



Document details

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| Title | BG01 - Terms of Reference of the BSW Committee |
| Scope | Define the terms of reference for operation of the BASICS South West committee. |
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| Amendments | |

Introduction

The relationship between BASICS South West (BSW) and SWAST is set out in the Memorandum of Understanding (MOU). The BSW Committee has delegated responsibility for the governance of all responding BASICS Clinicians. This document details the terms of reference of the BASICS South West (BSW) Committee in order to deliver this function.

1.0 Purpose and Aims:

The BASICS South West Committee exists to ensure that systems and processes are in place to maintain the safety of (and improve the experience of) patients treated by BASICS South West responders on behalf of SWASFT. Committee members share collective responsibility for decisions, recommendations and approvals made by the committee.

The aims of the BSW Committee are:

1. To strengthen the relationship between its constituent immediate care schemes (“the schemes”) by pooling, where appropriate, knowledge and resources to support and encourage the development of immediate care in the South West, and the associated activities of the member schemes.
2. To act as a representative body for its membership, serving as a single interface with South Western Ambulance Service NHS Foundation Trust and others on matters relating to BASICS responders in the South West.
3. To make recommendations to South Western Ambulance Service NHS Foundation Trust regarding the skills, qualifications and overall suitability for individual scheme members to become (and remain) active medical responders on behalf of SWASFT.
4. To agree and undertake specified clinical governance functions in conjunction with South Western Ambulance Service NHT FT, applicable to BASICS responding activities. As such, BASICS South West offers a mechanism for schemes to provide

- assurances to the Ambulance Service regarding the activities their members undertake on behalf of the Service in accordance with the Memorandum of Understanding (MOU).
5. To develop specific clinical guidance or policy, where applicable, for issues relating specifically to the activity BASICS responders to supplement broader ambulance service policies.

2.0 Membership of BASICS South West

Current membership of BASICS South West is comprised of the following schemes:

- SAVES (founding member scheme)
- BASICS Cornwall (founding member scheme)
- Devon BASICS (formed by the amalgamation of the two founding schemes TACTICS and PLIMS)
- BASICS Gloucestershire
- SWIFT Medics
- BRAVO Medics (Bristol)
- BASICS Dorset

Membership may be offered to other BASICS schemes in the South West by agreement of the committee. Continued membership of the scheme's is subject to schemes meeting the annual re-accreditation criteria. The accompanying document 'BG04 – Annual Requirements for BASICS South West Schemes' details the initial requirements of a scheme seeking membership of BSW, and the ongoing annual requirements for each scheme to retain membership

3.0 BASICS South West Committee

BASICS South West shall be operated by committee. Each participating scheme will be represented on the committee by at least 1 but no more than 2 members (Representative and deputy). Representatives will be nominated by the member schemes annually.

The committee shall meet at a frequency, time and place agreeable to its members. There will be 4 full committee meetings per 12 month period. Minutes will be kept of these meetings.

Additionally, the committee will be represented at its meetings by the Responder Department (1 member) and the Medical Directorate of SWAST (1 member). The committee may seek representation from others at its meetings as appropriate.



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4.0 Officers of BASICS South West

The Committee will be chaired by Medical Director Primary Care (or their nominated deputy). The Deputy Chair of the Committee will be the Responder Manager (or their nominated deputy).

BASICS South West will elect from its constituent schemes a member to perform the function of committee “co-ordinator”. The committee will co-opt one non-medical member to sit as a representative in addition to the above as required.

5.0 Quorum

The quorum for the BASICS South West Committee must include Chair or Deputy Chair, and two scheme representatives.

6.0 Administration

Committee meetings must be recorded by contemporaneous minutes. The BASICS South West Committee co-ordinator is responsible for ensuring accurate minutes are kept.

7.0 Voting

Matters that require a vote will be determined by a majority (>50%) show of hands. The Chair (or in their absence, the Deputy Chair) may, at their discretion, refer a decision to the Trust Clinical Group for ratification.

If two scheme members are present then each scheme will have one vote



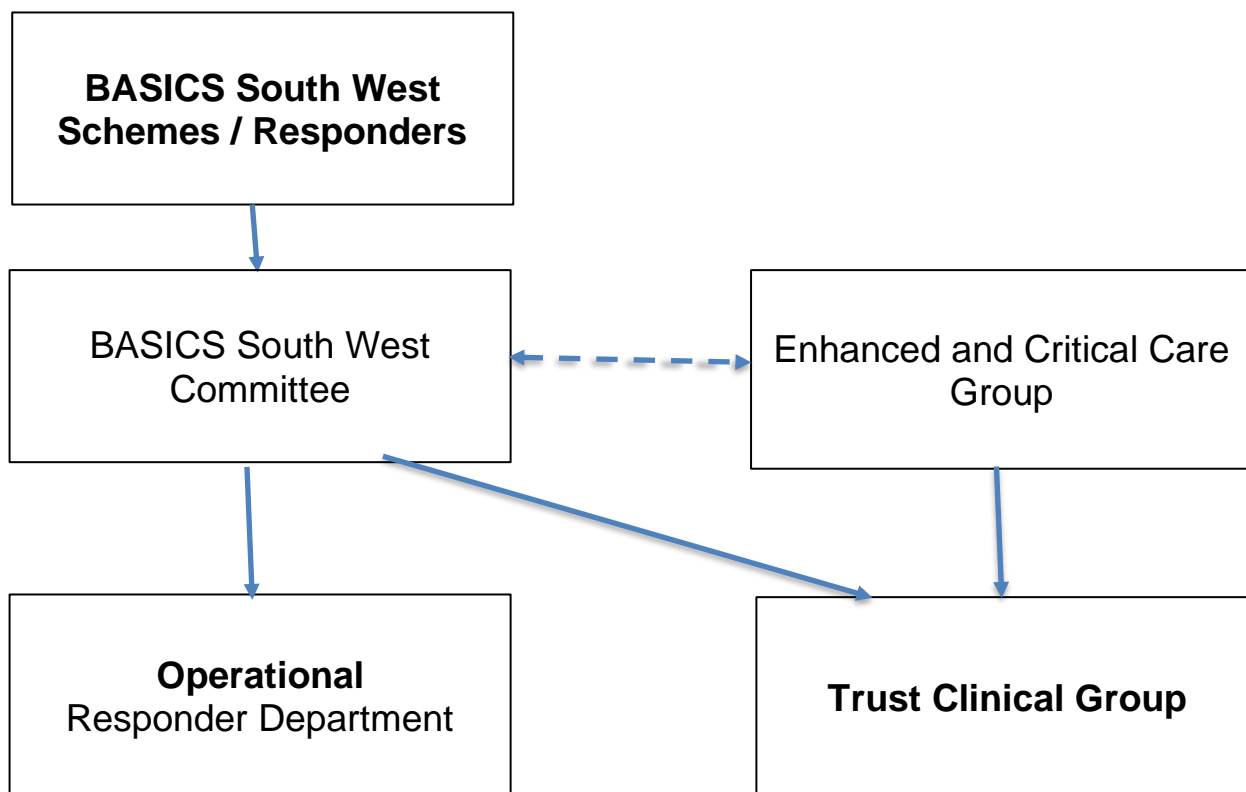
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8.0 Reporting Arrangements

The BASICS South West Committee will report to the Responder Department for operational purposes. The committee will provide minutes for information to the SWASFT clinical group at their request.



There will be a two way relationship with the Enhanced and Critical care group which will respect the merits and expertise of both areas of clinical practice.

BASICS SW will produce an annual summary of activity.