



The Association of Paediatric Anaesthetists of Great Britain and Ireland

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Standing Orders

Revised 2013

1. Introduction

These Standing Orders comprise policies and procedures that underpin the governance of the APA, its Council, Officers, Committees and Sub-committees. A full member of the APA has the right to inspect these Standing Orders at any time and, to this end, they will be available in the members' section of the website. Council shall review the Standing Orders from time-to-time and, as a minimum, every two years.

In the event that the provisions of these Standing Orders and the Memorandum and Articles of Association of the Company conflict, the provisions of the Memorandum and Articles of Association shall be applied and take precedence over the Standing Orders.

In these Standing Orders, "the Association" and "APA" shall each mean A.P.A.G.B.I. Limited, a company limited by guarantee registered in England (No. 5933974) and a registered charity in England & Wales (No. 1128113). The Association of Paediatric Anaesthetists of Great Britain and Ireland is a trading style or operating name of that company.

2. Role of Council

2.1 The Committee responsible for the affairs and the governance of the APA is the Council. The functions of Council are to:

- Act in accordance with the Constitution and stated aims of the Association as set out in the Memorandum and Articles of the Association
- Conduct affairs of the Association in compliance with the legal requirements of a Registered Charity as well as a Company Limited by Guarantee and not having a share capital
- Make annual returns and file accounts and other forms required by law as appropriate

2.2 No changes may be made to the Memorandum or Articles of Association unless the membership has been informed and there has been a vote at the Annual General Meeting, or by means of a written resolution circulated to the membership under the provisions of the Companies Act 2006.

2.3 The Association shall be registered with the Charity Commission and with Companies House

3. Administrative Support

- 3.1 Council shall be permitted to purchase reasonable administrative and secretarial support to facilitate the efficient and smooth running of the Association. Any agreement with a third party to provide such administrative support will be fully documented and will be reviewed formally at least every three years. Details of the current arrangement with the Association of Anaesthetists of Great Britain and Ireland (AAGBI) are available by request of the Secretary
- 3.2 Council will also ensure that the Association has a fully developed, functioning web site, which is accessible to the membership. Responsibility for the website will be delegated to a Webmaster who shall be appointed by Council and must be a full member of the Association (see 9.2.)

4. Meetings

- 4.1 The APA will hold at least one scientific meeting per year and organise other meetings as required, including joint meetings in the United Kingdom, Ireland or overseas and the Linkman Meeting (see 10.9.)
- 4.2 The department hosting the Annual Scientific Meeting will, in consultation with the Chair of the Meetings Committee and the Events Team, be responsible for all necessary arrangements locally, including the hire of the venue and caterers; commissioning of technical and photographic facilities; identification of accommodation; obtaining appropriate insurance for the meeting and organising the social programme, including the annual dinner. The Lead Local Organiser will be co-opted on to the Meetings Committee at least 12 months before the meeting
- 4.3 The scientific programme shall be the responsibility of both the Scientific Committee and the Meetings Committee, who shall co-ordinate their activity in line with the guidance mentioned in 4.6. Each Annual Scientific Meeting shall include sessions for the presentation of free papers
- 4.4 Following each Annual Scientific Meeting, the Lead Local Organiser, in liaison with the Meetings Secretary and Treasurer shall provide a report to include attendance numbers, accounts and an analysis of feedback from the delegates
- 4.5 The local department shall keep proper accounts of income and expenditure relating to the organisation of the meeting and these will be submitted to the APA. Any funds generated from meetings shall belong to and be remitted to the APA. The APA will remit back to the local department 10% of any surplus generated from the meeting, provided that the local department uses it only for purposes that are entirely consistent with the aims and objects of the APA and of a Registered Charity and keeps full records and accounts of the same and makes these available for inspection by the APA on request
- 4.6 Detailed guidance for local organisers is set out in the '*Handbook for local organizers*', which is available on the APA website and frequently updated. This handbook clearly describes the respective roles and responsibilities of the APA Meetings Committee and the Scientific Committee (especially the Chairs of these two), the Events Team and the Local Organisers

5. Grants and Awards

- 5.1 The APA shall, from time to time, award grants for the purposes of research, education and other activities in line with the Association's aims:
 - 5.1.1 Grants for research may be made available following submission of an application, which must comply with criteria and procedures governing the award from the Paediatric Anaesthesia Research Fund of the APA (see Appendix 1). Applications will be reviewed and assessed by the Scientific Committee. Funds may be made available for research or audit commissioned from the APA Scientific Committee and ratified by Council that are in line with the aims of the Association. The Scientific Committee will supervise these

- 5.1.2 Grant funding for Research may be available through partnership with the National Institute for Academic Anaesthesia. Funds may be available indirectly from the APA to support successful Grant applications to the NIAA. This partnership will be reviewed annually. Details can be found at <http://www.niaa.org.uk> or www.apagbi.org.uk .
- 5.1.3 Council may, from time-to-time, make discretionary grants available to assist members attending overseas meetings of the Association. Criteria for eligibility are given in Appendix 2 and included also in the Travel Grant Application form available from the APA website.
- 5.1.4 A sum of up to 3% of the annual subscription income shall be available for travel grants to members involved in educational initiatives in the developing world. An additional sum of £250 per person is available to support members (consultants, trainees or affiliates) undertaking work in paediatric anaesthesia in developing countries for recognised charities. Criteria for eligibility are given in Appendix 2 and included in the Travel Grant Application form available from the APA website
- 5.1.5 Council may, from time-to-time, make discretionary grants available to members for other purposes in keeping with the Association's aims. These may include, but are not limited to, grants for developing educational material for members or information for patients and families. Grants will only be made following submission of a completed application form (available from the APA website), which must comply with the criteria and procedures governing the award of an APA Miscellaneous Grant (see Appendix 3). An award can only be made following a recommendation to Council of either the Education and Training or Professional Standards Committees, which will undertake a thorough review and assessment of the application
- 5.2 The APA will normally award trainee prizes following adjudication of free papers and posters presented by trainees at each Annual Scientific Meeting. The APA may, from time to time, award additional categories of prize at the Annual Scientific Meeting for free papers and posters considered meritorious. This may include awards to medical students or others

6. Expenses

The APA will reimburse reasonable expenses incurred by those acting on behalf of the Association in line with the 'APA Policy Statement on Reimbursement of Expenses' (see Appendix 4) and prevailing charity laws and regulations. Claims should be submitted, along with receipts (scanned or in hard copy), on the APAGBI Expenses Claim Form (available on the APA website) within three months of incurring expenses. Claims will be accepted either by post to the APA's registered address or by e-mail

7. Composition and Election of APA Council

- 7.1 The Council shall be made up of directors under the following two categories:
- 'Elected Directors' (see below); and
 - 'Special Office Holders' (see below)
- 7.2 Directors also act as Trustees for the Charity A.P.A.G.B.I. Ltd
- 7.3 If required in order to ensure fair geographical representation, or to gain the benefit of particular expertise or experience, the following may also attend Council:
- 'National Advisors' (see below) and / or
 - 'Co-optees' (see below)
- 7.3 **Elected Directors**
- 7.3.1 There are seven Elected Directors made up of:

- Five Full Home Members employed in Great Britain and/or Ireland
- One Overseas Member; and
- One Trainee Member based in Great Britain or Ireland

7.3.2 Elected Directors will be elected by postal ballot, and become Directors of the APA. All but the Trainee member shall be elected from among the Full Members and Honorary Members of the APA. The Trainee Member will be elected from amongst the Trainee Members of the APA.

7.4 **Special Office Holders**

7.4.1 The Council will elect a President, a Secretary and a Treasurer; these will be known as 'Special Office Holders'. The President Elect, Immediate Past President, Immediate Past Secretary and Immediate Past Treasurer shall also be Special Office Holders. Special Office Holders shall also be Directors of the APA

7.4.2 If an Elected Director is appointed a Special Office Holder, he shall cease to be an Elected Director, but remains a Director of the Company and an election for a replacement Elected Director will be in accordance with Article 9.6 of the Articles of Association.

7.5 **Elections**

7.5.1 Elections to the post of an Elected Director will be conducted under the auspices of the Electoral Reform Service.

7.5.2 Candidates shall be proposed and seconded by full members of the Association.

7.5.3 Voting for Home Members standing as Home Candidates will only be open to Home Members of the Association; voting for Overseas Members standing as the Overseas Candidates will only be open to Overseas Members of the Association regardless of geographical location; voting for Trainee Members standing as Trainee Candidates will only be open to Trainee Members of the Association.

7.6 **Term of Office**

7.6.1 Newly elected Members of Council (Elected Directors) will normally commence office following the AGM; except for the Trainee Member of Council, they will usually serve until the AGM, four years later. Members who resign from council will need to be replaced as soon as possible.

7.6.2 The term of office for the Trainee Representative on Council shall be two years. He / she may be eligible for re-election by Council for a further term of two years as long as they remain a Trainee Member at the time of re-election. The process of reappointment will be the same as other council officers, requiring a two voting members of council to nominate and second the candidate.

7.6.3 Approximately six months before an Elected Director is due to retire from Council, a ballot of the membership will be arranged in order to elect a replacement.

7.7. **Overseas Member**

Background

The rationale for the presence of a representative of the overseas members of the APAGBI, as defined in the Standing Orders (revised 2011)¹, is to ensure functional links between the APA (and its Council) and overseas APA.

Nomination and Election

The Overseas Representative is an elected member of the APA Council. As any newly elected Members of Council (Elected Directors) the Overseas Representative will normally commence her/his office following the AGM and will usually serve until the AGM, four years later. Approximately six months before the Overseas Representative is due to retire from Council, a ballot of the membership will be arranged in order to elect a replacement.

