



**ICS Physiotherapy Committee meeting Agenda**

**Tuesday 28th August 2018,**

**Venue: Pennsylvania Convention Center (PCC)**

**Room: Meeting Room 3**

**Time: 11:00-13:00**

**Known Attending:** Doreen McClurg (Chair), Cristiane Carboni, Adelia Lucio, Petra Voorham-van der Zalm, Rhonda Kotarinos, Heather Moky, Nelly Faghani,

**Known Apologies:** Gill Brook, Gustavo Latorre, Paula Igualada-Martinez, Peter Meyers, Melanie Morin,

**Also in attendance:** Avicia Burchill, Cristina Naranjo Ortiz

1. Committee picture to be taken
2. Welcome to new committee members - Jenniffer Voelkl and Gustavo Latorre
3. Approval of Florence meeting and April teleconference minutes (Attached)
4. Terms of Office (Attached)

- Peter Meyers and Melanie Morin stepping down in Philadelphia

- Cristina Naranjo Ortiz stepping down in 2019. *We would normally call for this position but we need to reduce the committee numbers to 10 people, so we will not call for any new members this year.*

- Nelly Faghani – 1st term completed, will need to confirm if she wishes to stand for a second term

- Jenniffer Voelkl and Gustavo Latorre term starts on Thursday, runs until 2021

5. Terms of Reference (Attached)
6. Outstanding Actions: None
7. Sub-committees – discussion on relevance, sub-committee leads etc
8. How to progress with Educational Module
9. Progression with Rebekah Das's survey
10. Proposal on any research activities
11. ICS PT School
12. Physiotherapy Forum – 2019
13. Physiotherapy Forum 2018 – Update and any outstanding actions etc
14. AOB



## **Physiotherapy Committee Teleconference Minutes Wednesday 25 April 2018**

**Attending:** Doreen McClurg (Chair; DM), Petra J. Voorham - van der Zalm, Heather Moky, Rhonda Kay Kotarinos, Nelly Faghani, Melanie Morin, Gill Brook, Paula Igualada-Martinez,

**Apologies:** Peter Meyers, Cristina Naranjo Ortiz, Adelia Lucio, Cristiane Carboni,

### **1. Welcome**

DM welcomed everyone to the meeting.

### **2. Apologies**

PM apologised for not being on the call, he also confirmed his decision to step down from the physiotherapy committee. DM confirmed that PM's position would officially end in Philadelphia.

AL and CNO apologies.

### **3. Minutes of meeting in Florence**

The minutes were provided with the agenda from DM– to be signed off at the meeting in Philadelphia (along with any others) but are attached just for reference. A copy is also available on the ICS website here:

<https://www.ics.org/Documents/Documents.aspx?DocumentID=5040>

### **4. Philadelphia – general update from ICS office**

JE confirmed no updates.

### **5. Abstract reviewing**

JE confirmed the numbers were lower than Florence, which was expected, but higher than Montreal. So, the office is pleased with the figures at the moment.

DM was an abstract reviewer with CNO and PV reviewed with MM. MM thought this was beneficial for PTs to review PT content. HM said she would be happy to help next year with some coaching. MM highlighted that the way you search and select abstracts is not as good as last year, but if we have more people involved this might help. MM abstracts need to be reviewed by at least 3 people. MM reviewed 200 abstracts in total! There was a variation in

quality, to be expected, but try to be fair in the ratings.

**6. Workshops accepted – Physio basic (Paula anything to add)**

PIM confirm a summary of the workshops this year: 64 workshops were submitted, 32 accepted and of those, there is physiotherapy participation in 12 of them.

5 workshops are chaired by physiotherapists (W3 Pregnancy, W6 Bowel dysfunction, W25 ICS Wiki, W28 ICS Physio update, W29 Ethics)

Only 4 workshops with physiotherapy involvement were not accepted.

See attached PDF.

MM asked if PIM could discuss tips to workshop acceptance at the forum? MM did this for abstract previously. PIM agreed that would be possible

PIM need to discuss submission process with Avicia.

**Action: PIM need to discuss submission process with Avicia**

**7. ICS Male terminology**

ICS this is going forward- Beth Shelly is going to be on this document. JE confirmed the SSC reviewed the applications and she is confirmed as a member on the committee.

**8. Fistula paper (Gill)**

GB before the document goes to publication it needs to have 3 experts reviewers. Jacques Corcos comments received. Waiting on Chris Payne's feedback. It's also gone to the Board, Education and Standardisation Steering Committee for sign off.

