



Centre for the Advancement of  
Interprofessional Education

## Announcement: CAIPE Chair

**Unfortunately, the CAIPE Board have been unsuccessful in appointing a new Chair. We are therefore placing a further call for applications for CAIPE Chair commencing on 1st March 2021 to 'shadow' for six months the current chair and formally take up the role of Chair at the CAIPE AGM on 17th June 2021**

We are inviting applications for this prestigious position within the Interprofessional Education and Interprofessional Collaborative Practice national and international community. Candidates must be a CAIPE member for at least six months before 1st February 2021 and the initial term of office for the Chair of CAIPE is 4 years. Please see below at the end of this announcement the roles and responsibilities and person specification of the CAIPE Chair.

Candidates are requested to submit their application for the role to CAIPE Administrator at [admin@caipe.org](mailto:admin@caipe.org) by no later than Friday 29<sup>th</sup> January 2021.

Applications should include a 500-word profile to demonstrate what the candidate can bring to the role of CAIPE Chair, a brief CV and a statement of personal time commitment for undertaking CAIPE work.

It is **strongly** recommended that potential candidates contact the CAIPE President, Professor Hugh Barr at [barrhugh12@gmail.com](mailto:barrhugh12@gmail.com), and the current CAIPE Chair, Richard Pitt at [Richard.Pitt@caipe.org](mailto:Richard.Pitt@caipe.org), for informal exploratory discussions regarding the role of CAIPE Chair.

Appointment of the Chair will be made by the CAIPE Board and the successful candidate will be informed as soon as possible in order to facilitate their take up of a 'shadowing' role with the current Chair.

Prospective candidates will be invited to present to the Board at an Extraordinary CAIPE Board virtual meeting. This will be a topic of their choice relevant to the current interprofessional community and CAIPE's aspirations.

## **CAIPE Chair**

### **Roles and Responsibilities**

1. Provide strategic and scholarly leadership.
2. Raise CAIPE's profile and increase its impact nationally and internationally.
3. Represent CAIPE nationally and internationally.
4. Represent CAIPE at national and international conferences.
5. Cultivate and maintain partnerships with like-minded organisations.
6. Chair: Board; Executive; Regional Forum; Symposium; AGM; Retreat and other meetings as deemed necessary.
7. Account to the Board for CAIPE's operation having a working understanding of the CAIPE Constitution and Policies and apply them.
8. Mobilise and oversee active engagement in CAIPE's work by: the Treasurer; Vice Chairs; Board members; Honorary Fellows, Working Groups and other members assuring the quality and delivery of their work.
9. Oversee responsibilities entrusted to officers, Executive, Board members and other CAIPE members.
10. Ensure that CAIPE upholds the ideals, values and standards of the interprofessional movement nationally and internationally.
11. Completion of Annual Trustee Report and ensuring annual filing with Charity Commission including liaison with external financial auditor.
12. Recognising that as a voluntary charitable organisation the selection of Vice Chairs must be at the discretion of the Chair, not through a process of formal election. This will ensure an effective and positive collaboration promoting the aims and principles of CAIPE. The roles and responsibilities of the Vice-Chairs are outlined in the relevant policy.
13. Overseeing with CAIPE Administrator the process of election and appointment of CAIPE Board Members.
14. Provide feedback and development to unsuccessful Board member applications.
15. Overseeing production monthly newsletter and providing Chairs Message.
16. Producing with CAIPE Administrator monthly NoticeBoard and providing Chairs Message.
17. Responding and forwarding key email and other communications.
18. Engage virtually with monthly meetings of Interprofessional.Global and Interprofessional Research.Global though could delegate.
19. Manage and undertake annual review of CAIPE Administrator making recommendation to the Board for annual increase in annuity or bonus payment

## Person Specification

Essential	Desirable
Commitment to the objectives of interprofessional education and collaborative practice	Experience in running a small charity
Experience in, or a good understanding of, such education and practice	Achievement in developmental work
Past or present engagement in health and/or social care education and practice	For those employed a sympathetic and supportive employer willing to allow time for CAIPE work with some administrative back up.
Professional and academic credibility to represent CAIPE.	Authorative voice in representing CAIPE to the highest level with the support of CAIPE Board and Executive
A collaborative leadership style	IPE/IPCP publication record
Capacity to support and bring out the best in others	Experience in submitting funding proposals
Ability to travel nationally and internationally on CAIPE business	
Significant time and energy to give to CAIPE and the interprofessional movement	

**The Chair will be able to select a maximum of two Vice-Chairs by approaching any previous or current CAIPE Board member with whom they have a collaborative working relationship. The Chair, Vice-Chairs and the Board may need to explore different ways of working to share the current Chair commitments outlined below:**

Representation of CAIPE with:

- Attendance at the following CAIPE meetings per year chairing as appropriate: Board x 4; Executive x5; Regional Forums x 2; Symposium; Retreat; AGM; and John Horder Award.
- Commitment of time, on average in most weeks of 10 hours to CAIPE matters. Weeks involving CAIPE and other meetings and events will require greater time commitments including travel and overnight.
- National Association of Educators in Practice- three meetings per year either virtually or in person in London.
- International Foundation for Integrated Care: currently reorganising.
- Education Inter-Regulatory Group (NMC, GMC, HCPC, GOSC, GOC, GDC, GPhC & PSA)- four meetings per year either virtually or in person in London (though would recommend physical attendance for

networking opportunities.

- Health Care Professions' Educational Leads Group (BDA, RCOT, SoR, CSP, RCSALT, etc)- three meetings per year either virtually or in person in London.
- ASPIH Association of Simulated Practice in Healthcare - tbc.