

## **Transition Working 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 Transition Working Group (TWG) exists to improve allergy care for adolescents and young adult patients with allergic diseases. It supports BSACI members who provide that care by:

1. Developing UK specific, BSACI badged healthcare transition material covering allergy-specific transition topics to be used by healthcare teams.
2. Developing a BSACI pragmatic pathway for healthcare transition in allergy.
3. Mapping out transition friendly adult and children's services in the UK and defining what that means (i.e., bronze/silver/gold standard etc.,).
4. Integrating and promoting Education and Training on healthcare transition.
5. Developing/refining national standards for transition care (paediatric and adult allergy services).
6. Monitoring progress by evaluation of impact and quality (audit criteria/standards).

## The working group's main roles and responsibilities are to:

- Support the strategic aims of the society by developing material to support members in delivering expert healthcare transition for young people with allergic disease
- Ensure that any material developed adheres to the highest possible standards and is, where appropriate, examined and agreed on by SOCC
- Advise on transition specific elements of paediatric and adult national allergy care standards
- Ensure that the views of patients and their representatives are actively sought, considered and included at all stages of producing condition-specific healthcare transition materials.

TWG members will meet 4-5 times a year to put these objectives into practice. The core TWG membership should consist of:

- The Chairs (paediatric and adult co-chairs)
- Secretary
- At least two paediatric allergy consultant members
- At least two adult allergy consultant members
- Adult Allergy CNS or Nurse consultant
- Paediatric Allergy CNS or Nurse consultant
- BSACI Trainee
- Representation from the dietetic group will be sought – named allergy dietitian (paed or adult) as liaison
- Representation from psychology group – if not able to join, then named psychologist to act as liaison.

In order for the TWG to be adequately represented at Council meetings, it is recommended that one Chair, is a standing Council member.

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

### **Appointment of Chairs**

The Chairs will be appointed for a term of 3 years. Re-appointment will be possible for a further 3 years using the process details below. The person/s appointed will have a high level of allergy and healthcare transition 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 TWG Chair agree, then that applicant will be appointed to TWG 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 a trustee. If time allows, the Chair-elect will sit on TWG and shadow the current chair for 1-2 meetings before taking over.

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

Once a position becomes available on TWG or a gap in specific expertise / specialty is identified, an 'Expressions of Interest' email will be sent to the membership by the BSACI Executive Team 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 co-chair will appoint based on the applications received, and if there are more applicants than positions the Chair and co-chair will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and co-chair not agree on a candidate then a further interview may be required which will include a BSACI Trustee.

### **Working Group Meetings**

TWG meetings are held virtually over MS Teams. It is expected of TWG core members to participate in the majority of meetings. To facilitate attendance and/or participation the dates of meetings will be decided at the last meeting. Members with a poor record of attendance, in the Chair's assessment, may be removed from the group.

The TWG is supported by the BSACI Training and Membership Support Officer. One of the roles of this BSACI Officer is to act as a liaison between the working group and BSACI's head office.

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

The Chair of the group serves on the BSACI Council as the link between the two, executing the Society's strategic objectives.

Approved by the BSACI Senior Leadership Team in March 2024