



Consultant Paramedic Committee – Terms of Reference

College of Paramedics

Date for Policy review - Date [1 year from approval]

| Author | First approved | Last reviewed | Next review |
|------------|----------------|---------------|-------------|
| Liz Harris | 18.11.16 | n/a | |

Consultant Paramedic Committee – Terms of Reference (ToR)

1. Introduction

- 1.1 The College of Paramedics' core aims are to enhance healthcare and save lives through the advancement of education, training and continuing professional development within the paramedic profession. These strategic aims are overseen by the Board of Trustees (the Board) of the College of Paramedics (the College).
- 1.2 The Board sets aims, objectives and strategy for the College in the interests of College members and the paramedic profession. It is supported by committees of the Board.

2. Purpose

- 2.1 To actively promote the College as the body of experts on all subjects and issues relating to the paramedic profession across the UK and internationally.
- 2.2 To provide clinical leadership and advice towards the strategic planning process and setting of objectives by the College.
- 2.3 The provision of a level of Clinical Governance for all documentation, information and comment issued by the College on professional practice matters.
- 2.4 To be accountable for the activities of the Specialist Interest Groups within the College and those individuals involved in clinical representative activities on behalf of the College.
- 2.5 To represent the College at consensus and stakeholder meetings ensuring the paramedic profession is appropriately involved.

3. Membership

- 3.1 The committee will appoint a chair and deputy chair and other positions where necessary. The method of appointment and tenure of these positions will be decided upon.
- 3.2 The committee will have at least two trustees as members, preferably one Trustee Official and one Representative Trustee. All committee members will also be members of the College of Paramedics.
- 3.3 The recruitment process to the committee is tbc.

4. Accountability

- 4.1 This committee is accountable to the Board of Trustees which is, in turn, accountable to the membership of the College.

5. Review

- 5.1 These Terms of Reference should be updated in accordance with the general policy review process; on a two yearly basis. However, changes can be made at such time as the Committee or the Board of Trustees deems appropriate.
- 5.2 It is the role of the Committee Chair to oversee effective self-assessment by the Committee either directly or by appropriate delegation.
- 5.3 The committee will produce an update paper on the activities and achievements for review at each Board of Trustees meeting and a short report on a yearly basis for inclusion in the Annual Trustee's Report.

6. Working Methods

- 6.1 Working methods will be flexible dependent upon the type and timescales of the work undertaken.
- 6.2 It is expected that the Committee will meet face to face at least once per year with regular remote meetings and ongoing communications between meetings to ensure the committee functions effectively and can meet set deadlines.
- 6.3 Production of regular information for feedback to the Board of Trustees meetings.

7. Meetings

- 7.1 The method and frequency of meetings will be agreed by the committee
- 7.2 The agenda will be generated by [tbc] and distributed by [tbc]. The agenda and papers will be available on request to all Trustees.
- 7.3 Meetings will be minuted and approved minutes will be made available to the Board of Trustees.

End of Document

ToR approved by the Board of Trustees, via meeting/email, [enter date] .