

DEVELOPMENT AND APPROVAL OF STATEMENTS, POLICIES AND GUIDANCE

Background:

One of the key roles of BASICS South West is to support clinical governance across its member schemes and to develop common procedures and working practices across the region where appropriate.

To support this process BASICS South West periodically produces documents that detail the organisation's work and processes and/or provide guidance to schemes and individual members.

Documents fall into two broad categories:

Clinical and Operational Guidelines (COGs): These provide practical *guidance* for individual members on clinical and operational procedures in the pre-hospital environment.

Statements and Policies (SaPs): These documents are predominantly policies related to administrative practices (for example, approval of new active medical responders). They may also include Statements issued by the Committee as a body, or on behalf of BASICS South West.

Production of Documents:

New proposals for Clinical and Operational Guidelines (or suggestions for changes to existing COGs) may be submitted to the BASICS South West Committee by any active medical responder who is a member of one of the constituent schemes of BASICS South West.

COGs should be relevant to important and/or common areas of pre-hospital emergency practice and appropriate to the local membership. Wherever possible they should be evidence-based and/or in-line with accepted practice, published consensus views or guidelines. References should be provided where appropriate.

The committee does not encourage the production of guidance for its own sake. Guidance should provide a useful reference guide for BASICS South West medical responders. It should be kept clear and concise for easy reference. When submitting a proposal for a COG the member should explain why a COG for the particular practice or procedure is felt important.

Statements and Policies will usually be written by one or more of the committee members. The committee includes representation from each of the constituent schemes. If a member, or members, of a scheme wish to suggest a new statement or policy, or changes to an existing statement or policy, they should do so through their representative(s) on the committee.

Approval of Documents

Documents require approval by the BASICS South West committee before publication. The BASICS South West Committee is comprised of a group of doctors with significant combined experience in pre-hospital emergency medicine and includes representation from each of the schemes that comprise BASICS South West. Committee members are mandated by their schemes to approve BASICS South West Documents. Documents will usually be considered for approval at a BASICS South West Committee meeting, but may also be discussed and approved by e-mail correspondence. Approval of COGs or Policies requires unanimous agreement of at least one committee representative from each scheme

It is important that guidelines or policies are complementary to South Western Ambulance Service NHS Trust's practices and policies. Where there is likely to be a significant overlap with usual Trust policies or procedures it may be appropriate for the Committee to involve the Medical Director, or other Trust officers in the development of guidelines and policies. Once approved by the BASICS South West Committee, COGs,

and any policies that may impact on the Trust's practice or processes, will also be specifically copied to the Medical Director of the Trust, for consideration to ensure that they are not in conflict with any existing Trust policies or procedures. If issues of conflict with Trust policy do arise, the Medical Director should bring these to the attention of the BASICS South West Committee as soon as possible.

Once approved by the committee, the documents will be published on the BASICS South West website and members will be informed that they are available for viewing and reference. If any member has any concerns about the content of any of the published documents they should inform the committee via their scheme representative.

Document details

Title	Development and Approval of Statements, Policies and Guidance
Author(s)	Dr James Hickman
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