Candidates shall be proposed and seconded by overseas members of the Association.

Voting for Overseas Members standing as the Overseas Candidates will only be open to Overseas Members of the Association regardless of geographical location.

7.8 National Advisor

7.8.1 In the event that there is no Elected Director or Special Office Holder ordinarily employed in one or more of the home countries (England, Northern Ireland, the Republic of Ireland, Scotland or Wales) then the Council, under Article 8.4 of the Articles of Association, may by resolution appoint a National Advisor for that country as long as they have been duly elected by the Full Members and Honorary Members ordinarily employed in that Country, under the auspices of the electoral system as the Council may from time-to-time approve.

7.8.2 The role of National Advisor shall be for two years with the option of a further two years extension at the Council's discretion. The position will not give the National Advisor the right to vote nor will it give them the right to be a Director of the Company. The National Advisor may be required or invited to attend meetings of the Council and they shall be expected to attend at least one meeting per year.

7.8.3 If an individual from any country with a National Advisor is subsequently elected as an Elected Director or Special Office Holder then the position of National Advisor will cease and the Council will give notice of the termination to the National Advisor affected.

7.9 Co-optees

7.9.1 The Council may, as required, co-opt individuals. Co-opted members will be reviewed on an annual basis and will have no voting rights on Council.

7.9.2 In the event that the Council co-opts an individual to represent the Royal College of Anaesthetists, the Association of Anaesthetists of Great Britain and Ireland or the Paediatric Intensive Care Society, their respective roles shall include the following duties:

7.9.3.A Co-opted Member from the Royal College of Anaesthetists (RCoA) Council

Duties

- To foster a close and productive liaison between the Councils of the RCoA and the APA and, where relevant, ensure a consistent approach on areas of common interest
- To this end, to report relevant decisions and concerns of the APA Council to College Council and vice versa
- To help to prevent any misunderstandings between the two Councils and, if necessary, to help to resolve any that arise

7.9.3.B Co-opted Member from the Association of Anaesthetists of Great Britain and Ireland

Duties

- To foster a close and productive liaison between the Councils of the AAGBI and the APA and, where relevant, ensure a consistent approach on areas of common interest
- To this end, to report relevant decisions and concerns of the APA Council to the AAGBI Council and vice versa

- To help to prevent any misunderstandings between the two Councils and, if necessary, to help to resolve any that arise

7.9.3.C *Co-opted Member from the Paediatric Intensive Care Society (PICS)*

Duties

- To foster close links between the Paediatric Intensive Care Society (PICS) and the APA, mindful of the fact that many anaesthetists are involved in paediatric intensive care as intensivists and / or by providing help and support for the PICU and / or through resuscitation and stabilisation of critically ill and injured children
- To report relevant information concerning the national provision of paediatric intensive care and about the activities of PICS that will be relevant to paediatric anaesthetists
- To report relevant concerns of PICS to the APA and vice versa
- To report those developments within paediatric intensive care, whether in national organisation, training or clinical practice, which may be of relevance to paediatric anaesthetists

7.9.4 *Co-opted patient advocate (lay representative)*

Duties

- To represent the interests of children and families to the APA, its Council, Committees, Sub-committees and Members
- To foster communication with children and families about the work of the APA
- To foster communication with children and families about paediatric anaesthesia, paediatric pain management and paediatric intensive care
- To Support the APA Peer review process and assist in production/review of appropriate child and parent Information.

7.9.5 *Non-Specialist Paediatric Advisor*

Council will elect a non-specialist advisor when there is no elected director from a non-specialist centre

Duties

- To advise council on matters that affect members working in non-specialist hospitals.
- To attend regular council meetings.

If an individual from a non-specialist hospital is subsequently elected as an Elected Director or Special Office Holder then the position of Non-specialist advisor will cease and the Council will give notice of the termination to the National Advisor affected.

7.9.6 *Linkman Representative*

Duties (see 10.9.1.1)

- To help to organise a linkman meeting in conjunction with the Meetings Secretary.
- To liaise on matters of council with APAGBI Linkmen.
- To Support paediatric anaesthesia network development and function.

8. Duties and responsibilities of members of Council who are Special Officer Holders of the APA

This section sets out the duties, responsibilities and terms of reference of those members of the APA Council who are Special Office Holders. It also defines the method and duration of appointment for specific posts. The Special Office Holders are the President, Secretary, Treasurer, Presidents Elect and Immediate Past President, the Immediate Past Secretary and Immediate Past Treasurer.

8.1 **The President**

8.1.1 Duties:

- To chair all meetings of the Council
- To be an ex-officio member of all APA Committees, as required
- To chair the Annual General Meeting of the APA and any Extraordinary General Meetings that may arise
- To sign the minutes of the Council Meetings and the Annual General Meeting
- To ensure effective and harmonious working of the Council
- To maintain lines of communication with all Members of Council and in particular the Secretary, the Treasurer, the President- elect and the Chairs of Committees
- To act in the best interests of the APA and paediatric anaesthesia at all times
- To discuss with other forums or bodies any matters on which the Council / Association requires direct negotiations
- To foster links and good relations between the APA and related groups / Associations for example, the AAGBI, the Royal College of Anaesthetists (RCoA), the Royal College of Paediatrics and Child Health (RCPCH), British Association of Paediatric Surgeons, the Paediatric Intensive Care Society etc.
- When required, to take action on urgent matters, in consultation with available members of Council; also to report such actions at the next meeting of Council and the next Annual General Meeting
- To attend meetings of the Children's Surgical Forum, the Joint British Advisory Council on Children's Nursing and other working groups and parties, as required
- To foster links with overseas organisations, societies and associations of paediatric anaesthesia
- In conjunction with the Secretary, to determine the agenda for the Annual General Meetings and Council Meeting
- To act as a trustee and signatory for APA funds
- To ensure a smooth hand-over to the new President when vacating office
- To have overall responsibility for ensuring documents required by law to be filed at Companies House and with the Charities Commission on behalf of the Company are so filed

8.1.2.1 Election and term of office of President

The President shall serve for a single term of two years only and will be appointed by the Council.

8.1.2.2 The President and President Elect shall be appointed in accordance with Article 11 of the Articles of Association and the following procedure:

- A. At the appropriate time, the existing President will call for nominations for the post of next President-Elect.
- B. Nominations will be made by full Members of Council (i.e. those who have voting rights) and with the consent of the persons to be nominated. In the event of there being more than one person nominated, a confidential ballot will be taken amongst voting Members of the Council.
- C. With the exception of previous Presidents, any full Home Member of the APA may be nominated; however they must be *'in good standing'* and be a senior member of the Association. It is essential that such an individual has a thorough working knowledge of the affairs and business of the APA. He / she will be expected, already, to have made significant contributions to the work of the APA. They will also need to have demonstrated leadership skills and must be able to carry the support and respect of both the Council and the membership.
- D. The President is a Special Office Holder and it is not necessarily a pre-requisite for election that the individual should have spent a period on Council. However, it seems unlikely that an individual who is not an existing or past member of Council would fulfil the criteria to become President.

8.1.3 The President Elect shall undertake all the duties of the President in his or her absence or incapacity and be an ex-officio member of all APA Committees, as required.

8.1.4 The Immediate Past President will remain on the Council for a period of two years after completion of their period as President and will continue to be a Special Office Holder and Director with voting rights. The duties of the Immediate Past President will be determined by the Council in consultation with the Immediate Past President, will generally include:

- Chairing the APA Awards Sub-committee, which ranks members' requests for support for national clinical excellence awards and organises citations
- Chairing the Professional Standards Committee

8.2 **Secretary**

8.2.1 Duties

- To act as a trustee and signatory for APA funds
- To be an ex-officio member of all Committees as required
- To summon in writing the Annual General Meeting, any Extraordinary General Meetings and all full meetings of Council, ensuring that agendas are circulated and papers requested at least one month beforehand and that minutes of the proceedings are kept
- Arrange the venue of the Annual General Meeting in conjunction with other delegated members of the Association and the designated providers of conference support to the Annual Scientific Meeting
- To ensure that a record of members is maintained
- To liaise with staff of the central secretariat / administrative partner mentioned in 3.1 on all membership issues excluding subscriptions
- To act as a hub for communication / advice / information both within the APA and its Council, and through external bodies and individuals. Following discussion with other office holders, to assist in delegation of responsibilities, respond to requests for information etc.
- To organise elections to APA Council in association with The Electoral Reform Service (or, for National Advisors, other nominated organisations) and the APA Secretariat

- To represent the APA nationally at a number of external committees and Meetings, with others as required, including the AAGBI Specialist Societies Meeting, and the APA-BAPS-RCPCH Liaison Meeting

8.2.2 Election and term of office

The Secretary is a Special Office Holder and is elected by Council; the term of office is two years. Nominations will be made by full Members of Council (i.e. those who have voting rights) and with the consent of the persons to be nominated. In the event of there being more than one person nominated, a confidential ballot will be taken amongst voting Members of the Council. Following one term, a retiring Secretary is eligible for immediate re-election as Secretary for a further two-year period. After serving two consecutive two-year terms, a Secretary is not eligible for re-election to this post.

8.2.3 The Immediate Past-Secretary will remain on the Council for a period of one year after completing their period as Secretary and will continue to be a Special Office Holder and Director with voting rights.

