

## HIGHER EDUCATION OCCUPATIONAL PHYSICIANS/PRACTITIONERS (HEOPS)

# CONSTITUTION

### ***Aims/Mission of HEOPS:***

To assist occupational health physicians and practitioners in their work of providing best occupational health practice/advice within the higher education sector; and to promote the importance of occupational health provision to universities and other higher education 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)
- At least two scientific/educational meetings a year on occupational health topics of particular relevance to the HE sector
- A list of members willing to offer informal/telephone 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 occupational health in the higher education sector (eg HSE, HEFCE, CHMS etc)
- Otherwise assisting practitioners in their personal CPD/CME 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.

### ***Benefits of Membership:***

- Good Occupational Health Practice
- Maintaining Good Practice
- Working with Colleagues/Networking
- HEOPS Website
- Continuing Professional Development
- Research
- Promotion of the Speciality within the Sector

### ***Association:***

To maintain close links with the Faculty of Occupational Medicine, the Society of Occupational Medicine, the British Medical Association, the Royal College of Nursing, the British Association of Student Health 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 ten to twelve members, to include a minimum of four medical members and a minimum of four practitioner members.

Specific committee roles will include the following –

- Chair
- Treasurer
- Secretary
- Webmaster
- JISC mail moderator

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

Additional members may be co-opted to the committee e.g. in relation to particular projects or to be involved in arranging/hosting a meeting

Executive meetings will usually be held the evening before the bi-annual meetings, with communication in between being predominantly electronic.

**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.