



# **Therapists in MS (TiMS)**

## **Aims and Constitution**



## Our mission statement

**To improve, strengthen and promote the therapist's role in the holistic support of people with MS by sharing expertise and developing skills, knowledge and evidence.**

### **TiMS has four main work streams**

- Service Development
- Education
- Research, Audit and Innovation
- Communication and Promotion

## Aims and Objectives

### **Service Development**

- To develop and improve therapy services for people affected by MS
- To produce guidance, audit tools and clinical tools to support the management of people with MS

### **Education**

- To support UK therapists, from novice to specialist, who have an interest in MS, through the sharing of expertise and best practice
- To develop and produce educational initiatives for UK therapists with an interest in MS
- To develop, produce and promote educational resources for people with MS

### **Research, Audit and Innovation**

- To support therapists in the field of MS by facilitating access to key research-related tools, schemes and organisations via the TiMS web-site
- To facilitate small scale projects (e.g. service evaluation, audit, research) which reflect projects that TiMS are working on

### **Communication and Promotion**

- To be a proactive voice for UK therapists with an interest in MS
- To increase awareness of the therapist's role in MS amongst other health and social care professionals and stakeholders
- To provide a way for therapists with an interest in MS to be in contact and share knowledge and experience with other interested practitioners
- To monitor and raise the profile of therapists working at specialist level
- To forge links with related professional organisations, both nationally and internationally

## Therapists in MS Working Group

### Composition of the Working Group

- The group can include representatives from any professional group currently registered with the Health and Care Professions Council (HCPC), who have regular involvement in the care of people with multiple sclerosis
- The total number of Group members will not exceed 25. The minimum number required at a meeting to make decisions is 12
- Proportions of professions within the Group will, as far as possible, be based on the HCPC registration figures for each professional group
- Attempts will be made to ensure that representatives come from a wide geographical spread across the UK
- Attempts will be made to ensure that the group contains representatives from different clinical settings and areas of MS expertise

### Aims

- To facilitate and deliver projects and activities that fulfil the aims and objectives of TiMS
- To represent TiMS members
- To respond in a timely and appropriate way to issues which affect TiMS members

### Membership Commitment

Members of the Working Group will be drawn from the TiMS membership. They will fulfil one or more of the following criteria:

- Possess expertise in a specific area of MS
- Work in an MS specialist role
- Have experience of MS related research
- Have experience of initiating or developing MS services
- Have responsibility for a particularly high MS caseload

In addition to the above, Working Group members must:

- Have current active involvement with an MS caseload, or bring relevant experience
- Commit to attend group meetings. These are one-day meetings and locations may vary. The number of meetings per year may vary, up to a maximum of four. If three meetings are missed within a year without a valid reason, the Co-chairs will review that person's membership of the Working Group
- Commit to be actively involved in progressing a project. This may involve a significant amount of work in free time. Project groups will additionally meet at key points and will also communicate by e-mail and conference calls
- Act to establish links with other therapists in their local region to keep them informed about the activities of TiMS
- Represent and promote TiMS in their day-to day work environment

## **Becoming a member of the Working Group**

- It is the intention to have a blend of professional groups, geographical locations and experience within the Working Group
- Group members will be asked to re-state their commitment at the end of each three year term
- At the end of each 3 year term, individuals can indicate their willingness to continue and would then be subject to a voting process if there are more volunteers than places available
- New members will be recruited from the TiMS membership list
- The opportunity to join the Group will be advertised annually at conference to all TiMS members
- Potential members should submit a short statement describing their reasons for wanting to join the Group and their experience of working with people with MS to the Co-chairs who will decide on their suitability for the role
- Suitable candidates will be recruited when a vacancy arises

## **Co-chairs of TiMS**

The Working Group will have two appointed Co-chairs who will work together to fulfil the following roles:

- Partnership working with the MS Trust
- Facilitation
- Leadership
- Clarification
- Providing a different perspective
- Guidance
- Promotion
- Fulfilment of the aims and objectives of TiMS
- Representation
- Consultation
- Effective communication

The Co-chairs will:

- Be a member of the HCPC
- Have experience of working with people with MS
- Hold office for 3 years (one term)
- Not hold office for more than 2 terms
- Will be from different professional backgrounds, where possible

## **Appointment of a Chair:**

When a Chairperson steps down, potential replacements will be nominated by the Group and approached to ascertain if they would be prepared to stand. All those prepared to stand will provide a short CV and mission statement and the Group will democratically elect the new Chair.

## **Decision making in the Working Group**

In general, decisions will not require a vote, however, if necessary:

- The decision to take a vote will be made by the Co-chairs or Chair of the particular meeting

- All members of the Group have the right to a vote, however, only those present when the decision to vote is taken are entitled to vote on a specific issue
- In the event of a split vote, the Co-chairs will have the final decision
- Voting can also take place electronically

## The TiMS website

TiMS is an initiative which brings together therapists and other allied health professionals who share a special interest in multiple sclerosis.

This dedicated website is the vehicle for communication amongst TiMS members and a way for all therapists with an interest in MS to get involved. It reflects the aims of TiMS and contains information about the current activities of TiMS, tools and resources, links to related websites and organisations and items of interest to therapists working in the field of MS and can be accessed at: [www.therapistsinms.org.uk](http://www.therapistsinms.org.uk)

TiMS members can ask the Working Group questions related to MS management as well as offering suggestions and feedback on the website content by emailing [therapistsinms@mstrust.org.uk](mailto:therapistsinms@mstrust.org.uk)

## Becoming a member of TiMS

Therapists and AHPs can sign up to become a member via the TiMS website. Benefits of membership include:

- Being able to ask questions about the management of MS which will be sent to the TiMS Working Group for a response
- Receiving a quarterly newsletter to find out more about our current work, recent TiMS meeting, latest projects and general MS-related news
- Receiving emails of interest for AHPs working with people with MS
- Being eligible to become member of the Working Group when a vacancy arises (see required criteria)

## TiMS newsletter

The Communication and Promotion group produce a quarterly newsletter. This will be sent out to all TiMS members in a timely manner following a Working Group meeting. The newsletter will contain a summary of the meeting as well as other information about latest projects and general MS-related news.

## MS Trust Support for TiMS

The MS Trust provides financial support for the Working Group meetings and all projects. Travel expenses for attendance (if individuals are unable to source support from their employers) are also available. Travel expenses for attending the TiMS meeting held at the MS Trust Annual Conference and any project meetings will be agreed on a case-by-case basis. The MS Trust also provides facilitation and support, both financial and administrative for TiMS activities and projects.

## Joint working with private enterprise

The TiMS Working Group may authorise any member to enter into any contract or execute and deliver any instrument **in the name of and on behalf of the TiMS** on a case-by-case basis and in accordance with national guidelines (ABPI Code of Practice Nov 2016 - Clause 20: Joint Working and Clause 21: Relationships and Contracts with Certain Organisations).

If any member of the Working Group wishes to work with private enterprise using the name of TiMS or on behalf of TiMS they must submit a full account of the activity to the Co-chairs and receive authority to proceed before signing any contract.

## Endorsement

No organisation or individual is allowed to use the TiMS logo or claim endorsement by TiMS without the express permission, in writing, of the TiMS Co-chairs.

Organisations wishing to receive endorsement from TiMS and use the TiMS logo must submit the following to the Co-chairs:

- A copy of the document for endorsement in full
- A full description of the reasons for producing the document
- Aims and objectives of the document
- Potential audience
- Declaration of interests of authors
- Financial information including production costs, backing, sponsorship and any on-going payment

Following a period of consultation with the Working Group, a decision will be taken by the Co-chairs within three months of submission.