8.3 **Treasurer**

8.3.1 Duties

- To record and collate all income and expenditure
- To arrange for the production of audited annual accounts
- To liaise with nominated administrative partner(s) to collect annual subscription dues
- To liaise with nominated administrative partner(s) to ensure accurate contact details for each member
- To activate collection of annual dues from new members
- To ensure that all documents required by law to be filed at Companies House and with the Charities Commission on behalf of the Company are so filed
- To act in good faith in the best interests of the members of the APA at all times to improve the finances
- To make sure that all APA grants are advertised and administered fairly

8.3.2 Appointment and term of office

The Treasurer is a Special Office Holder and a Director and is elected by ballot of the voting members of Council: the term of office is two years. Nominations will be made by full Members of Council (i.e. those who have voting rights) and with the consent of the persons to be nominated. In the event of there being more than one person nominated, a confidential ballot will be taken amongst voting Members of the Council.

Following one term of office, a retiring Treasurer shall be eligible for immediate re-election as Treasurer for a further two-year period. After serving two consecutive two-year periods, a Treasurer is not eligible for re-election to this post.

8.3.3 The Immediate past Treasurer will remain on the Council for a period of one year after completion of their period as Treasurer and will continue to be a Special Office Holder and Director with voting rights.

9. Duties and responsibilities of the APA Webmaster

9.1 Duties

- To oversee the commissioning, production and maintenance of a website

- To respond to requests made by Council to pursue work streams of importance to the membership and in keeping with the aims of the Association
- To ensure robust arrangements for commissioning, checking and approving the content of the website either personally or through nominated sub-editors
- To oversee and provide advice and support for those sections of the website devolved to specialist groups, committees and sub-committees
- To work with the APA Secretariat and nominated sub-editors to ensure that the content of the website is up to date. This will include a review of the website at least monthly
- To liaise between Council, nominated sub-editors, and the web provider about future development of the website

9.2 Appointment

The Webmaster will be appointed by the Council usually from amongst the Elected Directors or Special Office Holders. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a confidential ballot will be taken amongst the elected Members of the Council conducted by the Secretary. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statements from other Full Members of the APA. Elected Members of Council would make such an appointment after review of all applications and the appointee will be co-opted to Council.

The term of office for the Webmaster is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter). The immediate past Webmaster will ensure smooth handover of information and will remain available for consultation for a further year to ensure continuity.

10. APA Committees and Sub-committee: policies, procedures and duties and responsibilities of Chairs

This section sets out the policies and procedures of the APA Committees and Sub-committees (or equivalent²) and describes the duties, responsibilities and terms of reference of those who are Committee / Sub-committee Chairs. The APA has four Committees; the Education and Training Committee, the Meetings Committee, the Professional Standards Committee and the Scientific Committee. A committee from time to time may establish Sub-committees to oversee specific activities. The relationships between the APA Council, Committees and Sub-committees and the agreed reporting structure are given in Figure 1.

10.1 **Education and Training Committee**

The background to and the Terms of Reference and Membership of the Education and Training Committee are given in Appendix 5

10.1.1 **Chair**

10.2.1.1 Duties

- To organise and chair meetings of the Education & Training Committee
- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association

² The term 'sub-committee' includes also work-streams and projects with nominated leads as well as those with more formal committee structure, several members and chairs

- To provide an agenda and keep minutes of all meetings and make these available to Council
- To develop a strategy for developing education and training support for APA members working with members of the Education & Training Committee and liaising with APA Council members. The strategy will include any specific requirements of re-validation in respect of paediatric anaesthesia
- To lead the development of web resources to support education and training of APA members
- To provide advice on education and training matters as requested by APA Council by coordinating responses from the membership of the Education & Training Committee and appropriate stakeholders
- To liaise with the Meetings, Scientific and Professional Standards Committees and associated Sub-Committees in areas of common interest
- To liaise with and update the President and Secretary with regular progress reports
- To provide an update report of progress for Council meetings
- To attend Council meetings and responding to questions, when required
- To review membership of subcommittee yearly

10.1.1.2 Appointment

The Chair of the Education and Training Committee is not a Special Office Holder but is appointed by the Council. Nominations can be made either by voting Members of Council or the current Chair of the Education and Training Committee (acting on behalf of the Education and Training Committee) and with the consent of the persons to be nominated; eligible candidates must be full Members either of Council or the Education and Training Committee. If more than one person is nominated, a ballot will be taken amongst the elected Members of the Council conducted by the Secretary. Any Chair who is not also an Elected Council Member will be co-opted to Council in a non-voting capacity.

The term of office for the Chair of the Education and Training Committee is two years, which can be extended with the approval of Council for a further two years. The immediate past Chair will remain a member of the Education and Training Committee for one year to provide continuity

10.3 **Meetings Committee**

The Meetings Committee will oversee the Annual Scientific Meeting and, with the exception of the Linkman Meeting, other regular and specialised meetings organised by the APA, working in liaison with the Education and Training and Professional Standards Committees and, especially, the Scientific Committee

10.3.1 **Chair**

10.3.1.1 Duties

- To Chair the Meetings Committee, as detailed in Appendix 6, and be a full member of the Scientific Committee
- To respond to requests made by Council to pursue work streams of importance to the membership and in keeping with the aims of the Association
- To be responsible within the Meetings Committee for preparing and executing the Annual Scientific Meeting and other meetings as decided and ratified by Council
- To work jointly with Chairs of the Education and Training, Professional Standards and Scientific Committees to choose a nominee from each Committee to work within the Meetings Committee

- To work within the Meetings Committee and the Scientific Committee in the preparation of content for the programme for the Annual Scientific Meeting, reporting to Council on the selection of topics and speakers for approval and advice
- With the exception of the Linkman Meeting, to report on other meeting activities and seek Council's approval for these
- To approve the venue proposed by the Local Organisers of the Annual Scientific Meeting
- To agree (in consultation with the Chair of the Scientific Committee) the programme of the Annual Scientific / other meetings in conjunction with other delegated members of the Association and the designated providers of conference support to the Annual Scientific Meeting (see also 4.2 above)
- To provide executive support for Council in all matters pertaining to the planning of Scientific Meetings. This includes, but is not limited to: membership of the Scientific Committee where discussion of arrangements, topics and potential speakers for all future meetings is held and liaising with other organisers of all national and international meetings to which the APA has major input
- To liaise closely with the APA Secretariat and nominated providers of conference support to the Annual Scientific Meeting³ to ensure sound administrative arrangements and good governance in relation to the Annual Scientific Meeting and the routine secretarial tasks arising from the post of Meetings Committee Chair and the work of the Local Organiser of the Annual Scientific Meeting
- To maintain an up-to-date resource pack for future meeting's organizers (The '*Handbook for local organisers*', available from the APA website), reviewed at least every three years

10.3.1.2 Appointment

The Meetings Secretary is not a Special Office Holder but is appointed by the Council from amongst one of its elected members. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a confidential ballot will be taken amongst the elected Members of the Council conducted by the Secretary.

The term of office for the Meetings Secretary is two years, which can be extended with the approval of Council for a further two years or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter. The immediate past Chair will remain a member of the Meetings Committee for up to one year to provide continuity

10.4 **Professional Standards Committee**

The Terms of Reference and Membership of the Professional Standards Committee are given in Appendix 7. The Professional Standards Committee devolves some activities to a number of Sub-committees or equivalent⁴. These include the Peer Review, and the APA Guideline Development Group, the APA Clinical Excellence Awards Sub-committee, Information for Patients and Families and the Linkmen Scheme. The Audits and Surveys Sub-committee is a sub-committee of the Scientific Committee but additionally reports to the Professional Standards Committee for information. Each Sub-committee or equivalent has a nominated Lead or Chairman

10.4.1 **Chair**

10.4.1.1 Duties

³ Currently the AAGBI Events Department)

⁴ The term 'sub-committee' includes also work-streams and projects with nominated leads as well as those with more formal committee structure, several members and chairs

- To organise meetings of the Professional Standards Committee
- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To provide an agenda and keep minutes of all meetings and make these available to Council
- To oversee and advise the Sub-committee Chairs / nominated Leads within the Professional Standards Committee
- To liaise with the Education and Training, Meetings and Scientific Committees in areas of common interest
- To liaise with and update the President and Secretary with regular progress reports
- To provide an update report of progress for Council meetings
- To attend Council meetings and responding to questions, when required
- To advise on revalidation of members.
- To oversee the generation of guidelines and quality improvement initiatives, and support the development and implementation of recommendations.
- To oversee position statements on Professional Standard issues for our members and the public.
- To review membership of ACCEA committee yearly.

10.4.1.2 Appointment

The Chair of the Professional Standards Committee is usually the Immediate Past President. The appointment runs for two years

10.5 **Scientific Committee**

The Terms of Reference and Membership of the Scientific Committee are given in Appendix 8. The Committee oversees one sub-committee, the Audits and Surveys Sub-committee that additionally reports to the Professional Standards Committee for information

10.5.1 **Chair**

10.5.1.1 Duties

- To organise and chair meetings of the Scientific Committee
- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To provide an agenda and keep minutes of all meetings and make these available to Council
- To collaborate with and support the Chair of the Meetings Committee in developing the programme for the Annual Scientific Meeting and any other scientific meetings organised either by the APA or in conjunction with other organizations, as agreed by Council. (Although the annual Linkman Meeting, which is organised by the Linkman Co-ordinator, remains an exception)
- To organise the judging of abstracts for the Annual Scientific Meeting in accordance with the needs of each meeting and from the judging determine the prize winners
- To promote, with the Scientific Committee, research into paediatric anaesthesia

- To promote, organise and select judges for APA Grants
- To report on research initiatives and research grants to Council
- To be a member of the Survey and Audit Sub-committee
- To be a member of Council either as an elected voting member or a co-opted member of Council in a non-voting capacity
- To Review membership of subcommittee yearly

10.5.1.2 Appointment

The Chair of the Scientific Committee is not a Special Office Holder but is appointed by the Council. Nominations can be made either by voting Members of Council or the current Chair of the Scientific Committee (acting on behalf of the Scientific Committee) and with the consent of the persons to be nominated; eligible candidates must be full Members either of Council or the Scientific Committee. If more than one person is nominated, a ballot will be taken amongst the elected Members of the Council conducted by the Secretary. Any Chair who is not also an Elected Council Member will be co-opted to Council in a non-voting capacity in terms of Article 8.4 of the Articles of Association.

