

## Primary Care Group Terms of Reference

### **Our mission:**

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

### **Our Values**

#### Trusted

As professionals and practitioners - We demonstrate integrity and independence in our work

As experts - We are qualified to provide expert opinions and we make decisions based on scientific evidence for the benefit of our patients.

As colleagues - We offer a safe, supportive environment for members to share challenges and learn from each other

#### Connected

We provide an interface between professions, disciplines and special interest groups in the field of allergy and clinical immunology.

We are an inclusive, responsive society for our members

We ensure that our work is informed by current research and new thinking in our field

We connect with others to increase our impact and influence to bring about change

#### Forward Thinking

We provide leadership and advocate for change to improve patient care at national, regional and local levels for our specialty

We inspire, develop and implement best practice in our fields of work

We provide specialist education and learning opportunities to support our members' professional development

We drive improvements in clinical management through education, training and research and by collaboration with patient groups, policy makers and other stakeholders.

### **Objective/Purpose**

The British Society for Allergy and Clinical Immunology Primary Care Committee (PCC) exists to improve allergy care for patients with allergic diseases. To support, develop and promote primary care allergy services, by:

- Supporting Primary Care Practitioners within the commissioning environment and show casing examples of good practice - this would include GP's, community dieticians and Allied Health Professionals
- Reflecting the needs of the primary care workforce
- Supporting the development of GPwER by defining competencies and frameworks on how to assess GPs wishing to take up this role.
- Developing the BSACI published guidelines into a guideline that can be used in primary care
- Representation on NICE RCGP, RCPCH guidelines and provide NASG advice on policy, strategy and integrated care.
- Liaising with internal and external stakeholders, allergy charities and the allergy community
- Lobbying for allergy to be included and represented adequately in the QOF and quality standards library
- Develop a national network of primary care practitioners with an interest in allergy to integrate with local, regional and national paediatric and adult secondary care allergy services.
- Contribute to curriculum development for undergraduate and post graduate training in allergy by representing the specialty on the relevant training committees
- The creation of allergy as clinical priority in RCGP with clinical champions and affiliation with RCGP

- Provide support and assess applications from BSACI members wishing to run allergy training days for Primary Care.
- Helping define quality care in general practice
- Identifying research needs in allergy within primary care

In order to put these objectives into practice, PCC will aim to meet 3 times a year, twice by teleconference and once in person at the BSACI Annual Conference. The BSACI supports the work of PCC by means of expense payments for attending PCC meetings if required in person.

### **The Structure of Primary Care Committee (PCC)**

The committee consists of the core committee whose lead roles cover the following areas; and an extended Primary Care group who form a WhatsApp group and can join in with the core committee's teleconferences. The Core Committee consists of the following:

- The Chair
- Secretary (appointed from the core committee)
- Training and Education Lead
- Guidelines and Quality Standards Lead
- Research Lead
- Lead for external representation and collaboration

Quoracy is attained when 4 committee members including the Chair are present.

### **Appointment of Chair**

The Chair will be appointed for a term of 3 years. Re-appointment will be possible for a maximum of a further 3 years using the process details below. The Chair will be an ex-officio member of the BSACI council. The person appointed will have a high level of allergy expertise and possess excellent leadership skills. The process of appointing a new Chair will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form. If there is only one applicant, and the President and outgoing Chair agree, then that applicant will be appointed to the Primary Care Committee. If more than one application is received the trustees will invite applicants to attend an interview which will be conducted

by the President, current chair and a BSACI Trustee. If time allows, the Chair-elect will sit on the Committee and shadow the current chair for a meeting before taking over.

The role of the chair would be to work closely with the secretary to organise and facilitate meetings with the Primary Care Committee. The chair would lead these meetings and be expected to oversee the work of each of the leads. They would also be expected to liaise with other Network leads and attend BSACI Council Meetings where they are able.

### **Appointment process of core members**

Once a position becomes available on the Primary Care Committee an 'Expressions of Interest' email will be sent to the membership by the office inviting volunteers to apply by detailing the experience required in relation to the position. Application is by CV together with a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and Secretary will appoint based on the applications received, and if there are more applicants than positions the Chair and Secretary will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and Secretary not agree on a candidate then a further interview may be required which will include a BSACI Trustee.

### **Length of Term of Office**

Each core members' term will be for three years. Given the nature of the committee and the expertise required, members may be appointed for a second consecutive term. The reason for reappointment should be recorded in the minutes. Ideally all members should leave after a maximum of six years' membership. Only in exceptional circumstances should the core member continue for a further year. If this is the case this should be minuted and reported to council as to the reasons why this is required. The Education and Training Coordinator will keep a record of all those on the Primary Care Committee and the period of time in which they serve.

### **Declarations of Interest**

All PCC members are required to complete a 'BSACI Declarations of Interest (DOI) Form' prior to joining. Declarations of Interest are a standing item on the agenda at every meeting. It is the responsibility of the Chair to ensure the DOI forms are up to date and reviewed prior to each PCG meeting.

Members will not be added to any email distribution list nor be able to attend meetings until the DOI form is received. The DOI Form shall be updated, if necessary, at each PCC Meeting by the Chair updated reactively throughout the year should any conflicts of interest arise. Conflicts of interest declarations will be retained and are available on request.

PCC members should not accept support from industry to attend meetings in a BSACI official capacity where members are referred to by their BSACI title. However, it is the decision of individual members whether to accept industry support in their individual capacity or not. Industry support must be declared, and permission sought from the PCC Chair in order to be able to contribute to the area where the perceived COI exists.

BSACI office staff can help support the work of BSACI committees from an operational level, however it is the responsibility of the Chair to ensure they provide advice and expertise on professional issues and clinical leadership with peers and external organisations when required to do so.

Chair of committees/groups serve on BSACI Council as the link between the two, executing the society's strategic objectives.

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