



Memorandum of Understanding (MOU) with BASICS South West and its affiliated schemes

Version:	2
Status:	DRAFT
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Name of responsible director:	Primary Care Medical Director
Developed/revised by group/committee and Date:	BASICS South West Committee
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Regulatory Requirement:	Nil



Purpose

To formalise the relationship between SWASFT and the constituent schemes of BASICS South West.

Introduction

1. The British Association of Immediate Care (BASICS) is a national charity that was founded in 1977. Comprised of a network of affiliated regional schemes (many of which are themselves registered charities), it provides a framework for practitioners who respond to medical emergencies alongside statutory ambulance services. BASICS promotes standards and training in immediate medical care, as well as encouraging communication and good practices between schemes and other bodies such as the Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh (FPCH RCS(Ed)).
2. Historically, four BASICS schemes worked with the ambulance service in Somerset, Devon and Cornwall. In 2010 these schemes came together under the umbrella of BASICS South West (BASICS SW) to provide a common governance framework and as a channel for unified communication with the ambulance service. With the expansion of SWAST's geographic patch to include the former Great Western Ambulance Service footprint, and the local re-organisation of some of the regional BASICS schemes, BASICS South West (BSW) is now the umbrella for all BASICS schemes that operate in the SWASFT patch.
3. This document provides an overarching governance arrangement to be used to support the care of all patients treated by BASICS SW responders on behalf of SWASFT. This policy aims to define the procedures and policies of pre-hospital care in relation to BASICS SW on behalf of South Western Ambulance Service NHS Foundation Trust (hereafter SWASFT or "the ambulance service" or "the trust") and BSW responders. It also defines the Clinical Governance reporting and assurance process to SWASFT.

Core Principles Underpinning this Memorandum of Understanding

1. BASICS South West responders are medical professionals who volunteer their time to respond at the request of and in support of – South Western Ambulance Service NHS Foundation Trust (SWASFT).
2. The opportunity to volunteer is dependent upon the Trust identifying a need and making a request of the individual or group of responders.



3. BASICS South West responders bring an additional tier of clinical experience to support the care for patients in the pre-hospital phase of their treatment.
4. The ethos of volunteering and supporting communities is key.
5. To ensure that there are systems in place to ensure that both responders and patients are kept safe.

The Role of the BASICS SW Responder

There are many overlapping roles for the BASICS responder, BASICS responders are highly trained medical professionals who volunteer their time to support the provision of patient care in their local communities. They bring a wide variety of skills and expertise ranging from critical care interventions through to incident management and the delivery of immediate medical care. Many BASICS volunteers are also trained SWASFT Medical Advisors in the event of a major or critical incident.

Core Governance Documents

This MOU should be read in conjunction with the set of core BASICS South West Governance Documents:

- BG01** – BASICS South West Committee Terms of Reference
- BG02** – New Responder Requirements and Application Process
- BG03** – BASICS South West Minimum Equipment List (includes medications)
- BG04** – BASICS South West Scheme Requirements (Annual and New)
- BG05** – Responder Annual Review Process and Requirements
- BG06** – Management of Medicines (including Controlled Drugs)
- BG07** – BASICS South West Vehicle and Driving Policy
- BG08** - BASICS South West Clinical Records Policy

In addition, the contract between the individual responder and SWAST forms part of the core governance documents.

Key Relationships

The BASICS South West (BSW) Committee has delegated responsibility for the governance and oversight of BASICS Responders. The BSW committees' Terms of Reference are set out in **BG01**.

