

Terms of Reference

1. The Committee

'The Committee' refers to The Joint Royal Colleges Ambulance Liaison Committee – JRCALC. The Colleges, Bodies and Organisations invited as Committee Members are:

- 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 Royal College of Emergency Medicine
- The Faculty of Pre-Hospital Care
- The Royal College of Obstetricians & Gynaecologists
- The Royal Pharmaceutical Society / Ambulance Pharmacists Network
- The College of Paramedics
- The National Ambulance Service Medical Directors Group
- Association of Ambulance Chief Executives
- National Education Network of Ambulance Services

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

2. Constitution

- (a) Following agreement by the Members concerned, the Committee's constitution shall be:
- A Chair.
 - A minimum of one representative per organisation 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 Chair.
- (b) Only members of the Committee shall be entitled to vote. The Chair 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 Chair, who shall be nominated by the committee, shall serve for a term of three years and may be nominated to serve for subsequent terms. *Election of the Chair shall be by member's confidential vote with candidates restricted to existing committee members. Voting will be facilitated by the office of the AACE Managing Director. Candidates who put themselves forward for consideration are not eligible to vote. Each candidate will need to provide a supporting statement and will need to be seconded by another committee member. The successful candidate will be the one who receives the majority of votes. If a majority decision is not reached by the full members, the AACE Board will be consulted and asked to make a final appointment.*
- (e) Members shall serve for three years and, if nominated again by their national body, will be eligible to serve for further periods of three years.
- (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 be invited to 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) Nominees from another interested Faculty, body or College may be appointed to the Committee with the agreement of a two-thirds majority of the current Committee members.
- (h) A vote of no-confidence in the Chair may be instigated (via the AACE Managing Director) if it is felt that actions or behaviours are outside the interests of the committee.

3. Members, Role and Function

- a) 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.
- b) 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.
- c) All JRCALC Members have a duty to exercise due diligence when providing advice. They are encouraged to take counsel from fellow 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.
- d) Any advice provided outside the Members expertise, or not provided or endorsed by their respective nominating body must be clearly identified and identifiable as such.
- e) The main aim of the Committee is to develop the ‘JRCALC’ Clinical Practice Guidelines – further referred to as ‘the Guidelines’, according to the standards and the process negotiated with its stakeholders.
- f) JRCALC will act as a clinical reference group to provide high-level independent, specialist and expert advice to the National Ambulance Services Medical Directors group (NASMeD) and AACE, both in the production of Guidelines, and as a source of ad-hoc clinical advice on specific issues as and when they arise.
- g) The function of JRCALC will also include:
 - i. Along with NASMeD, provision of expert clinical advice and support to education programmes in the field of out-of-hospital and unscheduled care.
 - ii. 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 Clinical Guidelines

- a) JRCALC develops and reviews, UK Ambulance Service Clinical Practice Guidelines.
- b) The intellectual property right and copyright to the JRCALC Guidelines is owned and held by the Association of Ambulance Chief Executives (AACE)
- c) These Guidelines represent the national clinical practice guidelines for HCPC registered Paramedics although the principles are equally applicable to other pre-hospital clinicians.
- d) The Guidelines are established via a well-structured and systematic approach, and represent expertly agreed standards, based on consensus agreement amongst experts in their field, and the best evidence available.
- e) They are an important part of clinical risk management and ensure uniformity and continuity in the delivery of high-quality patient care. They form the basis for training and education of HCPC registered paramedics and qualified ambulance staff.
- f) On behalf of AACE, NASMeD will provide appropriate assurance and advise on the need for the development of future guidelines.
- g) The responsibility for the dissemination and introduction into practice of the Guidelines and any changes to clinical practice rests ultimately with, the Ambulance Services, via their Clinical Governance and management structures.
- h) 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.
- i) When published the guidelines will be titled and referred to as The JRCALC Clinical Guidelines (published by AACE)

5. Administration

- a) Administrative functions for JRCALC will be sourced via AACE in agreement with the JRCALC Chair

6. Finances

- a) AACE will provide funding to cover the legitimate expenses associated with the running of JRCALC meetings, Chair's expenses, administrative costs of JRCALC functions and the JRCALC website.
- b) Member's 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.

a) 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.

b) 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.

c) 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.

8 Corporate Governance

- a) Future Revisions: Any recommendations from the Committee for changes to the constitution shall be put to the Committee, AACE & NASMED.
- b) These Terms of Reference for the Committee shall be reviewed annually.

Drafted December 2013

Agreed July 2014

Reviewed and updated May/July 2019