

Lesotho Boston Health Alliance



INTERNSHIP REPRESENTATIVES COMMITTEE TERMS OF REFERENCE

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Table of Contents

DEFINITIONS.....	3
1 ESTABLISHMENT	3
2 FUNCTIONS AND RESPONSIBILITIES.....	3
3 ELECTION OF THE INTERNSHIP REPRESENTATIVES.....	4
4 CONDUCT OF A REPRESENTATIVE.....	4
5 RIGHTS OF AUDIENCE AND DEBATE	5
6 VACANCIES	5
7 REMOVAL OF A REPRESENTATIVE FROM OFFICE	5
8 APPEALS	6
9 MEETINGS	6
10 MEETING ETIQUETTE	7
11 ACCESS TO RESOURCES.....	7
12 DISSOLUTION OF THE COMMITTEE	7

DEFINITIONS

“Internship Representative Committee” means the joint committee comprising equal representation of interns and Internship management team

“Internship Task Team” means the team made up of LeBoHA representatives and interns’ representatives

“Internship Coordinator” means the officer appointed to coordinate and manage the affairs and welfare of interns throughout the whole Internship rotation sites.

1 ESTABLISHMENT

The Internship Representatives Committee was established by the LeBoHA and Internship Task Team in August 2020. The Committee will provide reports to the Internship Coordinator to advise the LeBoHA Internship team in relation to intern issues, grievances, disputes and welfare.

2 FUNCTIONS AND RESPONSIBILITIES

- 2.1 The overall aim of the Internship Representative Committee shall be to represent, safeguard and advance the educational and learning experiences of interns.
- 2.2 To represent Interns’ interests to the LeBoHA Internship team.
- 2.3 Resolve disputes between interns and the Internship management Team and between interns themselves in matters relating to or affecting the internship programme only.
- 2.4 The exercise of the Committee’s function under paragraph 2.3 above will have regard to the relevant codes, policies and guidelines of conduct.
- 2.5 To facilitate engagement, promote communication and interaction between the interns and the LeBoHA Internship team for the benefit of both parties.
- 2.6 Provide an avenue for interns to provide feedback and recommendations regarding the interns’ experiences

3 ELECTION OF THE INTERNSHIP REPRESENTATIVES

- 3.1 There shall be a total of eight (8) representatives in the Committee
- 3.2 Election to the Internship Representatives Committee is open to all enrolled interns
- 3.3 Representatives of the Internship Management Team shall be elected by the team.
- 3.4 All elections for the Internship Representatives Committee shall be conducted by voluntary secret electronic ballot.
- 3.5 All eligible interns shall be entitled to vote and to be voted into office.
- 3.6 The roll of persons eligible to vote in any election shall be the list of interns verified by the Internship Administration Officer.
- 3.7 Representatives shall hold office for a period of 12 months from the beginning of enrolment of interns.
- 3.8 Elected representatives may serve for no more than one term of office.
- 3.9 Expressions of interest received for position vacancies outside of an election period will be considered

4 CONDUCT OF A REPRESENTATIVE

Internship Representatives are bound by the Code of Conduct which is intended to promote and maintain the highest ethical and professional standards of interns

Internship Representatives must:

- ✓ Attend all scheduled meetings with the LeBoHA Internship Team
- ✓ Act honestly and with integrity
- ✓ Act at all times in the interests of the Internship program
- ✓ Exercise due care, skill and diligence in their duties
- ✓ Be independent in judgement and action
- ✓ Maintain the confidentiality of information obtained in the course of their duties as representatives
- ✓ Members are to use such information only for the purposes for which it was provided
- ✓ Be at liberty to hold meetings amongst themselves
- ✓ Conscientiously seek to understand enough about the role and function of the internship Representative Committee.

5 RIGHTS OF AUDIENCE AND DEBATE

- 5.1 The Internship Representatives may extend rights of audience and debate on either a standing or ad hoc basis.
- 5.2 The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings but no voting rights:
- ❖ Internship Director
 - ❖ Internship Coordinator

6 VACANCIES

- 6.1 A vacancy in the Internship Representative Committee shall occur if a member is deemed to have vacated his/her position.
- 6.2 A position of the Internship Representative shall be deemed to have been vacated if the member:
- a) Resigns from the office in writing, such resignation will take effect on the date stated in the resignation, or in the case of no stipulated date, at the expiration of 14 days of the service of notice to the Internship Representative
 - b) Is absent from two consecutive meetings of the committee without any apology or leave of the Chairperson.
 - c) Ceases to be a current enrolled intern or employee of the LeBoHA Medical Internship Management Team
- 6.3 The term of office for any member to fill the vacancy for an elected position shall be for the remaining duration of the vacated position's term of office.
- 6.4 The Internship Representative Committee may continue to act notwithstanding any vacancy in its membership.

7 REMOVAL OF A REPRESENTATIVE FROM OFFICE

- 7.1 The Interns may recommend the removal of a representative to LeBoHA Internship Team if the majority of Interns are satisfied the Representative:
- a) Fails to comply with the provisions of these Terms of Reference

- b) Conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Interns and the Internship programme
- c) Is absent from two consecutive meetings of the Committee

7.2 If the Interns resolve that a member is to be removed from office under this section, the committee must as soon as practicable:

- a) Give the representative notice and the reasons for it, and
- b) Call a special meeting to allow the Representative the opportunity to present his/her case.

8 APPEALS

If the Representative removed from office believes their removal to be unfair, or not in accordance with the terms of reference, the removed Representative may lodge a grievance according to the Internship grievance code and procedure as outlined in the Medical Internship Code of Conduct.

9 MEETINGS

Meetings are held twice a year at times designated by the Internship Programme team.

9.1 The committee shall decide on its structure and standard operating procedures during its first meeting.

9.2 Notwithstanding 9.1 above, the representatives committee can request a meeting whenever there is a burning issue.

9.3 Such burning issues may include issues relating to dispute resolution and/or grievances.

9.4 The exercise of the Committee's duties under paragraph 9.3 above will have regard to relevant Codes, Guidelines and Procedures related to the training programme outlined in the Code of Conduct.

9.5 Meetings may be held face-to face, telephonically, through video conferencing, or other electronic means.

- 9.6 Interns shall be entitled to vote only at meetings at which they are present.
- 9.7 The quorum shall be 2/3 majority for any meeting of the committee to proceed
- 9.8 Representatives are required to be fully prepared for each meeting, having read the documents in advance, and make every reasonable effort to attend each meeting.
- 9.9 Meals will be provided during official meetings.
- 9.10 Transport to and from the venue of the meeting will be provided to the Representatives

10 MEETING ETIQUETTE

- 10.1 Internship Representatives are to be professional and respectful at meetings, and not use inflammatory language or engage in intimidating and inappropriate behaviour.
- 10.2 Agendas and associated documentation will be distributed three working days prior to the meeting, via the email by the Internship team.
- 10.3 Minutes are to be prepared from each meeting.

11 ACCESS TO RESOURCES

Representatives will be provided with reasonable access to resources required to fulfil their duties.

12 DISSOLUTION OF THE COMMITTEE

- 12.1. The committee shall be dissolved by mutual agreement between the interns and the Internship Team
- 12.2. Upon dissolution all documents and any assets shall be handed over to the Internship Team