

Community of Practice Guidance

Background and Purpose

A Community of Practice (abbreviated CoP) provides a structured environment for SESAM members with a shared interest in a specific aspect of simulation-based education to collaborate and share experiences with each other.

A. Structure and Governance

1. CoP membership is open to all SESAM members.
2. The process of establishing a new CoP is as follows:
 - a. The application to form a new CoP is submitted by three current SESAM members to the Executive Committee (EC). The application should contain the objectives and an outline action plan of the future CoP.
 - b. Once the EC has ratified that the CoP fulfils criteria as defined in this document the EC will inform co-applicants and the establishment of the new CoP will officially be announced to the SESAM members.
3. As a SESAM committee, CoPs need to adhere to a predefined leadership structure. The positions within the CoP leadership are open for every CoP member and will be voted on by the members of the CoP. Every CoP must have at least the positions of:
 - a. Chair
 - b. Co-chair
 - c. Secretary
4. CoPs can apply for financial support from the EC for a CoP specific activity.
5. Each CoP will have the option of an allocated timeslot during the SESAM Annual Meeting for a face-to-face meeting, including the opportunity to further work on internal work products and reporting on CoP activities.
6. Each CoP is invited to submit CoP themed content during the call for abstracts. If accepted by the Scientific Committee for inclusion in the programme, this will be flagged as CoP specific content in the programme.
7. The CoP Leadership must have a minimum of 3 meetings per year, one which must be a face-to-face meeting held during the SESAM Annual Meeting
8. Resources and content developed by the CoP will be shared with SESAM members through the digital platform.
9. Each CoP will have a dedicated space on the SESAM website and CoP members will be asked to provide information to be displayed.
10. Each CoP must provide a written report to the EC on their activities and results in advance of the SESAM Annual Meeting and attend the SESAM Extended Committee meeting twice a year.

B. CoP Chair Duties and Responsibilities

1. Personal attributes
 - a. The CoP Chair should have strong links with simulation enthusiasts in the particular area/ topic of interest of the CoP.
2. General

The CoP Chair must remain aware of and promote activities within the CoP area of interest during the SESAM Annual Meeting.

- a. The Chair has the responsibility to lead the work of the CoP Leadership
- b. The Chair is responsible for reporting on a quarterly basis to the EC.
- c. The Chair must attend the SESAM Annual Retreat prior to SESAM Annual Meeting.

C. CoP Co Chair Duties and Responsibilities

1. Personal attributes
 1. The CoP Co Chair should have strong links with simulation enthusiasts in the particular area/ topic of interest of the CoP.
2. General
 - a. The CoP Co Chair must remain aware of and support the Chair to promote activities within the CoP area of interest during annual meetings of SESAM.
 - b. The Co Chair has the responsibility to support the Chair with the work of the CoP Leadership.
 - c. The Co Chair must attend the SESAM Annual Retreat prior to SESAM Annual Meeting if the Chair is unable to attend.
3. Specific to CoP working meeting
 - a. The Co Chair must support the Chair with preparing the meeting agenda.
 - b. The Co Chair is responsible for chairing the CoP meeting in the absence of the Chair.

D. CoP Secretary

1. Personal attributes
 - a. The CoP Secretary should have strong links with simulation enthusiasts in the particular area/topic of interest of the CoP.
2. General
 - a. The CoP Secretary must remain aware of and support the Chair and Co Chair to promote activities within the CoP area of interest during SESAM Annual Meetings.
 - b. The Secretary has the responsibility to support the Chair and Co Chair with the work of the CoP Leadership
 - c. The CoP Secretary must ensure agendas and minutes for CoP meetings are kept up to date and shared with the SESAM Secretary to be recorded and stored in the SESAM document management system.
3. Specific to CoP working meeting
 - a. The Secretary must support the Chair and Co Chair with preparing the meeting agenda and distributing it to all CoP members.
 - b. The Secretary is responsible for chairing the CoP meeting in the absence of the Chair and Co Chair.

E. Terms of office

2 years

F. Benefits

1. SESAM Members joining a CoP will ensure the special field of simulation they are interested in will get support in promoting their goals.
2. The CoP is being offered support by the Society in organising and networking, within the CoP as well as with external partners.
3. CoP members will be provided the opportunity to disseminate CoP specific content through the Society's social media channels, newsletters and website.