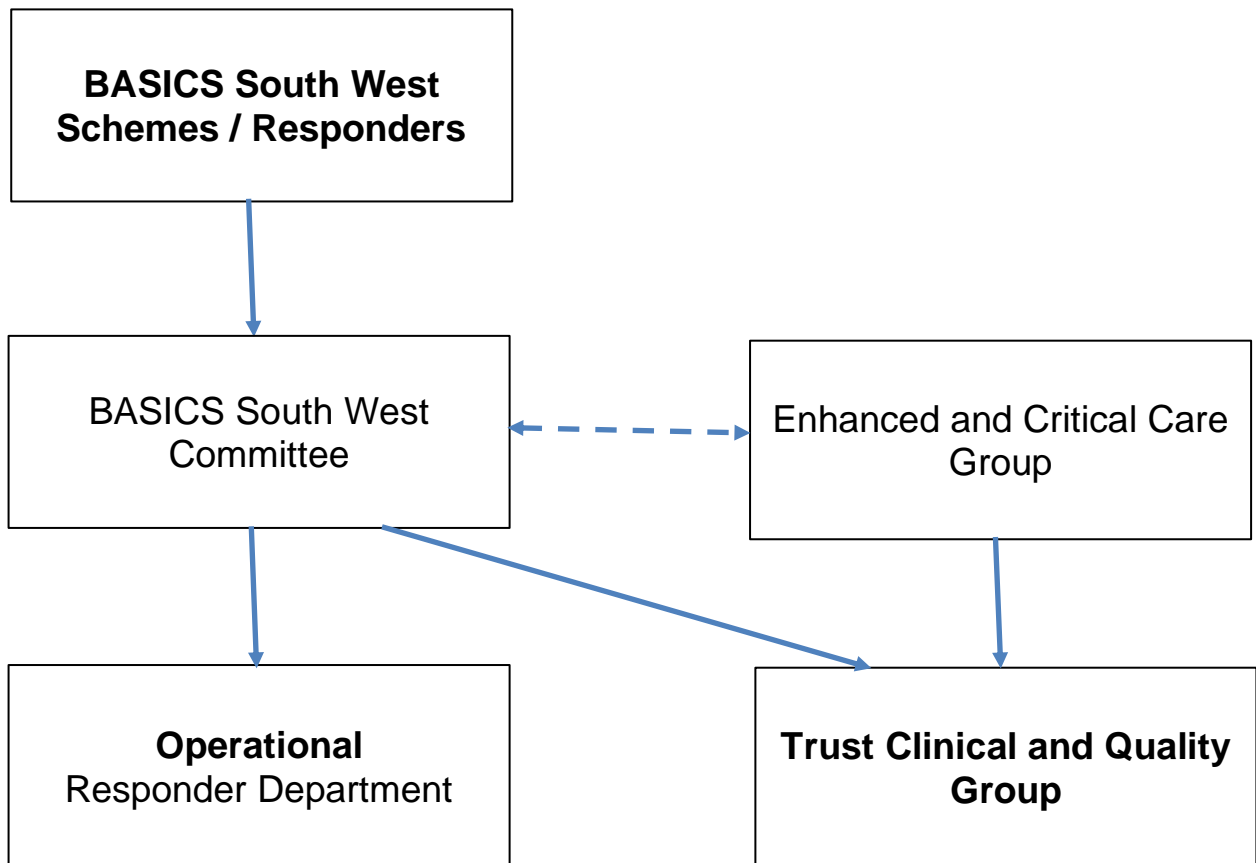
The BSW Committee will consist of
Chairman : SWASFT Medical Director

Deputy Chair : Responder Department Manager
 BSW Chair : Current BSW Chair or nominated deputy
 Scheme Reps: A maximum of 2 representatives per scheme
 Non-Medical If Non-medical responders are developed a Non-Medical Responder representative must form part of group

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

The BSW will work closely with the Enhanced and Critical Care group and report to the Trust's Clinical Group.

Governance Relationships





Obligations

South Western Ambulance Service has the following obligations to BASICS South West and its Responders:

1. A willingness to engage with and support BASICS Schemes;
2. Provision of an appropriate Contract for clinical work including medical indemnity;
3. Provision of SWASFT issue personal protective equipment;
4. Provision of appropriate means of communication, activation and tasking;
5. Support with the supply of appropriate medical consumables to perform the role;
6. To provide clinical and managerial, support to enable the BSW governance structure to function effectively
7. To provide Admin support for the BSW meetings where appropriate,
8. Provide responders with access to the SWASFT JRCALC application;
9. Provide SWASFT IT access;
10. To ensure processes for the optimal utilisation of BASICS Responders;
11. To provided systems for the supply of both controlled and non-controlled drugs;
12. To provide a system for submitting and storing clinical records;
13. Work with the BSW committee to ensure that individual responders can access adequate driver training to enable them to perform their role;
14. To ensure that all trained volunteer responders who undertake enhanced skills form part of the BASICS SW governance structure.

