

Clinical Immunology Committee Terms of Reference

Our mission:

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialties of allergy and clinical immunology at all levels. Its aim is to improve the management of diseases related to 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 Clinical Immunology Committee (CIC) exists to improve care for patients with immune mediated diseases. It supports BSACI members who provide that care by:

- contributing to the work of the other related BSACI committees
- interfacing with other immunological professional and patient groups
- interfacing with the medical royal colleges, scientific and pathology groups of relevance to immunology

The committee's main roles and responsibilities are to:

- carry out the strategic aims of the society by contributing to guideline development, education and training in immune mediated diseases
 - specifically develop education and training initiatives in clinical immunology and immunopathology (in collaboration with partner organisations) for BSACI members and relevant health care professionals including:
 - Primary Care clinicians
 - Clinical and Biomedical Scientists
 - specifically to work in collaboration with the Association of Clinical Pathologist and the British Society for Immunology on the training days for clinical immunology medical and scientific trainees and to link that work to the BSACI training program
- ensure that the views of patients and their representatives are actively sought where necessary

In order to put these objectives into practice, Clinical Immunology Committee members will meet 4-5 times per year, mostly virtually, with at least 1 face to face meeting. The BSACI supports the work of Clinical Immunology Committee (CIC) by means of expense payments as well as through secretarial and organisational support.

The core CIC membership should consist of:

- The Chair
- 4 Immunology Clinical members
- 1 clinical scientist member
- 1 Allergy and Clinical Immunology BSACI Trainee Representative

The Chair is a member of BSACI Council.

Quoracy is attained when 4 CIC members including the Chair are present. The BSACI President is an ex-officio member of CIC and may attend meetings.

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 clinical immunology 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 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 CIC Chair agree, then that applicant will be appointed to CIC chair. If more than one application is received the President and outgoing CIC Chair will invite applicants to attend an interview which will be conducted by the President and the outgoing CIC chair and a Trustee. If time allows, the Chair-elect will sit on CIC and shadow the current chair for 1-2 meetings before taking over.

Appointment process of core members

Once a position becomes available on CIC or a gap in specific expertise / specialty is identified, 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 a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and current core members will appoint core members based on the applications received, and if there are more applicants than positions the Chair and one other core member will hold interviews of prospective candidates and appoint the most suitable candidate. Should there be disagreement then a further interview may be required which will include a BSACI Trustee.

Length of Term of Office

Each committee members' term will be for three years, however members may be appointed for a second consecutive term. The reason for reappointment should be recorded in CIC minutes. All members should rotate off after six years.

Declarations of Interest

All CIC 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 CIC meeting. Details by contacting the BSACI membership Secretary for details.

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 CIC Meeting by the Chair and updated reactively throughout the year should any conflicts of interest arise. Conflicts of interest declarations will be retained and are available on request from the BSACI Office.

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 Chair in order to be able to contribute to the area where the perceived COI exists. Full details on 'BSACI Industry Interaction Policy' can be found [here](#).

CIC Meetings

CIC meet on average four-five times a year, mostly virtually with one face to face meeting if possible. It is expected each of CIC core members to attend the meetings in person. To ensure a higher turnout of numbers to meetings, no less than 8 weeks' notice should be given of the date the meeting will take place and the day of the week CIC is held should be rotated, unless agreed by all core members. It is preferable for members for the Chair to agree dates at the start of the year to maximise attendance. Members with a poor record of attendance, in the Chair's assessment, may be removed from the Committee.

For the single face to face meeting members who have to travel some distance to the meeting should book their travel as far in advance as possible to ensure they obtain the cheapest fare. Standard travel

expenses will be reimbursed for those attending the meeting by completing a BSACI Travel Expenses form (which can be found in the members areas of the website www.bsaci.org) and sending their scanned receipts to accounts@bsaci.org

The CIC is supported by the BSACI. The chair will draft and send out agendas no less than 2 weeks before each meeting. Further agendas and papers will be circulated no less than one week before the meeting to ensure members have enough time to read these. Papers received after this time (especially detailed papers) may only be tabled at the discretion of the Chair or as an appendix at the end of the minutes.

The Chair will record actions and decisions at each of the CIC meetings. Actions and decisions will be sent out within three weeks of the meeting. CIC actions and decision will be reviewed, corrected and approved at each meeting. A copy of the minutes should be sent to Marie@bsaci.org. Minutes will be stored at BSACI office for a minimum of 10 years.

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.

Members will be called upon in between CIC Meetings to read and submit various documentation as and when necessary and to respond to requests and to make comments and alterations to various documentation, this must be undertaken within the timeframe given.

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

Reviewed April 2021