Request that the title includes the committee or acknowledgement of the committee. Need to make a final decision- thoughts?

DM asked whether anyone else on the committee was involved? GB said several committee members had sent her questions, comments and suggestions to improve the draft document.

Group discussed it and agreed on Gill Brook and ICS PT Committee, with the committee members who had contributed named in Acknowledgements.

**9. Rebekah's education survey (Gill)**

GB provided a spreadsheet of the latest version of PF examination survey which Rebekah is leading. We are still awaiting details from Sweden and Turkey. These are the last 2 that are still open, all others have replied.

DM asked whether middle of May should be the deadline? GB agreed that this would be fine, she will chase and if not responses then we will finalise this research. DM confirmed Rebecca Das will be named on this document. Anyone else would like to be involved in this document? RK and HM happy to help as required going forward. DM to contact as and when

required.

#### **10. Physiotherapy Forum Update**

PJV provided a copy of the agenda, see attached. PJV so far so good. A letter of confirmation has been emailed out and they have to sign to confirm their attendance. Following last year's action- where people dropped out last minute. We need 1 more workshop, working on this at the moment. DM asked if anyone knows of PT's attending that could be involved in workshops. HM advised lots of options, PJV advised that a number of people were contacted but they wanted funding to attend. HM suggested that PJV send the list of names and she can cross check this against the people that she contacted.

There will be a reception after the forum, as part of the ticket.

DM asked whether people selected the workshop when registering? PJV confirmed they did. MM thought we need to introduce immediate feedback as we received limited feedback last year.

JE to discuss with AB evaluation process- is it possible to include in the main evaluation?

DM need to remind people in the forum to complete the survey.

Will need to decide committee volunteers, before the forum, at the committee meeting.

#### **11. Education document (See attached).**

Physiotherapy for Female Urinary Incontinence, see attached draft. Doreen to clarify what kind of feedback is required from the committee on this draft and the requirements of the journal. Feedback by the end of 4<sup>th</sup> May.

#### **12. Physio committee – nominations/voting**

Two expressions of interest received from Jenniffer Voelkl and Gustavo Latorre. Peter is now stepping down, so we have 2 positions available. Would the committee like to accept? All agreed.

#### **13. School of Physiotherapy - Cristiane Carboni/Rhonda Kotarinos**

RK reviewed the current videos. RK and CC were joint Directors but only CC has applied to stay on as director. RK felt, from her review, that the content wasn't of benefit to PTs. The group discussed this. JE advised that the current content is taken from previous annual meetings or filming in the office. This was before the current process was in place and we would like to generate more relevant content for PTs. It would be great if RK could stay on the group and provide her input.

Group discussed the institute generally and their views on the system/content.

RK advised that she has not heard anything since the deadline to review the video content. JE to follow up with Avicia who is leading this project.

**Action: Avicia to provide an update on the Institute project and the involvement of the Director/Committee.**

**14. AOB**

None.

DM thanked everyone for being on the call.



**ICS Physiotherapy Committee meeting Minutes**

**Tuesday 12<sup>th</sup> September 2017**

**Venue: Fortezza da Basso**

**Room: n5 Palazzina Lorenese**

**Time: 08:00-10:00**

**Known Attending:** Doreen McClurg (Chair), Cristiane Carboni, Heather Moky, Melanie Morin, Nelly Faghani, Paula Igalada-Martinez, Petra Voorham - van der Zalm, Rebekah Das, Rhonda Kotarinos, Gill Brook

**Known Apologies:** Adelia Lucio, Peter Meyers,

**Also in attendance:** Jenny Ellis, Cristina Naranjo Ortiz,

**1. Committee picture to be taken**

The committee picture was taken and is available on the ICS website.

**2. Approval of Tokyo meeting minutes (Attached)**

The committee approved the Tokyo minutes, RD (1<sup>st</sup>) and DMC (2<sup>nd</sup>.)

**3. Terms of Office (Attached)**

DM will stay on for another 3 year term. DM thanked RD for her contribution to the committee, RD was presented with a certificate of appreciation. DM confirmed GB was required to stay on the committee for another year to assist with projects.

**Action:** Office to add 1 year on to GB co-opted term.

**4. Terms of Reference (Attached)**

DM requested that the committee review the current TOR following the meeting and confirm whether any changes are required- to be discussed on the committee forum.

**Action:** Office to add TOR to the forum for review- 1 month deadline.

**5. Outstanding Actions:**

**Action:** Committee to sign off Montreal and teleconference minutes at the next quorate teleconference/meeting.

The committee were not quorate in Tokyo, the minutes could therefore not be ratified. 1<sup>st</sup> by PM, 2<sup>nd</sup> RD.

