

JOINT ROYAL COLLEGES AMBULANCE LIAISON COMMITTEE (JRCALC)

CONSTITUTION

1 PURPOSE

To provide advice and guidance on all clinical aspects relating to ambulance pre-hospital patient care, and to the interfaces of the ambulance service with primary care and hospitals. It will also be available for consultation on such matters.

2 TERMS OF REFERENCE

The Committee's interest shall be concerned in particular with:

- 2.1 Providing a national focus for the development and promotion of the highest quality and standards of ambulance emergency pre-hospital patient care, and for co-ordinating the work of Local Advisory Panels
- 2.2 Developing and setting national clinical standards and guidance for ambulance services, and disseminating information and good practice
- 2.3 Promoting clinical governance and providing a national focus for pre-hospital clinical audit and research
- 2.4 Providing clinical advice and support to those bodies responsible for the development or accreditation of initial and continuing education programmes for ambulance staff
- 2.5 Where appropriate, assessing and endorsing educational programmes and facilities
- 2.6 Making recommendations on changes to the list of drugs available to paramedics included in the 'Prescriptions only Medicines' list and on monitoring/auditing the use of those drugs
- 2.7 Providing a central reference, advisory, and monitoring point on Patient Group Directions for ambulance pre-hospital emergency care
- 2.8 Providing advice on any clinical or technological development that may improve, or impact upon the delivery of ambulance patient care
- 2.9 Developing and maintaining liaison between ambulance services and other clinical professions to promote the provision of seamless integrated care

3 ACCOUNTABILITY

Members shall be accountable to their nominating body for the decisions and advice of the Committee.

4 MEMBERSHIP

4.1 Full members of the JRCALC shall be nominees of:

- Ambulance Service Association
- British National Formulary
- British Paramedic Association
- Faculty of Accident & Emergency Medicine
- Health Professions Council
- Royal College of Anaesthetists
- Royal College of General Practitioners
- Royal College of Midwives
- Royal College of Nursing
- Royal College of Obstetricians & Gynaecologists
- Royal College of Paediatrics & Child Health
- Royal College of Physicians
- Royal College of Psychiatrists
- Royal College of Surgeons
- Staff Side Ambulance Council

4.2 The Committee may effect changes to the number of representatives from each organization from time to time.

4.3 The Committee may co-opt members as required providing this will assist it to achieve any of its stated purposes.

4.4 The Committee may create specialist Sub-committees on a permanent or ad hoc basis.

4.5 The Departments of Health (or equivalent) in England, Scotland, Wales and Northern Ireland, and any organization charged with the national accreditation or delivery of training and education for ambulance staffs, may appoint Observers to the Committee.

4.6 Members will normally serve for a period of three years, unless appointed as an Officer of the Committee, and are eligible to be re-nominated for a second three-year period by their sponsoring organizations.

4.7 Where members are unable to claim expenses from their employing authority, these should be claimed from the appropriate sponsoring body. At the discretion of the Honorary Treasurer, expenses may be claimed from Committee funds.

4.8 From time to time, a visitor may wish to attend a meeting for educational reasons or as an overseas guest. In each case, prior approval should be sought from the Executive sub-committee. The visitor will have observer status and must be accompanied by their sponsoring member.

5 OFFICERS

5.1 The overall functioning of the Committee shall be the responsibility of the Chairman, who shall be elected by the members to serve for three years and be eligible to be re-elected for a similar period.

- 5.2 The Chairman shall be assisted by two Honorary Secretaries, to serve jointly. The clinical professions shall nominate one Honorary Secretary, and the second shall be nominated by the Ambulance Service membership. Both shall serve a three-year term of office, and be eligible for re-nomination for a second three-year period.
- 5.3 The Committee shall appoint an Honorary Treasurer to oversee and advise on its financial affairs. The Honorary Treasurer shall serve a three-year term of office, and be eligible for re-nomination for a second three-year period.
- 5.4 The Chairman shall invite written nominations for vacant posts in advance of the next appropriate meeting of the Committee, at which the vote will be taken. Where more than one nomination is submitted, Officers shall be elected by a show of hands provided that the meeting is quorate at the time the vote is taken. In the event of an equality of votes, the Chairman shall have a casting vote; Observers are not entitled to vote. Unless otherwise stipulated by the Committee, such appointments will take immediate effect.
- 5.5 The Chairman, Honorary Secretaries and the Honorary Treasurer will together comprise the Executive Sub-committee that shall be authorized to make urgent decisions, subject to later ratification by the main Committee.

6 STANDING ORDERS

- 6.1 Meetings of the Committee will usually be held three times each year. Extraordinary and Sub-committee meetings may be called as required.
- 6.2 Meetings will usually be held at the Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, but may be held elsewhere.
- 6.3 Minutes of meetings will be taken, and circulated to members before the next meeting of the Committee.
- 6.4 Once agreed by the Committee, the minutes shall be sent to all the Bodies appointing members or sending observers to the Committee, and will be published on the JRCALC website.
- 6.5 The presence of twelve members shall be held to constitute a quorum, provided that at least three are appointees of the Ambulance Service.
- 6.6 The Honorary Treasurer shall authorize financial disbursements relating directly to the administration and stated purposes of the Committee, with the Chairman's approval. All other disbursements must be agreed by the Committee.
- 6.7 The Royal College of Physicians of London will provide basic administrative support, but the Chairman or Honorary Secretaries may make other arrangements where these are more expeditious or convenient.

Revised: October 2003