support, help and encouragement to all members.
3. To exchange ideas and information.
4. To discuss policy with regard to working with/in ...
5. To create more interest in, and knowledge of SLTs role with/in ...
6. To improve multi-disciplinary communication and understanding of/for ...
7. To promote and participate in projects linked to the welfare and treatment of ...
8. To raise awareness of all aspects of ...
9. To liaise with RCSLT Advisers.

MEMBERSHIP

1. Membership is open to all RCSLT members, irrespective of their membership category.
2. The membership fee will be collected annually at/on ...(not all groups will charge a membership fee).
3. The fee entitles members to reduced fees at meetings, and receipt of the newsletter (not all groups will produce a newsletter).

MEETINGS & COMMUNICATIONS

1. Meetings will be held (at least) twice a year.
2. CEN will use Basecamp as a means of communicating; sharing files, posting messages and will have a shared calendar.
3. The Committee has the right to call an extraordinary meeting by notifying the membership in writing.
4. The AGM will be held during the..... meeting and will include the election of officers, annual reports by the chair, treasurer and membership secretary, and any resolutions re constitution changes and changes in membership fees.

VOTING

1. All group members are entitled to vote on the adoption of a particular policy or recommendation, but adoption of a proposal requires a majority of SLT professional members in attendance. Student votes should be recorded separately.

COMMITTEE

1. Committee members will be elected on an annual basis.
2. The officers should be RCSLT members or associate members.
3. The Treasurer must be an RCSLT member / associate member.
4. The committee should liaise with the appropriate RCSLT Advisers.

FINANCE

1. The treasurer is responsible for the management of the group's funds.
2. The group must not incur liabilities beyond its available funds.
3. Annual report of finances will be made available to the RCSLT upon request.

The constitution should be drafted, proposed and ratified at the initial meeting of the group.

Any amendments to the constitution need to be proposed, seconded and voted on at the AGM.

4. FINANCES

MEMBERSHIP

The committee may agree an annual fee but this is not always the case. The level of fee may range from £5—£20, depending on the type of activities to be offered (see section 6).

The committee should decide whether a departmental membership fee is to be offered as well as an individual one, and, if so, at what level and with what stipulations. It should also decide whether members' fees for study days should be reduced.

ACCOUNTS

The Treasurer is responsible for the management and record keeping of the group finances. All CENs should be non-profit making.

STUDY DAYS / MEETINGS

If fees are to be charged, members can be offered a reduced rate. Students should be offered a concessionary rate or free attendance.

The current range is £2—£50 per meeting (members)
 £2—£60 per meeting (non-members)
 £2—£5 per meeting (students)

FUNDS

Funds collected by membership fees and study day income will pay for venues, refreshments and speakers. If speakers do not charge a fee, a donation to an appropriate charity may be offered or a token or voucher offered in addition to travel costs.

All administrative costs will be paid from CEN funds including refunding trusts for administrative support e.g. photocopying. The CEN should determine whether extra administrative support is needed in addition to that provided by the CEN committee and payment organised accordingly.

Template for CEN accounts

NAME OF CEN: _____

RECEIPTS

Fees & charges received

£

TOTAL RECEIPTS {A}

0

PAYMENTS

Rates

Light & heat

Insurance

Repairs & renewals

Printing, postage & stationery

Hire of room/equipment

Legal & professional fees (guest speakers)

Travel

Cleaning

Bank charges

PR & publicity

Training

Annual general meeting

Other meetings

Miscellaneous expenses

TOTAL PAYMENTS {B}

0

CASH BALANCE {A LESS B}

0

SUMMARY OF CASH AT BANK & IN HAND

Cash brought forward from end of previous year (e.g 1 April 2002)

£

0

Add or subtract cash balance as above

0

Cash balance at end of year (e.g 31 March 2014)

0

Cash balance in the till or on the bank statement @ 31 March 2014

0

5. OFFICERS and COMMITTEE

Besides the officers identified in the suggested constitution (chair, treasurer and membership secretary) other committee members may fulfil such roles as:

- Meetings secretary.
- Newsletter editor.
- Project coordinator.
- RCSLT / other CEN link.

Each group will choose to configure itself differently according to its aims and activities. The RCSLT advises that each group should endeavour to have links with the appropriate RCSLT Adviser, who may be a permanent or a co-opted committee member. The smallest number of committee members to constitute a quorum is a third. The chair, secretary and treasurer must hold RCSLT membership.

EFFECT OF COMMITTEE MEMBERSHIP ON EMPLOYMENT

There are potentially some conflicts of interest between CEN activities and job requirements.

Anyone involved or about to be involved in a CEN committee should discuss the situation with their manager and outline the benefits of CENs explained in the introduction to this pack.

The likely areas of conflict are:

- Time out to attend committee meetings.
- Use of 'employment' time to do some CEN business e.g. making telephone calls, photocopying.
- Extra demands on secretarial staff.
- Costs incurred e.g. envelopes, paper, postage (these could relate to everyday running costs and/or study day costs).
- Requirement to attend meetings whose content may not be the highest priority for training requirements identified for therapists.

It is therefore suggested that CEN committee members:

- Arrange committee meetings during study days or at the end of working days.
- Agree a sum of money with their manager, which is then refunded to the department annually by the CEN.
- Arrange that secretarial support required should be quantified and paid for by the CEN at the accepted current going rate.
- Agree training priorities with managers.

6. STUDY DAYS and OTHER ACTIVITIES

Most CENs organise a minimum of two study days annually. Speakers may be from within the CEN membership (unpaid) or from outside.

The days may be topic driven, or an update and discussion on pertinent topics e.g. use of outcome measures.

Study days may be organised with other CENs or other professional organisations. Separate financial arrangements for such study days may need to be considered and organised.

Information on activities should be added to their Basecamp calendar (where applicable) so that all CEN members and RCSLT staff are able to access and provide support and resources.

7. RCSLT SUPPORT for CENs

1. Advertising space in the Bulletin (to place an advert please email cen@rcslt.org).
2. Basecamp – an online platform with a number of useful functions such as, messaging forum, file sharing, joint working documents, shared calendar, electronic to do lists.
3. Discounted rates for room bookings at RCSLT headquarters at London Bridge.
4. Advice and support from the RCSLT Professional Development Team

8. ANNUAL REPORT and REGISTRAION

Reports

CENs should supply RCSLT information for their individual webpage on the RCSLT website and will no longer be asked to submit an annual report to enable re-registering; however, one should be created and be available upon request by the RCSLT.

Registration

An electronic re-registration survey will be sent out to all registered CENs at the beginning of March to be completed by the 30th of April if you wish to continue being an RCSLT CEN. Failure to complete this online survey will mean the CEN is no longer registered and details will be removed from the database.

To register a new CEN please email cpd@rcslt.org