BASICS South West Committee has the following obligations to South Western Ambulance Service:

1. Establish a committee (hereinafter referred to as the BASICS South West Committee) which includes representatives of each member scheme and from SWASFT's Responder Department and Medical Directorate, to carry out the functions detailed in these obligations;
2. Maintain an accurate record of authorised and appropriately skilled BASICS responders, who may be called upon to assist SWASFT in the delivery of pre-hospital care. This will be delivered by:
 - a. Establishing and regularly reviewing appropriate minimum requirements for individuals wishing to be approved as BASICS responders in support of SWASFT;
 - b. Making recommendations to SWASFT's Medical Director(s) about the initial and on-going appointment of BASICS responders;
 - c. Conducting an annual review for the role of responding in support of SWAST, and making an annual recommendation to SWASFT's Medical Director(s) about each responder's suitability to continue responding; **the process is set out in BG05**



- d. Collating evidence of compliance with driving standards, vehicle standards, clinical competencies and skills, including statutory/mandatory training;
3. Ensure that new and existing schemes meet a minimum standard to be part of the BSW and SWASFT governance structure this is set out in **BG04 – BASICS South West Scheme Requirements (Annual and New)**
4. Establish and regularly review lists of minimum and approved immediate care equipment. [Equipment List](#)
5. Establish systems, processes and procedures that support the safe and appropriate delivery of care, where the unique nature of the BASICS responder's role requires modifications to SWASFT processes (for example, bespoke arrangements for access to Controlled Drugs);
6. Provide assurance that controlled drugs are being stored and recorded in accordance with SWASFT policy.
7. Provide an annual summary of BASICS activity across the South West, including activations, case reviews and learning.

Scheme Obligations

1. Maintain regular clinical meetings
2. Undertake case reviews where appropriate
3. Use the electronic dashboard to record information
4. Ensure all responders carry minimum equipment
5. Ensure all controlled drugs are stored correctly and use audited
8. Ensure that scheme meets the requirements as set out in **BG04 – BASICS South West Scheme Requirements (Annual and New)**

Clinical and Operational Guidelines

BASICS South West Responders are independently registered health care professionals and will operate within their own clinical competence. The minimum clinical requirements are set out in documents **BG02 (New Responder Requirements)** and **BG05 (Responder Annual Review Process and Requirements)**.

Where a suitable and relevant SWASFT clinical guideline is in place this will be reviewed by the BASICS South West Committee and shared with all BASICS responders.

For areas of clinical practice that are not covered by SWASFT guidance (or where SWASFT guidance does not fit the role of the BASICS responder) the BSW committee may develop specific guidance. These are referred to as **Clinical and Operational Guidelines**. These will be approved by the committee and made available to all responders.



New Responders

The minimum requirement and the process for new responders is set out in **BG02 – New Responder Requirements and Application Process**.

There are a number of key principles:

1. SWASFT retain veto of any new responder. Due consideration will be given to the financial, operational and geographic requirements;
2. SWASFT Medical Director has final veto;
3. New responders must fulfil the minimum requirement for the role and demonstrate suitability for volunteering.

Equipment and Medication

All medical equipment carried by BASICS responders will either be issued by SWASFT or approved by SWASFT for use in the provision of patient care.

Controlled Drugs

SWASFT will work with BSW to ensure that there are systems and process in place to enable the requisition of Controlled Drugs for the use on SWASFT patients. Details of controlled drug supply are contained in **BG06 (Management of Medicines)**.

Record keeping

BSW Committee will ensure that all BASICS South West responders are able to keep a contemporaneous medical record that can be forwarded to SWASFT for safe storage. The details of this process will be set out in the **BG08 (Medical Records Policy)**.



Date Agreed 6th July 2021

Signed

Scheme	Name	Signature
On Behalf of SWASFT	Mr William Warrender CEO	
Responder Department	Robert Horton –	
Primary Care Medical Director	Dr Simon Scott-Hayward	
BASICS South West Chair	Dr James Tooley	
SAVES	Dr James Hickman	
BASICS Devon	Dr Marc Epps	
BASICS Cornwall	Dr Ben Warrick	
BASICS Dorset	Katie Muscroft	
BRAVO	Dr James Tooley	
SWIFT	Dr Philip Lucas	Dr Phil Lucas (Electronic)



Appendix B

Version Control Sheet

Version	Date	Author	Summary of Changes
2 Draft	20/10/20	Simon Scott-Hayward	New Policy
2 Final	1/1/21	Simon Scott-Hayward	Final updates following review meetings