

Guidelines for the operation of Reflective Practice and Learning Groups

1. Each Reflective Practice and Learning Group must have at least one experienced Member or Advanced Member of at least 3 years standing as a permanent member of the group.
2. An experienced Member or Advanced Member of at least 3 years must be present at all meeting of the Reflective Practice and Learning Group
3. Each member of the group must be a member of the MII and have their membership fees in order.
4. Each group should comprise members of different backgrounds and sectors.
5. Each group should comprise of 6 to 12 members
6. The group should meet at intervals of 4 to 6 weeks.
7. The group should agree the appointment of a Chair (this can be for each meeting or for a period of time) and a facilitator who is responsible for convening the meeting, recording minutes and certifying attendance and cease presentations made to the group.

The agenda for the meeting should have:

- Minutes of the previous meeting which must be approved by those who attended the meeting and signed and dated by the Chair.
- Group activity. This may include case presentation, a review of an article, a book or a discussion on a matter of interest to the group.
- A number of dates should be agreed in advance along with who will do the case presentation for each meeting.
- Any other business
- Briefing the members on issues currently being dealt with by the MII.
- Date of next meeting.

Denis Blanch

Registrar