The term of office for the Chair of the Scientific Committee is two years, which can be extended with the approval of Council for a further two years. The immediate past Chair will remain a member of the Scientific Committee for one year to provide continuity.

10.6 Clinical Excellence Award Sub-committee

The APA Awards Sub-committee is a sub-committee of the Professional Standards Committee. Its roles in England, Wales and Scotland and its membership are given in Appendix 9. It has no role in Northern Ireland, which operates a self-nomination only scheme that precludes nominations from specialist societies. Scotland operates a system allowing the APA to nominate and provide a citation for members applying for higher awards. The Sub-committee convenes once a year to rank members' requests for support for national clinical excellence awards and organise citations. This meeting can be performed electronically.

10.6.1 Chair

10.6.1.1 Duties

- To organise and chair meetings of the Clinical Excellence Awards Sub-committee
- To provide an agenda and keep minutes of all meetings and make these available to Council
- To provide an annual report to members at the Annual General Meeting, available also on the website
- To publicise the nominating process to all APA members in sufficient time for them to prepare their application forms and relay other important information about clinical excellence awards to them via the APA website
- To ensure that completed citations are completed on behalf of members in England are uploaded to the Advisory Committee on Clinical Excellence Awards (ACCEA) website before the published deadline for the current year
- To either register with the Scottish Advisory Committee on Distinction Awards (SACDA) on behalf of the APA to upload citations on behalf of members in Scotland to the SACDA website or delegate this task to a member of the APA who holds a SACDA higher award

10.6.1.2 Appointment

The Chair of the Clinical Excellence Award Committee is usually the Immediate Past President. The appointment runs for two years

10.7 APA Guideline Lead

The Terms of Reference and duties of the APA Guideline Lead are given in Appendix 10.

10.7.1 Chair

10.7.1 Duties

- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To co-ordinate the commissioning of guidelines and standards as prioritised by Council
- To identify leads for each guideline or standard topic for ratification by Council
- To oversee the methodology for the development of each guideline or standard
- To enable adoption of those existing guidelines and standards that meet with the approval of the Council ('fast track')
- To co-ordinate the dissemination and implementation of approved guidelines and standards
- To oversee the Guidelines section of the APA website in liaison with the APA Webmaster
- To be a full member of the Education and Training and the Professional Standards Committees

10.7.1.2 Appointment

The Lead for guidelines will be appointed by the Council usually from amongst the Elected or Special Office Holder. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a confidential ballot will be taken amongst the elected Members of the Council conducted by the Secretary. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. Elected Members of Council, including the Chair of the Professional Standards Committee, will make the appointment after review of all applications.

The term of office for the APA Guideline Lead is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter).

10.8 Peer Review Sub-committee

The Peer Review Sub-committee is a sub-committee of the Professional Standards Committee. Its terms of reference and membership are given in Appendix 11.

10.8.1 Chair

10.7.1.1 Duties

- To Chair the Peer Review Sub-committee
- To oversee the APA Peer Review process in liaison with the Chair of the Professional Standards
- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association

- To co-ordinate each review including the selection of medical and lay team members
- To maintain and develop supporting documentation necessary for the process
- To select, in conjunction with the President and Council, the members of the Peer Review Sub-committee
- To disseminate good and innovative practices
- To organise training for those taking part in reviews
- To further develop the process of Peer Review
- To provide regular updates to Council (through the Professional Standards Committee) and the membership of the APA
- To oversee the Peer Review section of the APA website in liaison with the APA Webmaster
- To review membership of subcommittee yearly
- To be a full member of the Professional Standards Committee

10.8.1.2 Appointment

The Chair(s) of the Peer Review Sub-committee are not Special Office Holders but are appointed by the Council. Nominations can be made either by voting Members of Council or the current Chair(s) of the Peer Review Sub-committee (acting on behalf of the Peer Review Sub-committee) and with the consent of the persons to be nominated; eligible candidates must be full Members either of Council or the Peer Review Sub-committee. If more than one person is nominated, a ballot will be taken amongst the elected Members of the Council conducted by the Secretary, more than one chair may be appointed.

The term of office for the Chair(s) of the Peer Review Sub-committee is two years, which can be extended with the approval of Council for a further two years. An immediate past Chair will remain a member of the Peer Review Sub-committee and the Professional Standards Committee for one year to provide continuity

10.9 **Linkman Scheme**

The Linkman Scheme was established in 2005 as a means by which the APA Council could maintain effective links with all paediatric anaesthetists in the UK, particularly those working in non-specialist hospitals. The APA considers this very important because it is commonly asked by other bodies, such as the Department of Health and the Royal Colleges, for professional advice. The Linkman Scheme operates through nominated 'Linkmen' in each hospital / trust represented on the APA Council by the Linkman Coordinator. A Linkman is usually the Clinical Lead for Paediatric Anaesthesia within a department; he / she may or may not be an APA member. The Linkman Scheme is a sub-committee of the Professional Standards Committee

10.9.1 **Linkman Co-ordinator**

10.9.1.1 Duties

- To oversee the Linkman Scheme and ensure that it is broadly based by encouraging all UK Lead Paediatric anaesthetists or their deputies to register
- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To ensure that a database of Linkmen is maintained by the nominated provider of administrative support³

- To provide a means of disseminating information to the Linkmen and collating / communicating information from them to Council
- To maintain good communication with the various regional networks for paediatric anaesthesia as an additional route of contact with all paediatric anaesthetists
- To organise an annual Linkman Meeting allowing Linkmen the opportunity to directly interact with the APA in general and Council Members in particular. The topics will include contributions from the Education and Training and Professional Standards Committees as well as clinically relevant material. The Lead of the meetings committee will assist in organising this meeting.
- To oversee the Linkman section of the APA website in liaison with the APA Webmaster
- To be a full member of the Education and Training and the Professional Standards Committees, representing particularly the views of Linkmen.

10.9.1.2 Appointment

The Linkman Coordinator will be appointed by the Council usually from amongst the Elected or Special Office Holder. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a confidential ballot will be taken amongst the elected Members of the Council conducted by the Secretary. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. Elected Members of Council, including the Chair of the Professional Standards Committee, will make the appointment after review of all applications.

The term of office for the Linkman Coordinator is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter). The immediate past Linkman Coordinator will remain a member of the Professional Standards Committee for one year to provide continuity

10.10 **Information for Patients and Families**

The APA undertakes to provide a range of information resources about paediatric anaesthesia for children, young people and families. Such resources may be produced solely by the APA, or in conjunction with other appropriate professional bodies, such as the RCoA and the AAGBI

The Professional Standards Committee will oversee, support and manage APA activity regarding information for children and young people and their families. A sub-committee or project team may be formed on occasion to review or develop information materials on behalf of the APA. This will generally involve lay representation.

The approval of the full Council may also be required for new information initiatives and projects

10.10.1 **Lead for Information for Patients and Families**

10.10.1.1 Duties and responsibilities

- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To be a full member of the APA Professional Standards Committee
- To coordinate the production and availability of information resources for children undergoing anaesthesia and their families
- To review and revise existing patient information resources for children and young people

- To develop and maintain the Patients and Families section of the APA website
- To promote the availability and use of approved information resources for children, young people and families
- To liaise, when required, with other professional bodies with regard to joint projects about Anaesthesia Information for children, young people and their parents and carers and with the APA Lay council member
- To provide a point of contact for APA members and anaesthetists caring for children requiring information and advice about resources for children and families
- To provide a point of contact for families requesting information about anaesthesia directly from the APA

10.10.1.2 Appointment

The Lead for Information for Patients and Families will be appointed by the Council usually from amongst the Elected or Special Office Holders. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a ballot will be taken amongst the Elected Members of Council conducted by the Secretary. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. Elected Members of Council, including the Chair of the Professional Standards Committee, will make the appointment after review of all applications.

The term of office for the Lead for Information for Patients and Families is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term of office as an Elected Council Member, whichever is the shorter). The immediate past Lead for Information for Patients and Families will remain a member of the Professional Standards Committee for one year to provide continuity. Flexibility regarding term of office may be required during major projects to ensure continuity of leadership until the conclusion of the project.

10.11 Audits and Surveys

The Audit and Surveys Lead is a member of the Scientific Committee. However, the lead will also report, for information, to the Professional Standards Committee for information. The Terms of reference and Membership are given in Appendix 12.

10.11.1 Lead for Audits and Surveys

10.11.1.1 Duties

- To respond to requests made by Council to pursue work streams of importance to the membership, and in keeping with the aims of the Association
- To be a full member of the Scientific committee.
- To review and revise, if necessary, all requests to survey the APA Membership and Linkmen in association with other members of the sub-committee
- To coordinate with those APA members requesting surveys
- To approve / reject survey submissions on behalf of the Science Committee.
- To advise on changes / improvements to submitted survey requests
- To ensure that approved surveys are disseminated / made available to the APA Membership in a timely fashion.
- To coordinate (in association with the Webmaster) the publication of approved audit projects via the APA website

10.11.1.2 Appointment

The Lead for audits and surveys will be appointed by the Council usually from amongst the Science Committee. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. Elected Members of Council, including the Chair of the Science Committee, will make the appointment after review of all applications.