DM welcomes everyone to the meeting-it's been a busy few days! PV confirmed that we have 137 delegates booked for the PT session, we have 12 roundtables planned

and are expecting around 150 delegates to attend.

## 6. Discussion on on-going work

### a. Rebecca Das survey (Attached)

RD provided an update on her work. A survey undertaken by Beth Shelly some years ago showed that people trained privately rather than at university. This scoping review demonstrates what is taught at Universities worldwide in regards to vaginal examination of pelvic floor function. We have responses from 9 countries so far.

RD advised that she was now on version 9 of the excel files. We still need to follow up some countries including Sweden, Portugal and Turkey. Also to follow up via a project initiated at the WCPT, to find out if the countries so far are fully representing worldwide teaching. RD asked whether the committee thought this needed to be followed up- all agreed it should.

**Action: RD to highlight sparse areas of data for further exploration.**

RD confirmed that the focus has been on vaginal exam of PT function so far. The committee discussed creating a group to go through the content and outline two areas:

>Core teaching: content included in conduct of a vaginal examination of pelvic floor function

>Context: undergraduate or post graduate training?

The aim of this survey would be to publish the findings in NAU but RD was unsure whether this would fit the remit of the journal? JE advised that the journal published a range of content- consensus documents etc.

HM felt this would be valuable as it highlights the differences in the nurse and PT role. This document could help define the role of a PT. All agreed.

RD asked who to hand this data over to? DM will take over with the assistance of GB and PV.

**Action: RD to hand data over to DM, GB and PV to take forward.**

The committee thought it would be useful to review the data to date- a forum discussion would be useful.

**Action: Office to upload RD data to committee forum for review and discussion.**

### b. Gill Brook's Fistula work (short report attached or to be given)



GB provided a background of her co-opted position- working on the PT and fistula project. As per the report, we have a draft ready but we need to do a review of this draft before it can progress. GB asked for reviewers from the committee- PM & RK volunteered.

**Action:** GB to email draft to the office to upload to a private forum for PM & RK to review and provide their feedback.

GB suggested a 2 week review period.

c. **Heather Moky's Conservative Management of Male Pelvic Floor Muscle Function and Dysfunction working group**

HM provided the committee with an update on the proposal. There is a meeting on Thursday with Bernard Haylen (SSC Chair) to discuss this further. HM is working on a draft scoping document, once final this will be emailed to the committee as a whole to review.

**Action:** HM to email committee draft scoping document for the proposed Conservative Management of Male Pelvic Floor Muscle Function and Dysfunction working group.

d. **Feedback from ICS education committee on our application re our proposal re article and filming etc (Proposal attached) Doreen. Discussion on events around this and moving forward.**

The group discussed the draft to date and history of the document- see attached documents.

RD suggested content is based on development, translation and evaluation of a new pedagogical tool to teach physiotherapy assessment of women with pelvic floor dysfunction video. Abstract 196, ICS 2011, Madill S, Chaffey S, Dumoulin C- to demonstrate informed consent process, infection control etc. MM expressed concern regarding infection control as this differs worldwide. Group agreed but suggested a best practice approach could be included.

RK suggested that this could be a series- UI, POP, faecal etc. This would be a long term goal for the committee.

Funding for filming was discussed- does this need to be agreed by the Board? JE advised that we have a separate modules budget managed by the education committee, so you just need to contact Elise to arrange.

MVK joins meeting.



e. **Scientific Education Committee and Board updates**

MM provided an update on this year's abstracts- not much has changed regarding the number of PT abstracts, we still have a good response rate. MM advised that she was looking into a breakdown of stats for PT submission.

**Action:** MM to provide breakdown of PT abstract submissions for committee.

PM asked what skills are required to review abstracts? MM advised that they review on scientific merit and originality. The scientific committee are working on creating a video to assist reviewers. MM recommended that the committee watch this if they are interested in reviewing abstracts.

**Action:** MM to send committee abstract review video once available.

CNO advised that the Board meeting went well. The BoT would like Chairs to monitor the engagement of members, inactive members will be encouraged to step down.

MVK provided an update on the education committee projects. MVK highlighted the changes to the committee since she joined. The committee are taking everything to the next level and there's a lot of work to do. Elise is doing a great job! MVK wished PI good luck in the role.

