



BSW



Document details

Title	BG04 - Annual Requirements for BSW Schemes
Scope	Adoption of New BASICS scheme into BASICS South West Governance Structure Annual requirements of BASICS South West Schemes
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Version	V 1.0
Date	6 th July 2021
Approval	Clinical and Quality Group
Amendments	

Introduction

The relationship between BASICS South West (BSW) and SWASFT is set out in the Memorandum of Understanding (MOU). BSW has delegated responsibility for the governance of all responding BASICS Clinicians. This document sets out the requirements for incorporation of a new scheme into the BSW governance structure, and the annual requirements for each scheme. It is a requirement that all responding BASICS clinicians retain an active association with a BSW-member scheme.

Approval of a New Scheme

An initial approach should be made to both SWASFT and the BSW committee to seek approval in principle. Approval in principle will be guided by considerations such as ‘need’ (including relating to the geography of the SWASFT footprint), evidence of previous working relationships with other immediate care providers, and the track record of governance of the organisation up to this point, if applicable. Approval in principle means that BSW agree to support and work with the scheme to meet the initial requirements.

When the scheme believes they have acquired the required evidence and met the criteria below, a formal request to join BSW should be submitted through the committee, to be discussed at a full committee meeting.





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Annual Scheme Requirements

The following criteria must be met for initial and on-going membership of the BASICS South West governance structure:

	Requirements	Evidence
1	All Scheme members use BASICS South West Dashboard and keep relevant governance data upto date	Review of Dashboard
2	The scheme should be registered with and accredited by the National BASICS organisation.	Accreditation letter.
3	The scheme should be a registered Charity in good standing with the Charity Commission and governed by a constitution.	Registered Charity Number. Charity Annual Report.
4	The scheme should be purposefully represented at 75% of the committee meetings held in a 12-month period. <i>(NB for new scheme applications, it would normally be expected that at least one committee meeting should be attended in a 'guest' capacity).</i>	Minutes of BSW committee meetings.
5	The scheme should have an active continuing professional development program for its members. A Copy of CPD program should be submitted annually by the scheme to the annual review meeting.	Copy of CPD programme
6	The Scheme should participate in the BSW case review process and present evidence of learning annually. <i>(NB for new schemes evidence of how the scheme expects to support such a framework should be provided).</i>	BASICS South-West Dashboard
7	Any scheme with two or less members should have a system in place case review and education with a wider group ie another BASICS SW scheme	Submission
8	A policy and/or standard operating procedure for the supply, storage and administration of controlled drugs by scheme members, that is acceptable to the SWASFT Medical Director and accountable officer. (or a declaration that a scheme will be exclusively following the BSW CD Policy is a suitable alternative).	Policy/SOP or declaration in Annual report.
9	Nominated Representative (and Nominated deputy) for the BASICS Southwest Committee.	Submit to BSW Annual R/v Meeting.





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Annual Report – Existing Schemes

Each BSW scheme will be requested to submit an annual report for consideration by the full committee. Continuing scheme membership will usually be considered at the annual responder review meeting each year.

This written report should be submitted by the Scheme Chair (or their nominated deputy). The report should include a copy of the scheme's CPD programme, a statement confirming ongoing and current affiliation with the national BASICS organisation, a statement confirming that the organisation remains registered and in good standing with the Charity Commission, and details of how the scheme has engaged in the process of case review and learning. This report should contain a brief overview of activity, and any significant developments that the scheme wishes to highlight to the committee.

Renewal Recommendation

The BSW Committee will determine renewal (or otherwise) annually.