The term of office for the Lead for Audits and Surveys is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter). The immediate past Lead for Audits and Surveys will remain a member of both the Scientific and Professional Standards Committees for one year to provide continuity.

10.12.1 Non-Specialist Paediatric Advisor

Duties

- To advise council on matters that affect members working in non-specialist hospitals.
- To attend regular council meetings.

Election

The Non-Specialist Advisor (NSA) is not a Special Office Holder. If there is no suitable member already on Council, the NSA will be appointed by the Council after informing the membership of this (occasional) vacancy. The Honorary Secretary will accept applications after informing the membership and an application process organised. This will include submission of a curriculum vitae and short personal statement from suitable full (UK) members of the APA whose main practice is within non-specialist centres.

If an individual from a non-specialist hospital is subsequently elected as a full Director or Special Office Holder then the position of Non-specialist advisor will cease and the Council will give notice of the termination to the National Advisor affected.

Term of Office.

The term of office for the Non Specialist Paediatric Advisor is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term of office as an Elected Council Member, whichever is the shorter).

10.13. Overseas Member

Background

The rationale for the presence of a representative of the overseas members of the APAGBI, as defined in the Standing Orders (revised 2011)⁵, is to ensure functional links between the APA (and its Council) and overseas APA.

Nomination and Election

The Overseas Representative is an elected member of the APA Council. As any newly elected Members of Council (Elected Directors) the Overseas Representative will normally commence her/his office following the AGM and will usually serve until the AGM, four years later. Approximately six months before the Overseas Representative is due to retire from Council, a ballot of the membership will be arranged in order to elect a replacement.

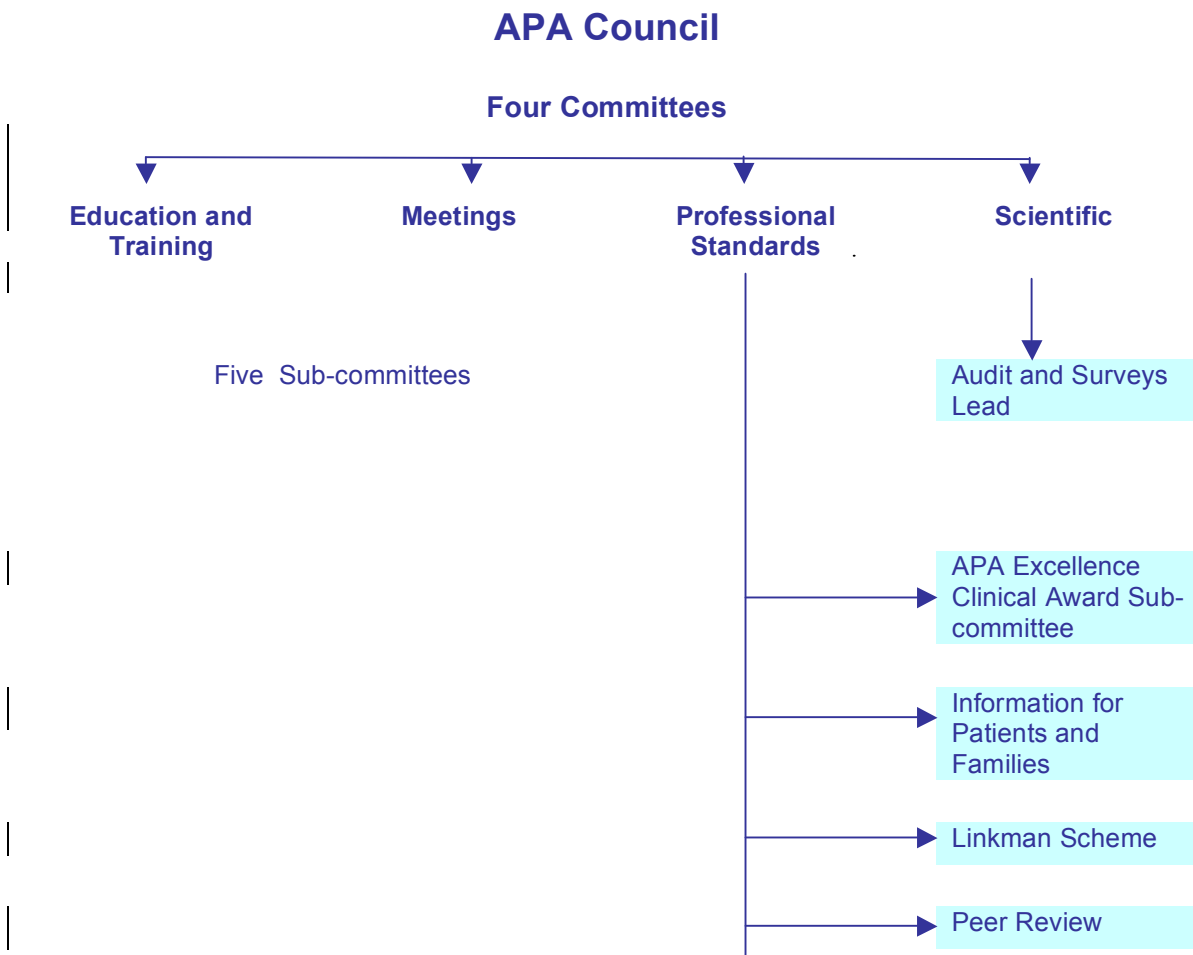
Candidates shall be proposed and seconded by overseas members of the Association.

Voting for Overseas Members standing as the Overseas Candidates will only be open to Overseas Members of the Association regardless of geographical location.

Revised May 2013

Figure 1. Relationship between the APA Council, Committees and Sub-committees⁶.

Four Committees report to Council; the Education and Training Committee, the Meetings Committee and the Professional Standards Committee and the Scientific Committee. Five Sub-committees report to the Professional Standards Committee; the APA Guideline Development Group, the Clinical Excellence Awards Sub-committee, Information for Patients and Families, the Linkman Scheme and Peer Review. The Audit and Surveys Sub-committee reports to the Scientific Committee; however, the Chair will also be a full member of the Professional Standards Committee.



⁶ The term 'sub-committee' includes also work-streams and projects with nominated leads as well as those with more formal committee structure, several members and chairs

Appendix 1

Paediatric Anaesthesia Research Fund of the APA Statutes

2004; revised March 2013

Two routes for Research Funds are available at present:

1. Funds from the APA may be made available with the National Institute of Academic Anaesthesia in its twice yearly grant round
2. The Council of the APA may from time to time commission work and provide approved funds for research or audit that is in line with the aims of the APA

1. National Institute of Academic Anaesthesia (NIAA)

Funds have been made available for paediatric related grants that come under the auspices of the NIAA. Currently the grants are advertised and considered twice /year. Details of the Grant and statutes can be found at www.niaa.org.uk:

- The grant is intended to support specific research projects in Paediatric Anaesthesia, Critical Care or Pain Management and may be for salaries or for the purchase of items of equipment (as described below) and consumable items
- The work may be done within the NHS, in an academic clinical department or a university science department. If you are unsure about eligibility please enquire
- Applicants should indicate whether they have sought support for their project from locally available research funds, or from other bodies, before applying to the Institute
- Salaries may be payable in the form of part-time Fellowships for doctors and salaries for technicians or other assistants. Superannuation and National Insurance contributions should be included
- Applicants cannot expect the funding partners (APA and NIAA) to purchase basic equipment e.g. word processors except under very exceptional circumstances. Request for specialised equipment may be supported, but evidence must be given that the expertise to use the equipment is available. Running costs and maintenance of equipment must be considered and the funding partner must be reassured that they are reasonable and sufficient to allow the equipment to be used for the duration of the grant. A competitive quotation and reasons for choice should be provided. VAT should be included where appropriate
- All equipment remains the property of the funding partner and must be labelled as such. At the end of the project the equipment will be donated to the Department but should continue to be labelled with the source of provision. It is the express wish of the funding partners that any equipment will continue to be used for research purposes
- Funding partners (APA and NIAA) decline to contribute to any other indirect costs
- Funding partners (NIAA and APA) decline to consider requests for conference travel
- A final report must be sent to the Chairman of the APAGBI Scientific Committee 18 months after the start of the project and results must be submitted for presentation at one of the APAGBI meetings

2. Commissioned work

The Scientific Committee may consider promoting a particular audit or research to address a key issue to forward the science and profession of paediatric anaesthesia:

- The proposal needs to be formalized in a full protocol which will be submitted to the Scientific Committee
- The work needs to be considered and approved by the Scientific Committee
- A final decision of the work, the funding and its approval will be made by Council
- The work will be reviewed for progress annually and reported to Council
- Details of this work and progress will be made available on the APA website and reported for the Annual General meeting

Appendix 2

APA Travel Grant Explanatory notes Version March 2013

Travel grants are available to enable APA members in good standing to travel to:

1. Meetings with direct relevance to paediatric anaesthesia
2. To be involved in educational initiatives in the developing world
3. To go to developing countries for charitable work

Overseas Meetings

- The APA Scientific Committee will assess a meeting's eligibility for travel grant applications, in advance. Normally, grants will apply to meetings outside Europe
- Grants are limited to the sum of £500 for speakers and presenters; £250 for other delegates
- The total sum available for any meeting shall not exceed £10,000. A pro rata reduction in all the grants for the meeting will be made if the total of applications exceeds this sum