Changes this year include the workshop time limits. This created fresh content for the meeting with lots of new sessions and short, engaging sessions. The committee thanked MVK for her service to the education committee.

7. **ICS Institutes (See attached info from Dan)**

DM highlighted the new physiotherapy school under the ICS institute. This is just starting and will create a lot of work but will provide members with excellent resources for PTs worldwide.

8. **Change of name for Roundtables at annual meeting- discussion**

The group discussed how the name originally was on for the PT session but we now include roundtables in the main programme. We need to differentiate between our session and the main session. The group discussed this and decided Physiotherapy Forum would be a better name, we will start using from next year.

**Action:** Office to change Physiotherapy Roundtable to Physiotherapy Forum on 2018 programme.

Group discussed whether the workshops should change or stay the same. It was



agreed that they would change their name to discussion groups.

*Postscript Note: Following a discussion after the meeting it was agreed to change next year's title to the 17<sup>th</sup> Physiotherapy Forum.*

#### 9. Discussion on Round table and finalizing timetable

There have been a few last minutes issues- we lost 2 workshop chairs and due to this had to close workshops and offer alternatives for the delegates. All 12 workshops are now fully booked with 10 people per table.

The committee discussed how to deal with last minute cancellations. It was suggested that we have back up chairs in place for future events.

**Action:** RT co-ordinator to arrange for back up chairs for future events.

HM suggested that we ask the chairs to sign a contract when they confirm their position. This contract would include key dates that they need to be aware of and when responses are required.

**Action:** PV to get speakers and chairs of the RT to sign an informed consent

PV asked whether any committee members would like to co-chair the sessions? We have 3 rooms booked for the workshops and need a co-ordinator in each room. DM, NF and PM volunteered.

DM thanked PV for all her hard work, the organisation has been amazing! Round of applause from members for PV.

DM advised that we will need volunteers for next year. NF, HM and RK volunteered to help PV.

**Action:** Office to update the RT subcommittee to include NF, HM and RK.

The group advised that they will need a call to discuss further.

**Action:** Office to arrange a call between PV, NF, HM and RK.

The committee discussed the merits of holding a drinks reception for PT's- timings, location etc. The group were concerned about value for money, enjoyment of delegates etc. JE advised if the committee wanted to explore this further then it is possible to send PT delegates a post meeting evaluation, in addition to the standard evaluation, to obtain more valuable feedback. DM advised this was a possibility.



**Action:** DM to let office know if a post meeting evaluation for PTs was required.

#### **10. AOB**

DM asked whether there was a need for a workshop at 2018? This year's workshop is dual translated and run by MS, who is now retiring. Group discussed and felt a workshop would be beneficial but it would need CME accreditation to encourage people to attend. DM to look into this further.

**Action:** DM to look at possible workshops for ICS 2018 and accreditation for PTs.

CC advised she would draft a news schedule and email it around to committee members.

**Action:** CC to draft a committee news schedule and email it to committee members.

**ENDS**

**Physiotherapy Committee Terms of Office**

Member	Committee Role	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Doreen McClurg	Chair	23-Oct-14	28-Aug-20	6	Y	6 year term will finish in 2020- CANNOT BE RE-ELECTED	
Melanie Morin	Committee Member	18-Oct-12	30-Aug-18	6	N	6 year term will finish in 2018- CANNOT RENEW	
Gill Brook	Co-opted	15-Sep-16	30-Aug-18	1	N		
Peter Meyers	Committee Member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	Stepping down in Philly
Cristina Naranjo Ortiz	Committee Member and Ex-Officio	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- cannot renew	Cannot call for the position due to maximum numbers
Nelly Faghani	Committee Member	15-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Cristiane Carboni	Committee Member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	
Rhonda Kotarinos	Committee Member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	
Adelia Lucio	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- CANNOT renew	
Petra Voorham-van der Zalm	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- CANNOT renew	
Heather Moky	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- CANNOT renew	
Paula Igualada-Martinez	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- CANNOT renew	
Jenniffer Voelkl	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew	
Gustavo Latorre	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew	

**Quorate No=5**  
**Committee = 11**

**Nominations 2018**

Cristina Naranjo Ortiz stepping down in 2019. We would normally call for this position but we need to reduce the committee numbers to 10 people, so we will not call for any new members this year

<b>Key</b>	
Colour	Meaning
	Stepping down in Philadelphia
	Stepping down in Gothenburg
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Philadelphia
	New member/position
	No action

### ICS Physiotherapy Committee Terms of Reference

**1. PURPOSE:** The Physiotherapy Committee represents and supports ICS physiotherapy members and the physiotherapy contribution to various ICS committees in order to encourage and maintain the multidisciplinary strength of the ICS. It acts as a liaison body between the Chair of ICS, ICS Board of Trustees and its physiotherapy members regarding matters of mutual concern.

