Constitution

of the Standards of Care Committee (SOCC)

Title and Objects:

1. The title of the Committee is: Standards of Care Committee (SOCC) of the British Society for Allergy and Clinical Immunology (BSACI)

2. The application process for membership and the chair of the committee should be fair and transparent. The composition of SOCC should guarantee a good spread of expertise and include a representative from primary care as well as a specialist trainee.

3. The objects of the Committee are to
   a. develop guidelines for the management of patients with allergies
   b. ensure that all guideline development conforms to the highest standards of this process as set out by leading organisations of the profession (e.g. Royal College of Physicians (RCP), Scottish Intercollegiate Guidelines Network (SIGN), etc.). As such this process shall consider and as far as possible implement best available clinical evidence, involvement of specialists, general practitioners and paediatricians; involvement of patients and the inclusion of a BSACI members based consultation process.
   c. ensure publication of such guidelines by suitable means
   d. update guidelines at suitable intervals to ensure that new discoveries and findings inform the guidelines
   e. develop and implement systems of audit of performance of the structure, process and outcome of care

In order to put these objects into practice, SOCC members will meet 4-5 times per year.

The BSACI supports the work of SOCC by means of expense payments as well as through research assistance and secretarial and organisational support.
Standards of Care Committee Chair
Suggestions for applicants for the Chair of the Standards of Care Committee shall be made to the BSACI president. The Chair shall be appointed by the president and approved by the executive committee for a term of 3 years. Re-appointment shall be possible for a maximum of a further 3 years. After a total of six years chairing the committee, no future re-appointment shall be possible. The Chair shall be an ex-officio member of the BSACI council.

Standards of Care Committee Members
The members shall be appointed by the Chair of the Committee for a term of three years. Re-appointment may be possible at the discretion of the chair for second three year term and in special circumstances with the approval of the committee for longer where a member with particular expertise/experience is needed.

Suggestions/applications for membership of the Standards of Care Committee shall be considered by the Chair of SOCC in consultation with SOCC members during meetings of the committee and outcomes minuted.

Members with a poor record of attendance at SOCC meetings over a 12 month period may be replaced at the discretion of the chair.

Only Ordinary or Honorary Members of the Association shall be eligible to serve as Chair or as members of the Standards of Care Committee.

Guideline development – other experts / interest group
The chair of SOCC may appoint any expert (inside or outside the BSACI membership) to lead or contribute to guideline development. Any consultant in such a capacity shall have to sign a confidentiality agreement and fill in a declaration of interest (see further details below).

At least one lay person is to be appointed by the chair to be consulted as patient /carer to comment on guidelines in development. The lay person may be a patient/carer or a representative of an allergy charity (e.g. Anaphylaxis Campaign).

Confidentiality Agreement and Declaration of Interests
All SOCC members including the chair shall sign a confidentiality agreement and fill in a declaration of interest upon their appointment. The declaration of interest shall be made yearly thereafter and updated throughout the year as new conflicts of interest may arise.