Educational Initiatives or Medical Charity Work

- A sum of up to 3% of the annual subscription income shall be available for travel grants to members involved in educational initiatives in the developing world. In November 2010, this was £2000
- A sum of £250 per person per year may be available to support members (consultants, trainees or affiliates) who are going to work in paediatric anaesthesia in developing countries for recognised charities. Trainee applicants would need to obtain a written statement of support from the head of department, educational supervisor or similar

General conditions

- Applications should be made *in advance* on the attached form with a short explanation of the activity
- Such grants will be subject to approval by Council and the same limits and conditions as given in the 'APA Policy Statement on Reimbursement of Expenses' (Appendix 4)
- All educational initiatives or charitable work must be accompanied by a *report* on return from the visit
- Original receipts are required (e-ticket printouts are acceptable)

Appendix 3

APA Miscellaneous Grant Statutes

Version March 2013

- At least one co-applicant must be an APA member
- The project group must be able to demonstrate relevant experience / expertise. Each applicant should submit a short personal supporting statement and curriculum vitae
- The project must be relevant for the speciality of paediatric anaesthesia
- Internal applications from APA Sub-committees and similar must be supported by the supervising APA Committee (Professional Standards / Scientific / Education & Training). These supported projects will be deemed to have been '*adopted*' by that Committee
- External applications should be submitted to the APA Secretary via the APA Secretariat (address above) who will confirm receipt within four weeks. The Secretary will then forward the application to the Chair of the most relevant APA Committee for peer review by a panel of three independent reviewers and potential '*adoption*' by that Committee. The Committee Chair will notify applicants of the outcome of this stage
- Applications can be submitted at any time during the year. However, '*adopted*' projects will be considered by Council at one of its three full meetings each year after review of the application and any recommendations from the nominated supervising committee. The Secretary will notify the lead applicants of Council's decision
- Each application will be considered on its merits, taking into account the APA's current financial position
- The project must be started within one year of the award or the funds returned. The timetable for the project will be agreed between the applicant(s) and the relevant APA Committee and Council as a condition of any award
- Applicants must submit an annual progress report to the Chairman of the relevant Committee and APA Secretary and a final report for the APA website / newsletter and Annual General Meeting at the conclusion of the project

APA Policy Statement on Reimbursement of Expenses

EXPENSES FOR ASM

Two free registrations for local organisers.

Invited Speakers from UK and Ireland

Travel expenses (economy air or max 2nd class rail)
Hotel accommodation for day of presentation
Registration fee waived on day of presentation
Dinner at one of the Official Social Functions

Invited Speakers from Overseas

Travel expenses including economy airfare
Hotel Accommodation for the duration of the Meeting
Free registration for duration of Meeting and Symposium/Refresher Course
Complimentary hospitality at Official Social Functions

Joint meetings with specialist societies for home or overseas societies

Travel expenses (economy air or max 2nd class rail)
Hotel accommodation for day of presentation
Registration fee waived on day of presentation
Dinner at one of the Official Social Functions

Honorary members

Honorary members will have the same expenses allowance as overseas invited speakers (as above) for the meeting in which their membership is proposed
Existing honorary members are entitled to free meeting registration but no other expenses.

Chairmen

Chairmen of sessions will not be entitled to claim reimbursement of expenses
Suggest that travel expenses and 1 day registration is offered to invited chairs who would not otherwise attend (such as non-anaesthetists).

Jackson Rees Lecturer

There are separate arrangements for reimbursement of expenses, which the Council of the APA decide as appropriate but best administered through the local meeting.

Guidance Notes

1. UK speakers will be responsible for making their own travel arrangements and hotel bookings
2. Overseas speakers should request the advice of the local conference organisers in booking hotel rooms.
3. All allowable expenses i.e. those compatible with this Policy Statement will be claimed retrospectively on submission of receipts to the conference organisers.
4. Claims need to be made within a time limit of 3 months from the date of the meeting
5. Payment of expenses to UK speakers will be made by a sterling cheque or BACS. For other currencies an international money transfer will be made to a nominated bank account. This requires IBAN number and SWIFT/BIC codes.
6. Hotel accommodation rates will be paid up to the set limit of the conference hotel.
7. Travel expenses will cover first class rail fare/economy airfare/car mileage @ 40 pence per mile/taxi fare from airport or train station to hotel as appropriate. Car parking expenses will also be allowable under travel expenses
8. Car mileage @ 40 pence per mile will not be paid in excess of corresponding rail fare and associated taxi fare

EXPENSES FOR COUNCIL, COMMITTEE AND GUIDELINE DEVELOPMENT GROUP MEETINGS

Each guideline group is entitled to a one-off budget of £2000 for purchase of support such as reference management software etc.

1. Travel by economy airfare or up to standard 2nd class rail. Please make every effort to prebook in order to minimise costs
2. Car mileage of 40p/mile not in excess of second class rail
3. Hotel accommodation: a guide price of £120/night
4. Subsistence – evening meal up to £35/meal.

EXPENSES FOR LINKMAN MEETING

As an encouragement for elected Council members to attend the National Linkman Meeting, they will be entitled to full expenses as for Council meetings or business (as above).

Appendix 5

Education and Training Committee Terms of Reference and Membership March 2013

Background

During the Council meeting of the APAGBI in November 2008 a proposal was approved to form a new education and training committee. The remit of the committee is to advise its membership on education, training and revalidation (particularly re-certification).

The aim of the APAGBI is to promote high standards in paediatric anaesthesia through education and research. The APAGBI provides advice on request to other professional bodies on anaesthesia for children and has made recommendations to the Royal College of Anaesthetists, at its request, on training in paediatric anaesthesia.

Terms of Reference:

The Education and Training Committee will lead on education and training issues and revalidation for the APAGBI.

The Education and Training Committee will:

- Provide information and advice on education, training and continuing experience in paediatric anaesthesia to our members and APA Linkmen.
- Assist relevant bodies, when invited to, in supporting the education and training and continuing experience of paediatric anaesthetists. This may include, for example, assisting the Royal College of Anaesthetists (RCoA) in developing the CCT curriculum for paediatric anaesthesia by:

Making appropriately evidenced recommendations in developing the paediatric anaesthesia curriculum and work-based assessments so Specialist Registrars and Specialty Registrars are suitably trained to be specialist paediatric anaesthetists¹, children's anaesthetists² and general anaesthetists³ with on call responsibility for anaesthetising children.

Monitoring case mix and experience of anaesthetists completing CCT in anaesthesia and work with relevant bodies, including the RCoA and paediatric anaesthesia regional networks, to optimise education and training opportunities in paediatric anaesthesia in Great Britain and Ireland.

- Advise on appropriate continuing experience, education and training for consultant specialist paediatric anaesthetists, children's anaesthetists and general anaesthetists anaesthetising and stabilising children out of hours for re-validation. The scope may include;
 - Considering how continuing experience can be provided
 - Recommending appropriate content for mandatory training
 - Making recommendations on appropriate continuing experience
 - Determining resources needed to provide appropriate continuing experience
 - Working with paediatric anaesthesia regional networks and national bodies to maximise opportunities for education, training and continuing experience and reduce barriers to progression
 - Linking with and sharing ideas with other Paediatric Anaesthesia organisations investigating continuing experience in other parts of Europe and overseas
 - Providing advice to members on matters of Continuing Experience

- Advise relevant bodies on request, such as the Care Quality Commission, on the content of appropriate training and experience for consultant and SAS anaesthetists providing anaesthesia services to children.
- Support career planning in medical schools and for doctors advising about paediatric anaesthesia and provide appropriate resources for career planning websites. Promoting the career of paediatric anaesthesia through education and training.
- Develop a database of Fellowships in paediatric anaesthesia available nationally and internationally and an evaluation of experience gained by trainees having recently completed the posts accessible to trainees.

Membership:

The committee will be drawn from the APAGBI membership.

Council members:

- Chair (Elected by Council)
- Linkmen Co-ordinator or lead from regional group involved in medical education and training
- Chair of the Professional Standards Committee
- Trainee Representative
- Lay member

5 members selected from the APAGBI membership

Other members co-opted as required

Membership of the subcommittee will be reviewed yearly by the lead for Education.

¹A specialist paediatric anaesthetist is an anaesthetist who anaesthetises babies and children in a specialist children's hospital or specialist centre

²A children's anaesthetist is an anaesthetist who anaesthetises babies and children in a non-specialist hospital for elective and emergency surgery

³A general anaesthetist is an anaesthetist who anaesthetises children in a non-specialist hospital mainly out of hours for emergency surgery

Appendix 6

Meetings Committee Terms of Reference and Membership

The Meetings Committee was formed in 2011 out of the Scientific Committee in order to reflect the widening categories of membership and the requirement to address science, education and standards within the APA membership and the appointed meetings.

Roles

The Meetings Committee is established to fulfil the following functions:

- Establish the programme for the Annual Scientific Meeting
- Oversee and monitor the process of the Annual Scientific Meeting
- Liaise with the Scientific Committee and other Committees / Sub-committees, as appropriate, in the production of the scientific programme for any joint meetings involving the APA and other organizations

Membership

The Meetings Committee will have a nominated Chair (alternatively known as the Meetings Secretary). Members will additionally comprise the Chair of the Scientific Committee and nominees from the Education & Training and the Professional Standards Committees. The Committee will also comprise the Secretary, the Trainee Representative, appropriate individuals from Council and the Lead Local Organiser of the Annual Scientific Meeting, who will be co-opted for a minimum of 12 months. In addition the outgoing Chair of the Meetings Committee would remain a member of the committee for a year after his / her completed term of office in order to preserve continuity.