**2. FUNCTIONS:**

The Physiotherapy Committee has 3 functions: communication, research and education.

a) Membership and communication

- Organise the annual Round-Table meeting
- Create and manage the Physiotherapy Website
- Seek out and encourage PT members to run for key ICS committees.
- Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.

b) Scientific and Research

- Foster PT involvement in workshops and courses
- Encourage research
- Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
- Facilitate an International scientific study group

c) Education and Professional development

- Foster physiotherapy education under the auspices of ICS that is of the highest quality, including but not limited to, courses and workshops at Annual Meeting and Educational Activities in developing countries.
- Create and market a competence profile of a pelvic floor physical therapy
- Produce educational material specific to physiotherapy

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

**4. COMPOSITION:**

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio		3 Years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent	<a href="#">See Membership Page</a>	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.

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	member (past 5 years) of the Physiotherapy Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.		
Membership	<p>All members of the ICS Physiotherapy Committee must:</p> <ul style="list-style-type: none"> <li>- be an active ICS members (paid for current membership year) as per by-law 2.3.2*</li> <li>- have completed a disclosure form</li> <li>- have been a member of ICS for at least 1 year and / or attended at least 1 Annual Meeting, to have first-hand experience of the workings of the Society</li> <li>- be active physiotherapy representative members on various ICS committees and subcommittees, and / or active on physiotherapy committee working parties or sub-committees as per by-law 2.3.6^</li> <li>- attend at least 2 out of 3 ICS Annual Meetings. Members are also required to join teleconferences. The committee is made up of between 10 and 12 members</li> </ul>	<a href="#">See membership page</a>	<p>3 years, but renewable once by Chair/Committee approval.</p> <p><u>The committee will have a maximum of 10 people.</u></p>
Subcommittees	<p>The physiotherapy committee will convene the following subcommittees:</p> <ul style="list-style-type: none"> <li>• Physiotherapy Membership and Communication Subcommittee</li> <li>• Physiotherapy Round Table Subcommittee</li> <li>• Physiotherapy Scientific and Research Subcommittee</li> <li>• Physiotherapy Professional Development Sub-committee</li> <li>• Others as deemed appropriate from time to time</li> </ul>		

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\*2.3.2. All members of ICS committees must be active ICS members as defined under membership in these bylaws.

^2.3.6. The performance of committee members will be reviewed annually by the committee to determine their contribution based on attendance at meetings, responsiveness to projects etc. Non-active members will then be asked to resign.

**5. MEETINGS:**

- One face-to-face meeting during the Annual Scientific meeting.
- One teleconference, normally in January.
- Other communications by email.

**6. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

**7. MINUTES:** As per the 2009 ICS Bylaws:

**6. Minutes**

**6.1.** Minutes of all General Meeting, Board of Trustee meetings, Executive Committee meetings, any formal meetings of ICS officials and ICS committee meetings must be recorded, and kept at the ICS office and published on the ICS website in the member's only section.

**6.2.** Draft minutes of the meetings shall be sent to all those who attended for correction and subsequently made available to all ICS members via the website within six weeks of the date of that meeting.

**6.3.** Only a member attending the meeting in question may comment on the accuracy of the draft minutes. Any ICS member can comment on the subject discussed or the issues raised.

**6.4.** Sensitive issues will be recorded in the published minutes by the subject only.

**8. MEMBERSHIP ROLES AND REPORTING FUNCTIONS:**

**1. Physiotherapy Committee Chair**

**a. Reports to:**

- i. Trustees
- ii. Responsible for submitting an interim report to the Board of Trustees' mid-term meeting - date given in advance each year.
- iii. Prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies.

**b. Roles:**

- i. Coordinate the activities of the physiotherapy committee
- ii. Be present at the Annual General Meeting should the membership have any questions about committee activities.
- iii. Lead all committee members in active participation in committee activities

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- iv. Review committee member performance annually as per by-law 2.3.6.

