

Terms of reference for ADEE Communities of Practice

INTRODUCTION

A community of practice is a group of practitioners with a common sense of purpose who agree to work together to share and develop new knowledge and expertise, solve problems, fill knowledge gaps, cultivate best practice, foster innovation and disseminate these for the benefit of its membership and wider dental community.

These terms of reference are not intended to be restrictive but act as guidelines, as communities of practice may vary according to their particular purpose and membership. These guidelines aim to support and facilitate the establishment of CoPs with regards to its: aim, objectives, roles, procedures and expectations to provide a consistent quality experience for members, and thereby contribute to optimising the outcomes for ADEE membership and the larger dental community.

Purpose

CoPs are intended to enhance knowledge of individuals and in turn organizations as well as add value to membership of ADEE and the wider dental community in relation to education practice, research or policy.

Aim, objectives and operating principles

Formation of a CoP may be by member application or through invitation (step 1).

Initially the applicant of the COP will draft the initial specific aim and objectives and submitted to the CoP guidance committee. After approval, the aims and objectives will be sent out to members through the newsletter or E mail to apply to join the steering group of the CoP. The steering group will ideally be broad based with different regional/language representation.

The chair of the COP will present the steering group applications to the **COP guidance committee** drawn from the executive.

When the steering group is formed, the group will meet and the revise the aims and objectives afterwhich it will be circulated to **COP guidance committee** for feedback.

After this, the CoP aims and objectives will then be circulated to the larger ADEE membership to join the CoP.

The CoP will then call a first meeting at which the refined aim and objectives of the COP will be discussed and ratified with the broader CoP membership. This is to allow members to

have input on the objectives of the CoP. Once done, the aim and objectives may be published on the ADEE website.

Eligibility and Membership

All persons demonstrating a special interest and involvement in any capacity within the CoP theme are eligible to submit an expression of interest to join and will need to be paid up members of ADEE.

Principles of practice

A minimum of 2 meetings (Zoom or similar) per year is expected outside of ADEE annual meetings;

Meetings will have an formal agenda with possible items for sharing and discussion before the meeting for circulation before the meeting (this will be done by the themed **CoP small steering group**) ;

Meeting dates will be publicised ideally approximately one month in advance;

Privacy and confidentiality is maintained within the community;

Views expressed are those of individual practitioner members;

An index of members identifying their areas of knowledge, experience and needs will be developed

A summary of the discussion and or action plan will be circulated to members after each meeting

Consideration of rotation of the CoP Chair may be invited each year for a new member ideally from the **CoP steering group**.

A password protected discussion board will be created (on ADEE) to facilitate and archive communications

Subgroups within the CoP may be created as needed which will be based on specific focussed issues, or that are regionally specific and may be in the local language. All such formal meetings will be notified by E mail.

COP Steering group membership

A steering group of approximately 3-5 members is required to guide and maintain the CoP to ensure it has sufficient leadership and manpower to achieve its aim and objectives. If a subgroup of the CoP is required that addresses particular country/regional issue or in a

second language more members may be needed which may form a sub-steering group. They may well have their own objectives and will be required to be in close contact with the main steering group to report and give feedback on meetings and outcomes.

Ideally to ensure the CoP functions with new insights and diversity, new membership to the steering group will be invited every second year to ensure a dynamism of experience as well as new perspectives. This will be initiated by the **CoP guidance committee** who will invite nominations and selection will be by both the **CoP guidance committee** and **CoP steering group**.

Steering group roles

CoP chair (one member)

- Oversee the CoP
- Chairs CoP meetings
- Ensure the CoP is meeting the stated aim and objectives
- Attends relevant CoP meetings and leads the CoP steering group and engages with membership
- Identify needs and follow up of issues arising from CoP meetings
- Writes a short written report to the CoP guidance committee semi-annually on relevant outcomes

COP Secretariat (two – four members)

- Attends CoP meetings and supports the CoP steering group and engages with membership
- Ensure the CoP is meeting the stated aim and objectives
- Manage membership – record meeting attendance
- Maintain CoP meeting notes, processes and records outcomes
- Feedback information to CoP Chair
- Monitors discussion board of CoP
- Forwards agenda to participants two weeks prior to meeting
- Communication of outcomes to CoP chair and CoP guidance committee
- Posting of any CoP recordings

Key Principles

As a volunteer-based group, drawing in participants from novice to expert, all participants are expected to observe the principles of the CoP and abide by appropriate conduct during events, in email and online interactions related to the CoP.

This encompasses:

- privacy and confidentiality to be maintained within the community to encourage free and open discussion;
- views expressed are to be respected as those of individual practitioner members and not to be attributed to the group or ADEE organization as a whole unless an official statement is issued by the steering group committee.
- not using the CoP for unsolicited or unauthorized advertising, promotional materials, "junk mail," "chain letters," or any other form of commercial solicitation.

Evaluation

The 'health' and relevance of the community of practice will be evaluated by seeking feedback from the CoP steering group every 6 months to the CoP guidance committee. This will include evaluation of membership numbers, attendance, participation at meetings discussion boards, presentations, achieving objectives outcomes, uptake and use of objective outcomes by individuals and organizations.

Annually the CoP membership will be surveyed to evaluate feedback, satisfaction, value and impact of the CoP.

The Terms of Reference of the CoP will be reviewed by members every 2 years or sooner.

Sunsetting a CoP

A community of practice may be closed in any of the following circumstances:

- it has achieved its aim and objectives,
- the group is no longer active or serving its original purpose,
- It is no longer considered to be an organisational priority.

Suitable processes for sunseting a CoP will need to be taken into account:

- Consulting members regarding closing the community of practice.
- Recognising the group's achievements
- Acknowledging member's contributions
- Notifying members that the community of practice is closed (email and meetings as

Appropriate).

REFERENCES

Adapted from Guidelines for Establishing Communities of Practice -

[https://www.birdlife.org/sites/default/files/guidelines for establishing communities of practice.pdf](https://www.birdlife.org/sites/default/files/guidelines_for_establishing_communities_of_practice.pdf)

And

<http://e-cop.weebly.com/terms-of-reference.html>