Meetings and conduct of business

At the autumn planning meeting for the proposed meeting 18 months ahead, the Scientific Committee will join with the Meetings Committee to help plan the programme. The President would normally attend this meeting.

- The draft programme for the Annual Scientific Meeting will be drawn up approximately 16 months in advance according to an agreed set of deadlines. These are included in the *'Handbook for local organisers'* available on the APA website
- The Chairman of the Meetings Committee will present the final programme to the APA Council for approval. The speakers for this programme should have been invited to participate, and their agreement obtained beforehand
- The content of, and speakers at, industry-sponsored symposia or workshops must be pre-approved by the Chairman of the Meetings Committee

Appendix 7

Professional Standards Committee Terms of Reference and Membership March 2013

The work of the Professional Standards Committee of the APA is multi-faceted, covering many important areas including:

The development of clinical guidelines for all areas of paediatric anaesthetic practice

- Overseeing and supporting the APA Peer Review Scheme
- Overseeing and supporting the APA Linkman Scheme
- In conjunction with the Scientific Committee, overseeing and coordinating national paediatric anaesthetic audits within the APA membership
- Overseeing and supporting Patient Information Projects
- To advise in association with the Education committee on revalidation of members.
- To oversee the generation of guidelines and quality improvement initiatives, and support the development and implementation of recommendations.
- To produce position statements on Professional Standard issues for our members and the public.
-

Membership

The Committee will be drawn from APA members:

- Committee Chair (appointed by Council; usually role assumed by the Immediate Past President)
- Chair, APA Peer Review Scheme
- Chair, APA Clinical Excellence Awards Sub-committee (also generally the Chair of the Professional Standards Committee in capacity as Immediate Past President)
- Chair, Information for Patients and Families
- Chair, APA Linkman Scheme
- Chair, APA Guideline Development Group
- Chair, Education and Training Committee
- Lay member
- Trainee Member of Council
- Other members co-opted as required

Meetings

The frequency of meetings has yet to be determined; however a minimum of one meeting should take place annually.

Appendix 8

Scientific Committee Terms of Reference and Membership

The Scientific Committee is established to fulfil the following functions:

- Liaise and collaborate with the Meetings Committee and its Chair in the preparations and content of the annual scientific meeting
- Provide scientific input into the content of other meetings as required
- Assess abstracts submitted for presentation at the Annual Meeting
- Plan the scientific policy of the APA
- Promote network approaches to collaborative research projects and commission research work where appropriate with approval from Council
- Administer the APA awards for best papers / poster at the Annual Meeting
- Administer and provide review on Research Grants as outlined in Appendix 1
- Carry out other scientific activities as appropriate
- Liaise (in collaboration with the meetings committee) as appropriate, in the production of the scientific programme for any joint meetings involving the APA and other organisations / groups
- Provide expert advice on scientific issues relating to paediatric anaesthesia
- Where appropriate, to provide a forum / resource for the development and co-ordination of multicentre studies that relate to paediatric anaesthesia
- In conjunction with the Professional Standards Committee, overseeing and coordinating national paediatric anaesthetic audits / surveys within the APA membership

Chairman, membership and terms of office

The Scientific Committee comprises a Chairman and members appointed by the APA Council including:

- The Chair of the Meeting's Committee
- The APA President (member ex officio)
- The APA Secretary (member ex officio)

Additional members may be appointed from amongst the general APA Membership through a formal application process of application. The term of office for the Chair of the Scientific Committee is two years, which can be extended with the approval of Council for a further two years. The immediate past Chair will remain a member of the Scientific Committee for one year to provide continuity. In exceptional circumstances the duration of committee membership may be extended for one year at a time, on an annual basis Committee chairmen and members should normally be active in teaching or research.

Membership of the subcommittee will be reviewed yearly by the lead for Science.

Committee Roles and Procedures

- The Committee reports to the APA Council. Standard committee procedures are followed, with minutes and agenda recorded. Meetings will be usually twice yearly, in the spring and autumn. At least one meeting will be face-to-face, and the option for the second meeting as either face-to-face or via teleconference/Skype links depending on Committee requirements. Additional meetings will be arranged if required.
- The main roles of the committee are in the promotion and commissioning of work that develops the wider aspects of research and audit in the science and principles of paediatric anaesthesia
- The Committee will liaise with the Meetings Committee and its Chair in preparing the content and science base of the annual scientific meeting and, with the exception of the Linkman Meeting, other meetings supported by the APA
- The Committee Chairman and designated Subcommittee members will assess the quality of abstracts submitted for presentation at the Annual Meeting, assess applications for the grants from the Paediatric Anaesthesia Research Fund of the APA and judge the choice of awards for scientific excellence. The Committee Chairman and designated members will also assist the Meetings Committee in the establishment of programmes for joint meetings with other organisations

Appendix 9

APA Clinical Excellence Awards Sub-committee Role

England and Wales (ACCEA)

The APA is registered with the Advisory Committee for Clinical Excellence Awards for England and Wales (ACCEA) as a recognised specialist society and can nominate individuals for National Bronze, Silver and Gold awards. The role of specialist societies in this context is to highlight the work done by the candidate in the specialty and draw attention to the wider influence of this work.

The ACCEA requires that each nominating society to appoint a committee of 5-10 members to score and rank applicants according to ACCEA criteria. The committee must include at least one non-award holder and a lay representative. Applicants must be scored and ranked on the basis of their ACCEA application forms using an ACCEA tool. The chair of the Sub-committee is responsible for publicising the nominating process to all APA members in sufficient time for them to prepare their application forms; in addition he/she may relay other important information about clinical excellence awards to members via the APA website. Scoring of the applications is usually completed via the internet and the Sub-committee meets once a year to finalise the rankings and compile a list of APA members who may be approached to provide a citation. Once, the citations have been received by the Chair, he/she must ensure that these are uploaded to the ACCEA website before the published deadline for the current year.

Northern Ireland (NICEAC) and Scotland (SACDA)

Northern Ireland and Scotland have separate advisory bodies and procedures for Clinical Excellence Awards. Northern Ireland operates a self-nomination only scheme which precludes nominations from specialist societies. Scotland operates a similar system to the ACCEA allowing the APA to nominate and provide a citation for members applying for higher awards. The Chair of the APA Clinical Excellence Awards Sub-committee may either register with SACDA on behalf of the APA to upload citations to the SACDA website or delegate this task to a member of the APA who holds a SACDA higher award. In either event the APA Clinical Excellence Awards Sub-committee is not involved in scoring or ranking the applications.

Membership of the subcommittee will be reviewed yearly by the lead for Professional Standards.

Appendix 10

APA Guidelines Lead Policies and Procedures

The terms of reference of the APA Guidelines Lead is as follows:

1. To draw up clinical and practice guidelines that are evidence-based and relevant to paediatric anaesthesia in its broadest sense; also to prepare information leaflets on appropriate topics
2. To review and modify, as appropriate, all existing APA clinical guidelines
3. To identify, prioritise and prepare new guidelines: the preparation of new guidelines to be completed within 36-months
4. All guidelines to be submitted to APA Council for final ratification and approval

Election.

The Guideline Lead will be appointed by the Council usually from amongst the Elected or Special Office Holder. Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a ballot will be taken amongst the elected Members of the Council conducted by the Secretary. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. The appointment will be made after review of all applications by Elected Members of Council, including the Chair of the Professional Standards Committee.

The term of office shall be two years in the first instance. The Lead will be a member of the Professional Standards and the Education and Training Committees.

Function

The current 'state of the art' methodology for evidence-based guidelines is that of the Scottish Intercollegiate Guidelines Network (SIGN) and described in detail on www.sign.ac.uk listed as Guideline 50. For subjects where evidence is poor, a Consensus Statement can be developed by the Delphi method.

A number of guidelines relevant to the APA already exist and the APA Guidelines Lead would review these and recommend co-adoption or suggest amendments to Council.

The guidelines will be developed with the intention that they are in line with NHS Evidence

Process

1. The time-line for each working group is 12 months
2. The APA Guidelines Lead shall report to the Professional Standards Committee and thus to the Council
3. Proposed Guidelines shall undergo consultation and peer review prior to ratification, adoption by the APA and distribution
4. Following implementation, there will be an audit of guidelines
5. Time-scales for review and procedures for revision will be kept under consideration.

The role of the APA Guidelines Development Lead

1. To define the overall strategy of APA Guideline Development Group in conjunction with the APAGBI Council
2. To attend APAGBI Professional Standards meetings.
3. Formalise instructions on how guidelines are written

Appendix 11

Peer Review Sub-committee Terms of Reference and Membership

APA Peer Review is a voluntary process with the aim of raising standards of paediatric anaesthetic practice within an anaesthetic department. The process should allow for experiences to be shared through the dissemination of good or innovative practice.

