

## Terms of Reference

1. The Terms of Reference of the Joint Royal Colleges Ambulance Liaison Committee are as follows:

'The Committee' refers to The Joint Royal Colleges Ambulance Liaison Committee - JRCALC

### The Lead Colleges and Organisations - Committee Members

The Royal College of Anaesthetists

The Royal College of Physicians of London

The Royal College of Psychiatrists

The Royal College of General Practitioners

The Royal College of Midwives

The Royal College of Nursing

The Royal College of Paediatrics and Child Health

The Royal College of Surgeons of England /  
Edinburgh

The College of Emergency Medicine

The Faculty of Pain Medicine

The Faculty of Pre-Hospital Care

The Royal College of Obstetricians & Gynaecologists

The College of Paramedics

The National Ambulance Service Medical Directors -  
NASMeD

A Lay / Patient Representative

The Academy of Medical Royal Colleges will provide an arbitration function in the event of any difficulties between any parties named above and/or AACE.

## Constitution

2. (a) Following agreement by the Members concerned, the Committee's constitution shall be:

A Chairman

One representative per organisation forming committee members with a named, nominated deputy.

Any additional co-optees required to inform discussions, as decided at a meeting of the Committee or invited by the Chairman.

- (b) Only full members of the Committee shall be entitled to vote. The Chairman shall not have an independent vote, but only a casting vote in the event of the votes on any matter otherwise being equal.
- (c) A meeting shall be deemed quorate if 5 members plus the chair are present
- (d) The Chairman, who shall be nominated by the committee, shall serve for a maximum period of three years and may be nominated for a second term.
- (e) Members shall serve for three years and, if nominated again by their nominating body, will be eligible to serve for one more term of the same period. No Committee member may serve for longer than a total of six years, excluding any period spent as Chairman or Vice-Chairman.
- (f) In the event of a member ceasing, for whatever reason, to be a member of the Committee before the completion of the term of service, the body responsible for the nomination shall nominate another person to serve for the unexpired period of the term. Such a term of office shall be disregarded in relation to any subsequent term or terms of service for which that person may be nominated.
- (g) A single nominated member from another interested Faculty or College may be appointed to the Committee at some future date, with the agreement of a two-thirds majority of the current Committee members.

## 3. Members

- The Joint Royal Colleges Ambulance Liaison Committee - JRCALC - comprises representatives from the Royal Colleges and Faculties, UK Ambulance Services Medical Directors and expert authorities relating to Ambulance Service clinical practice and care in the UK.
- Its role is to provide robust clinical specialty advice, improving standards related to all clinical aspects concerning out-of-hospital care and the interfaces of the ambulance service with primary care and hospitals. JRCALC is also available for consultation on such matters.

- All JRCALC Members have a duty to exercise due diligence when providing advice, and to seek and consult experts, in the first place via their respective nominating bodies when dealing with matters related to their own expertise or the expertise recognised within their nominating respective bodies.
- Any advice provided outside the Members expertise, or not provided or endorsed by their respective nominating body shall be clearly identified and identifiable as such.
- The main aim of the Committee is to develop the JRCALC/AACE Clinical Practice Guidelines - further referred to as 'the Guidelines', according to the standards and the process negotiated with its stakeholders.
- JRCALC will act as a clinical reference group to provide high-level independent, specialist and expert advice to NASMeD, both in the production of Guidelines, and as a source of ad-hoc clinical advice on specific issues as and when they arise.
- The function of JRCALC will also include:
  - Along with NASMeD, provision of expert clinical advice and support to those bodies responsible for the development or accreditation of initial and continuing education programmes in the field of out-of-hospital and unscheduled care.
  - Provision of support and clinical advice for those assessing and endorsing educational programmes and facilities.
  - Provision of a clinical horizon scanning function through the sharing of intelligence gathered by the Royal Colleges, Colleges and Faculties and their representatives.

#### 4 The JRCALC/AACE Clinical Practice Guidelines

- JRCALC/AACE develops and reviews, on behalf of the UK Ambulances, its UK Ambulance Service Clinical Practice Guidelines.
- These Guidelines represent the national clinical practice guidelines for all Paramedics although the principles are applicable to all pre-hospital clinicians.
- The JRCALC/AACE Clinical Practice Guidelines are established via a well-structured and systematic approach, and represent universally agreed standards, based on consensus agreement amongst experts in their field, and the best evidence available.
- They are an important part of clinical risk management and ensure uniformity and continuity in the delivery of high quality patient care. As such, they form the basis for UK paramedic training and education.
- On behalf of AACE, NASMeD will provide appropriate assurance and lead the development of future versions of the guidelines.
- The responsibility for the dissemination and introduction of the JRCALC/AACE Guidelines and any clinical practice according to the Guidelines rests ultimately with the respective Ambulance Services, via their Clinical Governance and management structures.
- The Guidelines are reviewed on an ongoing rotating basis, or sooner if required due to evolutions in the field of research, development, practice or other stringent requirements.
- When published the guidelines will be titled and referred to as The JRCALC/AACE Clinical Practice Guidelines

#### 5. Administration

Administrative functions for JRCALC will be sourced via AACE in agreement with the JRCALC chair

#### 6. Finances

AACE will provide funding to cover the legitimate expenses associated with the running of JRCALC meetings, chairman's expenses, administrative costs of JRCALC function and the JRCALC website as an independent site hosting the JRCALC/AACE guidelines within agreed parameters.

Travel and subsistence costs will be borne by those Colleges, Faculties and organisations represented by the individual Committee members.

## 7. Endorsement, 'Badging' and Support

JRCALC, like Faculties, Colleges or Professional organisations and authorities are often asked to participate in joint publications with other organisations, or to support publications produced by other organisations that have already been prepared. The following taxonomy is proposed for both printed and electronic publications. This does not apply to links with commercial organisations or industry.

### Joint Publications

The organisation was involved from the start of the project and was represented throughout the preparation of the publication. A Service Level Agreement will often have been in place. The organisation has had the chance to comment on the final document and make suggestions for change. The final draft has been approved by the Main Committee.

The final document will bear the logo of JRCALC.

### Endorsement

The organisation is asked to review a finished document or electronic media from another source, without the opportunity to influence/change it. Notwithstanding this, the organisation believes the document is valuable and no significant reservations are expressed by the Main Committee.

The final document will say it has been endorsed, but will not bear the logo of the organisation.

### Support

The organisation is asked to review a finished document or electronic media from another source, without the opportunity to influence/change it. The organisation believes the general principles are of value, but has reservations about the scope, relevance, or method.

The final document will say it is supported, but will not bear the badge of the organisation.

### Not supported

The organisation is asked to review a finished document, but does not agree with one or more of its scope, relevance, method or recommendations. The document or electronic media is not supported.

8 Corporate Governance

**Future Revisions**

Any recommendations from the Committee for changes to the constitution shall be put to NASMED, Colleges and Faculties for their approval.

The constitution of the Committee shall be regularly reviewed by the Committee and, in the first instance, two years after inception of the Committee's activities.

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Agreed July 2014