2. Physiotherapy Membership and Communication Subcommittee / Team

- a. Reports to:
  - i. Physiotherapy Chair
  - ii. Report to be given at the Physiotherapy Round Table Meeting each year.
- b. Roles:
  - i. Create and manage the Physiotherapy Website
  - ii. Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.
  - iii. Develop and implement strategies to help ICS physiotherapy members connect / network / become involved in ICS Physiotherapy activities
  - iv. Seek out and encourage PT members to run for key ICS committees. (See below for specifics)
    - Board of Trustees
    - ICS Education Committee
    - ICS Scientific Committee
      - Such representative members will be expected to provide a written report prior to each physiotherapy committee meeting, and be able to discuss relevant issues to their portfolio during the committee meetings.
- c. Composition:
  - i. Lead and team members

3. Physiotherapy Round Table Subcommittee / Team

- a. Reports to:
  - i. Physiotherapy Membership and Communications Subcommittee lead
  - ii. Report to be given at the Physiotherapy Round Table each year and as requested.
- b. Roles:
  - i. Plan and coordinate the Physiotherapy Round Table at Annual ICS Meeting each year
  - ii. Determine structure of Round Table to possibly include
    - 1. Report of physiotherapy subcommittee leads
    - 2. Presentation for research of good quality not accepted for the annual meeting
- c. Composition
  - i. Physiotherapy Round Table Subcommittee lead – an experienced Round Table Subcommittee member
  - ii. Member of the Physiotherapy Scientific and Research Subcommittee – responsible (with the help of other round table subcommittee members) to plan the scientific component of the meeting
  - iii. Member of the Physiotherapy Membership and Communication Subcommittee

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- iv. Site liaison – from the country elected for the subsequent annual meeting, In situations where there is no site physiotherapist available, the site liaison member would be elected from the current committee or from the general membership
- v. Other members as needed

4. Physiotherapy Scientific and Research Subcommittee / Team

- a. Reports to
  - i. Physiotherapy chair
  - ii. Report to be given at the Physiotherapy Round Table each year.
- b. Roles:
  - i. Works with ICS Scientific committee physiotherapy representative to foster PT involvement in workshops and courses
  - ii. Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
  - iii. Encourage research – possibly including an international scientific study group.
- c. Composition
  - i. Lead and team members

5. ICS Scientific Committee Physiotherapy representative

- a. Reports to
  - i. ICS Scientific committee chair
  - ii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Scientific Committee
- b. Roles
  - i. Be an active contributing member to the ICS Scientific Committee: Represent physiotherapy members and their contribution to ICS research activities
  - ii. Act as liaison between the Physiotherapy Scientific and Research Subcommittee / team and ICS Scientific Committees

6. Physiotherapy Education and Professional Development Subcommittee / Team

- a. Reports to
  - i. Physiotherapy chair
  - ii. Report to be given at the Physiotherapy Round Table each year.
- b. Roles:
  - i. Create and manage a list of interested physiotherapy speakers for educational courses
  - ii. Create and market the competency profile of Pelvic Physical Therapists
  - iii. Produce educational materials specific to physiotherapy
- c. Composition
  - i. Lead and team members

7. ICS Education Committee Physiotherapy representative:

- a. Reports to:

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- i. ICS Education Committee Chair
  - ii. ICS Workshops and Course Sub-committee (WACS) Chair
  - iii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Education Committee
- b. Roles:
  - i. Be an active contributing member to the ICS Education Committee and WACS:
    - 1. Represent physiotherapy members and their contribution to ICS Educational Activities
    - 2. Attend 2 Education Committee meetings per year (Annual Scientific Meeting, and January committee meeting in London)
    - 3. Read and score workshop applications submitted to Education Committee (Dec – Jan each year)
  - ii. Act as liaison between the Physiotherapy Professional development Subcommittee / team and ICS Education Committees
    - 1. Propose, design and co-ordinate submission of workshops representing (but not limited to) high quality physiotherapy contribution to the ICS, for submission each year by Dec 1<sup>st</sup>, with assistance from the Physiotherapy Professional Development Subcommittee
    - 2. Co-ordinate the physiotherapy contribution to ICS external Educational Activities (speakers, topics, content), in conjunction with the Physiotherapy Professional Development Subcommittee

#### 8. ICS Trustee Physiotherapy Representative

- a. Reports to
  - iii. ICS Board of Trustees
  - iv. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Board of Trustees
- b. Roles
  - v. Be an active contributing member to the ICS Board of Trustees: Represent physiotherapy members and their contribution to ICS
  - vi. Act as liaison between the Physiotherapy committee and ICS Board of Trustees
- c. If no Physiotherapy Trustee Representative at any one time, the Chair of the Physiotherapy Committee will liaise with the Board Allied Health Representative

To view the Terms of Office Information please [click here to view membership page](#)

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