The peer review process has two stages:

1. An initial self-assessment by the participating centre
2. A subsequent visit by a review team, which will compile a report is written for the reviewed centre highlighting good practice and suggesting changes that might raise standards of practice in paediatric anaesthesia

The visiting review team is composed of a minimum of five individuals:

1. The team leader who is a consultant with experience in peer reviews
2. Usually two consultant anaesthetists from within the local network and an external reviewer from outside the region
3. A lay representative who is an experienced reviewer and nominated by the APA
4. Occasionally young people may be part of the team if the visited centre chose this

Peer Review Sub-committee

Membership

1. A Chair who shall be either an elected Council member or a member of the Peer Review Sub-committee
2. The Chair of the Professional Standards Committee
3. A lay member nominated by the APA
4. APA Members who have demonstrated an interest in peer review may be invited to join the committee in addition

The Peer Review Sub Committee will:

1. Oversee the APA peer review system to ensure that reviews of departments and regions / networks are consistent and carried out using the APA process. The Sub-committee will keep a confidential copy of every report
2. Regularly review the documentation and criteria for quality standards to ensure that they meet the Royal College of Anaesthetists guidelines for the provision of anaesthetic services
3. Provide support and guidance for individuals, hospitals and regional networks undertaking reviews, with immediate advice if problems arise during a visit and an agreed and explicit system for dealing with evidence of unsatisfactory practice and providing mediation if there are conflicts
4. Provide a system to disseminate the good practice found during peer review
5. Maintain a system of quality assurance by providing training for reviewers, out of region oversight for each review, and formal feedback on the process after each review from both the visiting team and the visited department.
6. The subcommittee should seek to engage with other groups involved in reviewing the standards of care for children receiving elective or emergency surgery or resuscitation

Appendix 12

Audit and Surveys Lead Terms of Reference and Membership March 2013

Terms of Reference

Surveys

- To suggest suitable topics to be surveyed and to develop survey materials where appropriate
- To review all requests to survey the APA Membership or Linkmen
- To suggest revisions to surveys submitted for review
- To approve / reject requests to survey the APA Membership or Linkmen
- To coordinate dissemination of survey materials to the APA Membership / Linkmen via the APA Secretariat and / or APA webmaster
- To ensure that the results of approved surveys are made available to the APA Membership in a timely fashion. This may be by publication on the APA website and / or elsewhere as deemed appropriate

Audits

- To suggest suitable topics for audit
- To review audit plans submitted to the APA for consideration
- To suggest revisions to submitted audit plans
- To approve / reject submissions for audit plans where the involvement of the APA Membership / Linkmen is sought
- To review and approve / reject completed audit projects submitted for inclusion on the APA website
- To ensure that appropriate audit projects are reported via the APA website / newsletter (in association with the APA Webmaster and Secretary)
- To advise on the conduct and content of audit projects and to develop suitable audit materials where appropriate
- To promote multidisciplinary / multiprofessional audit in association with other suitable bodies

Membership

- The Lead for Audit and Surveys
- The Chair of the Scientific Committee of the APA
- The Chair of the Professional Standards Committee of the APA
- One additional nominated representative of the Scientific Committee

- From time to time opinion on the suitability of a particular project may be sought from co-opted persons with special knowledge in that area

Lead

The Lead for audits and surveys will be appointed by the Council usually from amongst the Science Committee. In the event of there being no suitable elected Council Member, Council reserve the right to invite applications in the form of a curriculum vitae and short personal statement from other Full Members of the APA. The appointment will be made after review of all applications by Elected Members of Council, including the Chair of the Science Committee.

Duties of the Lead

- To be a full member of both the Scientific and the Professional Standards Committees
- To review and revise, if necessary, all requests to survey the APA Membership and Linkmen in association with other members of the sub-committee
- To coordinate responses from the sub-committee and liaise with those requesting surveys of APA members
- To approve / reject survey submissions on behalf of the sub-committee
- To advise on changes / improvements to submitted survey requests
- To ensure that approved surveys are disseminated / made available to the APA Membership
- To review audit proposals in association with members of the sub-committee
- To approve / reject audit submissions on behalf of the sub-committee
- To advise on the suitability and conduct of proposed audit projects
- To coordinate (in association with the webmaster) the publication of approved audit projects via the APA website

Appointment

The Lead for Audits and Surveys will be appointed by the Council from amongst one of its elected members (either an Elected or Special Office Holder). Nominations will be made by voting Members of Council and with the consent of the persons to be nominated. If more than one person is nominated, a ballot will be taken amongst the elected Members of the Council conducted by the Secretary.

The term of office for the Lead for Audits and Surveys is two years, which can be extended with the approval of Council for a further two years (or until the incumbent has completed his / her term as an Elected Council Member, whichever is the shorter). The immediate past Lead for Audits and Surveys will remain a member of both the Scientific and Professional Standards Committees for one year to provide continuity

Appendix 13.

Overseas representative

Role and job description

Background

The rationale for the presence of a representative of the overseas members of the APAGBI, as defined in the Standing Orders (revised 2011)⁷, is to ensure functional links between the APA (and its Council) and overseas APA.

Nomination

The Overseas Representative is an elected member of the APA Council. As any newly elected Members of Council (Elected Directors) the Overseas Representative will normally commence her/his office following the AGM and will usually serve until the AGM, four years later. Approximately six months before the Overseas Representative is due to retire from Council, a ballot of the membership will be arranged in order to elect a replacement.

Candidates shall be proposed and seconded by overseas members of the Association.

Voting for Overseas Members standing as the Overseas Candidates will only be open to Overseas Members of the Association regardless of geographical location.

Job description

1. **The Overseas Representative has a key role in promoting links between APA overseas Members and the APA, especially its Council.** This includes:
 - Establishing and developing strong relationships, on behalf of APA Council, with the overseas members.
 - Disseminating relevant information coming from overseas countries. Ideally, the Overseas Representative should have links with the Scientific Committee of other Societies of Paediatric Anaesthesia (Europe, USA, Asia etc) (see 4 below). He can also be a link between developing countries willing to develop paediatric anaesthesia and the APAGBI Council.
 - Appraising the Council or at least the President on relevant local concerns or developments relevant to paediatric anaesthesia in the world (including developing countries). The Overseas representative is expected to provide a brief written report to each of the three Council meeting each year and the Annual General Meeting
2. **From time to time, the Overseas Representative will be asked to review / comment on documents / similar, by the APA President, Honorary Secretary or other nominated APA Officer**
 - Many of these documents / discussions are highly sensitive. The Overseas representative should maintain the highest levels of confidentiality and not discuss / disseminate this material beyond APA Council until publication / official release or the President or his / her deputy grants permission to do so. This is the same level of probity expected of all elected and co-opted Council Members
 - In commenting, he / she should note any relevant local (national, European) factors
3. **The Overseas Representative will be expected to attend at least one Council Meeting per year but may be required or invited to attend others.** The Honorary Secretary is responsible for all invitations. Expenses will be reimbursed in line with APA policies⁸

4. **The Overseas Member is a member of the Scientific and Meetings Committees.** His/her main duty will be:

- avoiding competition (dates/topics) between APAGBI and other main overseas Congresses on Paediatric Anaesthesia
- proposing overseas lecturers for the APAGBI AGM
- if relevant, proposing the participation of some overseas centers to APA-driven multicentric studies

Support for the Overseas Representative

1. **The Overseas Representative will be supported in his / her role by the APA Council, especially its President, Honorary Secretary and the Chairs of each of the four APA Committees (Education & Training, Meetings, Professional Standards, Scientific).** Requests for assistance / advice should be made to the Honorary Secretary in the first instance
2. **With the approval of the Honorary Secretary, the APA Secretariat is able to forward electronic communication, on behalf of the Overseas Representative, to APA Members within his / her constituency.** Requests should be directed to the Honorary Secretary in the first instance

See '*Standing Orders (revised 2011)*', Appendix 4
(<http://www.apagbi.org.uk/sites/apagbi.org.uk/files/Standing%20orders-June2011.pdf>)

Appendix 14

APAGBI POLICY FOR 'BADGING', ENDORSEMENT AND SUPPORT

The APAGBI are often asked to participate in joint publications with other organisations, or to support publications produced by other organisations that have already been prepared. More recently this has extended to develop or support electronic media. The following taxonomy is proposed for both printed and electronic publications. This does not apply to links with commercial organisations or industry. This policy is one endorsed by the RCoA and AAGBI and it is accepted that each Council reserves the right to apply this process flexibly (e.g. the WHO Safer Surgery Checklist).

Joint Publications

The organisation was involved from the start of the project and was represented throughout the preparation of the publication. A Service Level Agreement will often have been in place. The organisation has had the chance to comment on the final document and make suggestions for change. The final draft has been approved by Council*.

The final document will bear the badge of the organisation in the print version.

Endorsement

The organisation is asked to review a finished document or electronic media from another source, without the opportunity to influence/change it. Notwithstanding this, the organisation believes the document is valuable and no significant reservations are expressed by Council*.

The final document will say it has been endorsed, but will not bear the badge of the organisation.

Support

The organisation is asked to review a finished document or electronic media from another source, without the opportunity to influence/change it. The organisation believes the general principles are of value, but has reservations about the scope, relevance, or method.

The final document will say it is supported, but will not bear the badge of the organisation.

Not supported

The organisation is asked to review a finished document or electronic media, but does not agree with one or more of its scope, relevance, method or recommendations.

The document or electronic media is not supported.

*The process for final approval may vary between anaesthetic bodies.

The Election of Honorary Members.

Nomination.

- Any full APA member may nominate honorary Members. This nomination should include evidence of the nominees' contribution to paediatric anaesthesia.
- The Honorary Secretary will seek nominations for Honorary membership from the full membership of the APA in the summer preceding the next Annual General Meeting.

Election Process.

- The Honorary Secretary will present received Nominations to council at the November Council meeting.
- The President will then undertake a ballot by council members. Successful nominees will be informed in due time to allow presence at the next Annual General Meeting.
- There will generally be a maximum of four honorary members elected in any one year. There is no mandatory requirement to elect any

Dr Tony Moriarty
Honorary Secretary
June 2013