



## The Association of Paediatric Anaesthetists of Great Britain and Ireland

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## Standing Orders

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## **1. Introduction**

These Standing Orders comprise policies and procedures that underpin the governance of the APAGBI, its Council, Officers, Committees and Sub-committees. A full member of the APAGBI 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 “APAGBI” 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 APAGBI 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 APAGBI. 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 are available by request from 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 10.2)

## **4. Meetings**

- 4.1 The APAGBI 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 11.7).
- 4.2 The APAGBI will appoint a Professional Conference Organiser (PCO), who will be responsible for the organisation of the Annual Scientific Meeting. A contract detailing the roles and responsibilities of the PCO will be signed by the PCO and officers of the APAGBI and will be available from the Honorary Secretary on request.

- 4.3 The PCO will, in consultation with the Chair of the Meetings Committee, the Lead Local Organiser and the core Special Office Holders; President, Honorary Secretary and Honorary Treasurer, be responsible for all necessary arrangements for the Annual Scientific Meeting; identification of accommodation, obtaining appropriate insurance for the meeting and organising the social programme. (This list is not exhaustive). The Lead Local Organiser will be co-opted on to the Meetings Committee at least 18 months before their meeting.
- 4.4 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 4.7. Each Annual Scientific Meeting shall include sessions for the presentation of free papers.
- 4.5 Following each Annual Scientific Meeting, the PCO, the Chair of the Meetings committee, the Honorary Treasurer and the Lead Local Organiser shall provide a report to include attendance numbers, accounts and an analysis of feedback from the delegates.
- 4.6 The PCO shall keep proper accounts of income and expenditure relating to the organisation of the meeting and these will be submitted to the APAGBI. Any funds generated from meetings shall belong to and be remitted to the APAGBI. The APAGBI will remit back to the local department a fixed donation of £2000 provided that the local department uses it only for purposes that are entirely consistent with the aims and objectives of the APAGBI and of a Registered Charity, and keeps full records and accounts of the same and makes these available for inspection by the APAGBI on request. If no fund within the local department is able to fulfil these aims then the donation will be made to a charity of the local department's choice.
- 4.7 Detailed guidance for local organisers is set out in the 'Handbook for local organisers', which is available on the APAGBI website and frequently updated. This handbook clearly describes the respective roles and responsibilities of the PCO, the APAGBI Meetings Committee and the Scientific Committee (especially the Chairs of these two committees) and the local organisers.

## 5. Grants and Awards

- 5.1 The APAGBI 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 APAGBI (see Appendix 1, 2. Commissioned work). Applications will be reviewed and assessed by the Scientific Committee. Funds may be made available for research or audit commissioned from the APAGBI 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 APAGBI to support successful Grant applications to the NIAA. This partnership will be reviewed annually. Details

can be found at: <http://www.APAGBI.org.uk> or <http://www.niaa.org.uk>

5.1.3 Council may, from time-to-time, make discretionary grants available to assist members attending overseas meetings of relevance to paediatric anaesthesia. Criteria for eligibility, the grant procedure and the financial limits are set out in Appendix 2 and included also in the Travel Grant Application form available from the APAGBI website.

5.1.4 A sum of up to 3% of the annual subscription income shall be available for developing world initiatives. 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 APAGBI 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 APAGBI website), which must comply with the criteria and procedures governing the award of an APAGBI 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 APAGBI will normally award trainee prizes following adjudication of free papers and posters presented by trainees at each Annual Scientific Meeting. The APAGBI 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 APAGBI will reimburse reasonable expenses incurred by those acting on behalf of the Association in line with the 'APAGBI 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 APAGBI website) within three months of incurring expenses. Claims will be accepted either by post or email to the APAGBI's registered address.

## 7. Composition and Election of APAGBI 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-opted Members' (see below)

### 7.4 Elected Directors

7.4.1 There are six Elected Directors made up of:

- Five Members who are either Home Members employed in Great Britain and/or Ireland or Honorary Members employed in Great Britain and/or Ireland.
- One Trainee Member based in Great Britain or Ireland.

7.4.2 Elected Directors will be elected by postal or electronic ballot, and become Directors of the APAGBI. All but the Trainee Member shall be elected from among the Full Members and Honorary Members of the APAGBI. The Trainee Member will be elected from amongst the Trainee Members of the APAGBI.

### 7.5 Special Office Holders

7.5.1 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 APAGBI.

7.5.2 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 16.6 of the Articles of Association.

### 7.6 Elections

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

7.6.2 Candidates and voting members must follow the election governance policy of the APAGBI (see appendix 16)

7.6.3 Candidates shall be proposed and seconded by Full members or Honorary members of the Association.

7.6.4 Voting for Home or Honorary Members standing as Home Candidates will only be open to both Home Members and Honorary Members of the Association; voting for Trainee Members standing as Trainee Candidates will only be open to Trainee Members of the Association.

## 7.7 **Term of Office**

7.7.1 Newly elected Home Members of Council will normally commence office following the Annual General Meeting (AGM). They will usually serve until the AGM, four years later. Members who resign from council will need to be replaced as soon as possible.

7.7.2 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 two voting members of council to nominate and second the candidate.

7.7.3 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.

## 7.8 **Overseas Member**

### *Background*

The rationale for the presence of a representative of the overseas members of the APAGBI is to ensure functional links between the APAGBI (and its Council) and overseas APAGBI members and with overseas societies of paediatric anaesthesia.

