

SIOP Education & Training Committee Terms of Reference (TOR)

Background

SIOP serves its members in multiple ways: through building a sense of community, convening diverse stakeholders and partners, advocacy, and education and knowledge management; facilitating the professional learning by provision of resources, linkages and information that they need to carry out their clinical paediatric oncology practices.

Education and training are some of the key features for paediatric oncology providers to join SIOP. SIOP members strive to expand their medical and scientific knowledge on paediatric cancer through a number of means: attending the SIOP's Annual Congresses and meetings of its continental branches, accessing educational resources on the SIOP website including learning modules on SIOP knowledge centre and treatment protocols, and updating their knowledge about recently published articles through Sosido digest listserv, etc.

The SIOP Education & Training Committee spearheads the work on Goal 3 of the SIOP Strategy 2021-2025 (Providing Education and training), and strives to make opportunities for continued education and training for the entire SIOP community.

There are many global actors working in the sphere of education and training on paediatric oncology, including a number of SIOP Networks (PODC/Global Health, YI, Nursing) that produce work around education and training on paediatric oncology. The SIOP Education & Training Committee does not aim to replace the important work that these groups and actors are producing, but rather it seeks to contribute to this body of knowledge, collaborating with partners where possible and leading work on education and training that is deemed of interest and need to SIOP members. The Committee will make its best effort to avoid duplication of effort. The Committee will amplify the education and training products produced by other actors through dissemination of information about their availability.

Purpose

The SIOP Education & Training Committee is a special-interest committee of SIOP and provides strategic direction to the society's education and training workstream and related projects and initiatives (Appendix 1- Group 3: Training and Education Strategy Plan)

Overall Goal

The overall goal of the Education & Training Committee is to lead the implementation of Goal 3 (Education and Training) of the Strategy 2021-2025 and to develop programs, projects and activities that expedite the implementation of education and training strategies for paediatric oncologists and auxiliary personnel.

To conduct its work, the Committee will collaborate with relevant internal and external partners (e.g. Membership Committee, Global Health Network, CancerPOINTE, Nursing Group, Young Investigators Network, St Jude Global/cure4kids teams etc). The work of the Committee is multi-disciplinary and will benefit all members (paediatric oncology practitioners including physicians and nurses, surgeons, radiation oncologists, primary care physicians and paediatricians, researchers, and members in training etc)

Tasks and Responsibilities

SIOOP members value the society for its convening power as well as for its ability to create and disseminate information and knowledge that is important to the members' continued learning and professional growth.

To that end, SIOOP is committed to producing and disseminating information on best clinical services; focusing on the key topics (e.g. action plans for early detection) and emerging issues (e.g. Covid-19 and its impact on paediatric cancer) and creating and promoting opportunities for training and education, including online and onsite educational courses.

The Education & Training Committee is responsible for the following areas of work:

- Improvement of early detection of paediatric cancer through creation and dissemination of relevant guidance
- Sharing of educational and training opportunities on paediatric cancer
- Creation of online educational materials and repositories

Immediate focus areas

The three focus areas of the immediate action (2021) are summarised below:

- a) A project to explore existing tools for early detection of childhood cancers developed for primary health care providers including paediatricians and family physicians. Development of multilingual e-books / pamphlets / software about various childhood cancers may follow after thorough review.
- b) Designing a template to publicize the face-to-face paediatric oncology training opportunity (including Fellowship training programs, Short courses, Refresher courses, Master Classes, Workshops and conferences)
- c) **Organizing and publicizing online educational activities in collaboration with SIOOP groups and other important stakeholders (e.g joint activities with St. Jude Global; COVID19 Impact on Paediatric Cancer Care, Webinar on Cancer Care & Refugees).** Also strive to create and maintain repositories of existing online courses and literature (e.g; recorded lectures on SIOOP knowledge Center).

Composition

The Education & Training Committee is composed of SIOOP members with interests in education and training. The Committee membership reflects the global multi-disciplinary nature of the broader SIOOP community. The number of members enables the Committee to operate efficiently in its dynamic environment. The Committee should have no more than 13 members: Chair, one member from SIOOP Africa, Asia, Latin America, representative from St. Jude Global, one representative each from the Nursing Network, the YI Network, CancerPOINTE and SIOOP Office, and two members from the general SIOOP membership.

Committee members are expected to participate regularly in Committee conference calls (at least quarterly) and meet face-to-face at least once a year (i.e., during SIOOP Annual Congress) to ensure progress about execution and implementation of SIOOP Strategic Goal 3: Education and Training.

Committee Membership

The Membership Committee is composed of up to 10 members, including the Chair.

The process to constitute the Education & Training Committee is organised through a call for volunteers from the SIOF membership, led by the SIOF Secretariat. SIOF members can self-nominate. Two of the members of the Committee are Board members. The Chair of the Committee selects and appoints the members. The SIOF Secretariat manages the call for nominations.

Duration of Appointments

Committee members serve for two (2) years on the Education & Training Committee.¹ Should a Committee member choose to step down from the Committee before their 2-year service ends, the Chair will work with the SIOF Secretariat to open the member recruitment process through an open call for volunteers.

Chair

The Chair ensures that the Education & Training Committee makes progress towards achieving the goals and objectives that the Committee has been tasked with, as laid out in this TOR. The Chair continuously reviews the education and training needs, strengths and weaknesses of the Society and its members and can propose to the Education & Training Committee specific projects, activities or tasks for implementation. The Chair brings up any project, activity or task that requires funding to the attention of the Treasurer.

The Chair reports on activities to the SIOF Board of Directors on a quarterly basis. On an annual basis, the Chair contributes content to the SIOF Annual Report.

The term of the Chair's mandate is set to 3 years and it may be renewed one time. The Chair is selected by the President from the current members of the Board of Directors through a call for volunteers. To ensure continuity of work, the next Chair of the Education & Training Committee will be identified at least six months before the end of the mandate (i.e. identify a Chair-Designate) in order to facilitate a smooth leadership transition. The Chair-Designate can start attending meetings of the Committee as soon as he/she is identified.

Decision-making

Decisions are taken by majority (50% of the Committee + 1). If there is an equal number of votes, the Chair will make the final decision.

Conflict of interest

Committee members will declare, in written form, any personal or relative's conflict of interest (or potential conflict of interest) with relevance to the Education & Training mandate (e.g. affiliations with [or investments in] the pharmaceutical industry, official positions in for-profit organizations engaged in business with SIOF or non-profit organizations in formal partnership with SIOF).

SIOF Office Support

The tasks of the Education & Training Committee will be supported by the SIOF Secretariat, within the available resources.

¹ At the time of constitution of the original Education & Training Committee, half of the members will be elected for 1 year and half of the members will be elected for 2 years.