

EASL Nurses and Allied Health Professionals (AHPs) Task Force

Terms of Reference

Aim of the Task Force

EASL recognises the role of Nurses and Allied Health Professionals (AHPs) in leading initiatives to improve education, standards and ultimately the care for patients with liver disease. Nurse membership in EASL was established in 2016, and a membership category for AHPs was established two years later. The Nurses Task Force met for the first time during ILC 2016 in Amsterdam and has continued actively working on several initiatives.

Definition of Allied Health Professionals (AHPs)

Allied health encompasses a broad group of health professionals who use scientific principles and evidence-based practice for the diagnosis, evaluation and treatment of acute and chronic diseases; promote disease prevention and wellness for optimum health and apply administration and management skills to support health care systems in a variety of settings. (source: Association of Schools of Allied Health Professions <http://www.asahp.org/what-is/>)

The following professions can be included under the Allied Health Professionals category:

- Dieticians
- Physiotherapists
- Pharmacists
- Clinical psychologists
- Imaging specialists
- Orthoptists
- Occupational therapists
- Paramedics
- Study coordinators/Study nurses
- Laboratory assistants
- Physician's assistants on case management (clinic)
- Pathology assistants
- Assistants of geriatric care
- Medical social workers

Members and mandate period

The Task Force consists of seven (7) members appointed for a period of three years. Selection of new members is done via an open call for nominations addressed to the nursing and AHPs communities in European countries. A call for nominations runs in principle every year or when new members are needed to maintain a group of seven. The evaluation of the applicants is under the responsibility of the existing members of the Task Force based on specific criteria related to area of expertise, geographical distribution and EASL's diversity policy. There is no age-specific limitation. Proposals are submitted to the EASL Governing Board and GB representative for validation. Every year an evaluation of the current members is performed to ensure consistency and motivation to contribute.

The chair is elected amongst the existing members for one year and can serve for one term. The chair acts as a focal point between the Task Force and the Governing Board, when necessary, and contributes actively in drafting documentation and proposals. Some public speaking may also be required.

Members must be active EASL members and are responsible for renewing their membership on an annual basis.

The Task Force is coordinated by a member of the EASL Governing Board.

Roles and responsibilities of the Task Force

The Task Force holds an advisory role to the Governing Board on the following activities:

- Work collaboratively on the research and quality agenda. Develop links with affiliated liver nursing forums, committees, societies across Europe
- Develop programmes, including the Nurses and AHP Forum at International Liver Congress, intended to benefit nurses and AHPs
- Work jointly with the EASL Office to have a sustainable membership programme for nurses and AHPs
- Collaborate in strengthening liver nursing across Europe with joint funding and links to ongoing medical projects
- Work together to raise and improve the experience of care, and to deliver quality service that is measurable and transparent to people with liver disease and their families
- Work together to establish a School of Nurses in Hepatology (to be organised every one or two years)
- Propose networking activities during the International Liver Congress and other EASL events
- Collaborate in drafting the criteria of the evaluation process of new members joining the Task Force
- Advise the EASL Office on communication actions on social media and newsletters addressing activities specific to Nurses and AHPs.

Meetings

Members meet twice a year during the International Liver Congress in April and at the EASL Office in Geneva during a convenient time (June to October preferred period). Teleconferences are scheduled once a month or when the Task Force needs to further discuss certain topics.

It is important that members confirm their availability before taking over the position as member. It is estimated that members need to dedicate personal time as follows:

- A Two-hour meeting during the International Liver Congress
- One-day annual meeting at the EASL Office in Geneva with potential travel on the eve of the meeting
- 6 – 8 one-hour conference calls
- 30 hours annually for content creation and dissemination amongst the members
- 20 hours for networking activities and reaching out to other nurses' societies

Timeline of activities (deadlines are indicative)

Activity	Action	Deadline
Nurses and AHPs annual forum at ILC	Brainstorm on potential topics	May
	Define topics	June Conference Call
	Define speakers and replacements	September at the Task Force meeting
	Presentation at the Governing Board for approval	September GB meeting
	Finalisation of programme and speakers	December GB meeting
Networking activities	Proposals	September Task Force meeting
	Finalization of activities	January
Call for nominations	Define criteria of evaluation	February
	Launch of the call	March – April
	Evaluation of applications	May
	Validation from GB	June GB meeting
Communication	Advise on communication actions	Throughout the year
	Content for newsletter creation	September Task Force meeting

Entitlements of members

Members are entitled to a complimentary registration to attend the International Liver Congress and receive a travel bursary providing that there are active members of the Task Force. Should a member be invited as member of the faculty, entitlements of EASL faculty shall prevail. Members need to confirm their participation in writing. The EASL Office is responsible for the registration. Members are responsible for arranging their travel and accommodation, and must cover any other expense deriving from their participation.

Members are entitled to access the Executive Lounge during the International Liver Congress.

The EASL Office will cover the expenses of the members for an annual meeting at the EASL Office in Geneva (1-night accommodation, travel, meal and transportation costs). The members are considered as volunteers, thus, no remuneration, nor honorarium is provided.

The role of the EASL Office

The EASL Office acts as a coordinator for the Task Force management:

- Provide guidance on the ILC programme
- Share information with the Task Force and EASL Office regarding activities
- Coordinate the project planning ensuring that the Task Force objectives are met and deadlines are respected.
- Schedule meetings and teleconferences

The responsibility of the Task Force managements lies with the Membership and Association's Projects Department.