

# HEOPS

Higher Education Occupational Physicians / Practitioners

## Constitution

### Aims/Mission of HEOPS:

To assist occupational health (OH) practitioners in their work of providing best practice occupational health practice/advice within the higher education (HE) or further education (FE) sector; and to promote the importance of occupational health provision to universities and other HE/FE institutions.

### Objectives:

To meet the aims/mission, HEOPS provides mechanisms for discussing, exchanging and developing good practice which includes:

- Email discussion forum/bulletin board (hosted by JISCmail)
- Up to two scientific/educational meetings a year on OH topics of particular relevance to the HE sector
- A list of members willing to offer informal/telephone/email networking advice to fellow members
- Opportunities to participate in sector-wide/interdepartmental research surveys and audit exercises
- Acting as a single point of contact for comments / liaison / influencing other authorities / bodies having an interest in OH in the higher education sector (e.g. Health and Safety Executive, Office for Students, CHMS etc)
- Otherwise assisting practitioners in their personal continuing professional development and revalidation activities in respect of their work within higher education
- The opportunity to benchmark across the sector
- An aim to represent as many HE institutions as possible within its membership.

### Membership:

Membership is open to any OH practitioners working within or with population groups in the HE or FE sectors. Individual practitioners are welcome given that they are clinically active.

Applications for membership should be made to the JISC mail moderator

### Benefits of Membership:

- Good Occupational Health Practice
- Maintaining Good Practice
- Working with Colleagues/Networking
- HEOPS Website
- Continuing Professional Development
- Research

### Promotion of the Specialty within the Sector:

To maintain close links with the Faculty of Occupational Medicine, the Society of Occupational Medicine, the Council for Work and Health, the Student Health Association, the Medical Schools

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Council and other similar bodies.

### Meetings:

The usual pattern will be for two meetings per year, each lasting for one day, to be hosted by any willing HEOPS member. Support in arranging such meetings will be given by the executive committee. Additional meetings may be arranged e.g. to discuss or provide training on particular issues or to host joint meetings with other groups.

### Executive committee:

This is a group of members who will co-ordinate group activities, plan meetings etc. The committee will consist of up to eight members., representing a mix of clinical practitioners with representatives from each of the countries within the UK (when possible) and which must include one Nurse and one Physician as a minimum in addition to the specific Committee Officer roles below:

Specific committee roles will include the following:

- Chairperson
- Treasurer
- Secretary
- Webmaster & JISC mail moderator

### Membership commitment to the HEOPS committee

A person from a commercial provider, delivering services to an HEI, can be a member of the Board. However, they should declare their conflict of interest and ensure that they take no benefit from this commercial advantage whilst on the HEOPD Board.

Confirmation of attendance for meetings is expected, if there is no attendance at two consecutive meetings without prior apologies or information, then continued membership may be reviewed.

Members of the committee will usually serve three years initially, extendable by two years by mutual agreement. At the end of this time, they are eligible to stand for reappointment.

Additional non-executive members may be co-opted to the committee e.g. in relation to particular projects; to be involved in arranging; or hosting a meeting or as a subject matter expert

Executive meetings will usually be held the evening before the bi-annual meetings, with communication in between being predominantly electronic. An executive meeting will be considered quorate for decision making purposes if it contains a minimum of four HEOPS members and at least one executive committee member.

### Subscription:

There is no subscription. Those hosting a meeting may charge members to cover expenses plus a small additional amount for postage, secretarial help etc.