

BSACI Nurses Committee
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 Nurses Committee objectives are:

- To influence allergy strategies locally and nationally through the skills, knowledge and research experience of the membership.
- To provide expert opinions, to BSACI and externally through links with other professional organisations.

- To co-operate and collaborate with other allergy specialist groups to influence improvements and developments in the care of patients with allergy.
- Provide strong leadership skills to our nursing members, support and values, which represent evolving allergy services
- To participate in raising the standard of allergy nursing and clinical effectiveness in conjunction with the relevant government policies.

The Nurses Committee will meet 4 times a year to put these objectives into practice. The BSACI supports the work of Nurses Committee by means of expense payments as well as through organisational support provided by the BSACI Office if required.

Membership of the Nurses Committee

A criterion for membership of the group includes working with patients in primary, secondary or tertiary services involving conventional allergy management as defined by the BSACI.

All committee members must provide the members secretary with full details of their practice, job title, place of work and contact details. They inform the members' secretary of any changes in circumstances.

Membership of the committee is now undertaken via an Expression of Interest via the BSACI membership and interviews will be required if more than one person applies for the position.

Any person who is refused membership can appeal to the committee. The decision of the committee is final. In the case of non-approval the committee is not required to disclose its reasons.

The group will keep a register of members and enter in the names and work address of all persons who become members.

Role	Responsibility
Chair	2 year appointment Must have served on the committee for at least one year prior to this. Must step down from the committee for at least a year after completing term as chair. Chairs the group Sets meeting agenda Reviews Conflicts of Interest for attending members Disseminates Council business to the group Presents annual achievements at open meeting at BSACI conference Identifies opportunities for nursing projects and research Liaises with members to identify areas where BSACI can support nurses working in allergy Links with other relevant organisations eg ARNS, NPRANG, UKDAN, IQAS Supports conference representative
Vice Chair	Supports Chair in their role and deputises in their absence Automatically becomes Chair once Chair steps down.
Secretary	Drafts minutes of meetings and sends approved minutes onto BSACI Chief Executive
Conference Rep	Attends conference organising meetings (face to face and teleconferencing) Seeks ideas for future conferences from nursing membership of BSACI. Helps to identify suitable nursing speakers for conference
Adult Rep	Links with Adult BSACI group and provides relevant feedback
Paediatric Rep	Links with Paediatric BSACI committee and provides relevant feedback
Primary Care Rep	Presents current issues in primary care nursing and identifies areas where the BSACI could provide support for allergy care.

IQAS Rep	Provides feedback from IQAS scheme which can be disseminated to adult allergy nurses
Membership Co-ordinator	Liaises with BSACI office regarding nursing membership. Is a contact with committee Chair for messages/questions to be forwarded onto before dissemination to all the nurse members.
Website and Twitter account	Liaises with BSACI office regarding new content for BSACI nurses webpage Updates the Twitter feed and tweets relevant content related to the committee and followers
	All posts are a three year appointment. We aim to maintain a balance between adult and paediatric nurses with the aim of at least one primary care committee member. Nominations are invited from the BSACI nursing membership. Applications must include a summary of current clinical role and background in allergy as well as the qualities the applicant can bring to the committee. Voting is then undertaken by the group (first past the post system). Applicants are then informed by the chair of the outcome.

Quoracy is attained when 5 members including the Chair are present. The BSACI President is an ex-officio member of the nurses committee and may also attend meetings.

Appointment of Chair

The Chair will be appointed for a term of 2 years. Re-appointment will be possible for a further 2 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 Nurses Committee chair. 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 another Trustee. If time allows, the Vice will sit on the Nurses Committee and shadow the current chair for 1-2 meetings before taking over.

Appointment process of core members of the Nurses Committee

Once a position becomes available on the Committee 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 CV together with a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and one other member of the committee will appoint based on the applications received, and if there are more applicants than positions the Chair and Committee Member will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and the Committee Member 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 committee members' term will be for three years. Committee members may be appointed for a second consecutive term. The reason for reappointment should be recorded in the Nurses Committee Meeting minutes.

The BSACI Office will keep a record of all those on the committee and the period of time in which they serve.

Once the Chair term of office has ended (whether this be a one or two consecutive term) they must step down from the committee and can only apply for another position on the committee after one year has lapsed.

Declarations of Interest

All committee 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 committee 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 committee 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.

Committee 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 Committee Chair in order to be able to contribute to the area where the perceived COI exists.

Confidentiality Agreement

This agreement covers all those who have sight of documents, or are party to discussions, relating to the development of guidelines before public consultation. Committee members are required to sign this agreement.

Nurses Committee Meetings

Committee meetings are held either in person at the BSACI Headquarters in London or virtually via Zoom. It is envisaged that most meetings in future will be virtual to allow members resident long distances from London to participate more frequently. At least one meeting each year will be in person. To facilitate attendance and/or participation, the dates of meetings will be decided well in advance (preferably at the last meeting of the year for the next year), the day of the week of the meeting will be rotated and no less than 8 weeks' notice should be given of any change in the meeting date. Members with a poor record of attendance, in the Chair's assessment, may be removed from the Committee.

Members who have to travel some distance to the meetings 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

An agenda will be sent out by the Chair 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 Secretary will record and draft minutes at each of the committee meetings. Minutes and actions will be drafted and sent out within three weeks of the meeting. The committee minutes will be reviewed, corrected, approved and signed at each meeting. Minutes will be stored for a minimum of 10 years by the BSACI Office.

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 Committee 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.

Annual General Meeting

An Annual General Meeting of nurse members shall be held in each year during the BSACI Annual Conference.

- The business of the Nurses AGM shall be: To receive the Chair's report of the activities of the group during the preceding year
- Members and committee members to network and set the scene for future activities

No business shall be discussed at an annual general meeting unless notice thereof appears on the agenda, with the exception of routine matters or those, which in the opinion of the Chair of the meeting, are urgent.

All resolutions at the annual general meeting shall be passed by a simple majority vote of the members present at the meeting. In the case of an equal number of votes the Chair shall have the casting vote.

Each member shall have one vote.

The production of documentation

As well as develop NICE accredited guidelines BSACI also develop a range of non-guideline documentation which is approved by council. This is to ensure BSACI conforms to the highest clinical standards possible and provides consistent information when developing BSACI documentation/information/guidelines etc. Any process should actively support members in developing such material. Committee members wishing to submit a proposal for SOCC consideration must do this via the '[BSACI Council Proposal Form](#)'. These could include the following, however the list is not exhaustive;

- Good Practice Papers
- Position Papers
- Statements
- Actions Plans
- Standard Operating Procedures (SOPs)
- Patient Information Leaflets (PILs)
- Reports
- Website material (ie Allergy management Section of website)

- Patient Q & As
- Accessibility and diversity considerations

When submitting documentation for SOCC review members should allow at least 4 weeks from time of submission to enable SOCC enough time to review and feedback comments. Comments will be emailed to the submitter in a table format with actions that are required. The submitter is required to return the table within 4 weeks to the CSO with details of what actions have been undertaken, this will then be reviewed by SOCC. Comments tables will be held at BSACI Head Office. The process by which non- guideline documentation is developed can be found on the BSACI website.

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