### *Nomination and Election*

The APAGBI council shall appoint the Overseas Member on Council from the overseas membership of the APAGBI. The Overseas Member will normally commence her/his office following the AGM and will usually serve until the AGM, four years later. The process to appoint the succeeding overseas member will be overseen by council approximately six months prior to completion of their four-year term (see Appendix 12).

## 7.9 **National Advisor**

7.9.1 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, Scotland or Wales) and the Republic of Ireland, then the Council, under Article 15.4 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 that the Council may from time-to-time approve.

7.9.2 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.

7.9.3 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.

## 7.10 **Co-opted Members**

7.10.1 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.

7.10.2 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:

### ***7.10.3. A Co-opted Member from the Royal College of Anaesthetists (RCoA)***

Duties:

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

### ***7.10.3. A Co-opted Member from the Association of Anaesthetists***

Duties:

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

### ***7.10.3. A Co-opted Member from the Paediatric Intensive Care Society (PICS)***

Duties:

- To foster close links between the Paediatric Intensive Care Society (PICS) and the APAGBI, 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 APAGBI 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

### ***7.10.4 Co-opted Patients' Advocate (lay representative)***

Duties:

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

### ***7.10.5 Non-Specialist Paediatric Advisor***

Council will elect a Non-Specialist Advisor when there is no elected director on Council 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.

#### **7.10.6 Linkman Representative**

Duties (see 11.7.1.1)

- To help to organise a the Annual 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

#### **7.10.7 PATRN Representative**

The PATRN committee will nominate an individual to attend council meetings.

Duties:

- To report on proceedings of the PATRN committee
- To report on current and future research projects
- To report the relevant proceedings of Council to the PATRN committee

#### **7.10.8 “Newly Appointed Consultant” Representative**

This is a co-opted position on Council for consultants within 5 years of appointment (see Appendix 13)

Duties:

- To engage in the roles and responsibilities of the APAGBI council
- To facilitate engagement with senior trainees
- To encourage the engagement of new consultants to serve a period of time on the Council

## **8. Co-opted Representation on External Working Groups on behalf of the APAGBI**

The Council of APAGBI will on occasions call on an expert with specialised skill or knowledge to represent APAGBI on an external working group (see Appendix 16). The representative will receive expenses for their travel and accommodation as per APAGBI policy.

Duties:

- To attend working groups in response to a request by the RCoA, Association of Anaesthetists or other disciplines
- To contribute to the development of joint recommendations, guidelines or working practices
- To provide written feedback from each meeting for council and share any draft documents developed
- To understand that the final decision on any document/guideline will be made by council including agreeing the level of involvement

## **9. Duties and responsibilities of members of Council who are Special Officer Holders of the APAGBI**

This section sets out the duties, responsibilities and terms of reference of those members of the APAGBI 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, Honorary Secretary, Honorary Treasurer, President Elect and Immediate Past President, the Immediate Past Honorary Secretary and Immediate Past Honorary Treasurer.

### **9.1 The President**

#### **9.1.1 Duties:**

- To chair all meetings of the Council
- To be an ex-officio member of all APAGBI Committees, as required
- To chair the Annual General Meeting of the APAGBI 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 APAGBI 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 APAGBI and related groups/Associations for example: the Association of Anaesthetists, the Royal College of Anaesthetists (RCoA), the Royal College of Paediatrics and Child Health (RCPCH), British Association of Paediatric Surgeons (BAPS), the Paediatric Intensive Care Society (PICS) 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 Meetings
- To act as a trustee and signatory for APAGBI 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

### **9.1.2 Election and term of office of President**

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

9.1.2.2 The President and President Elect shall be appointed in accordance with Article 18 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 APAGBI 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 APAGBI. He/ she will be expected, already, to have made significant contributions to the work of the APAGBI. 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.

9.1.3 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 APAGBI Committees, as required.

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

## 9.2 Secretary

### 9.2.1 Duties

- To act as a trustee and signatory for APAGBI funds
- To be an ex-officio member of all APAGBI 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 APAGBI 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 APAGBI Council in association with The Electoral Reform Services (or, for National Advisors, other nominated organisations) and the APAGBI Secretariat
- To represent the APAGBI nationally at a number of external committees and Meetings, with others as required, including the Association of Anaesthetists Specialist Societies Meeting, and the APAGBI-BAPS-RCPC Joint Liaison Meeting

### 9.2.2 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.

9.2.3 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.

## 9.3 Treasurer

9.3.1 Duties. The Honorary Treasurer will be a signatory to all APAGBI funds such that he/she may undertake the following 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 liaise with the nominated Professional Conference Organiser (PCO) to ensure the availability of completed accounts for the purposes of annual audit
- 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 APAGBI at all times to improve the finances
- To make sure that all APAGBI grants are advertised and administered fairly

#### 9.3.2 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.

9.3.3 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.



## **10. Duties and Responsibilities of the APAGBI Webmaster**

### 10.1 Duties

- To oversee the commissioning, production and maintenance of a website
- To oversee the development and maintenance of social media platforms to complement and advertise website content and to ensure that the content is consistent with the aims and objectives of the Association.
- 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 APAGBI 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

### 10.2 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 a short personal statement from other Full Members of the APAGBI. 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.

## **11. APAGBI Committees & Sub-committee: policies, procedures, duties and responsibilities of Chairs**

This section sets out the policies and procedures of the APAGBI Committees and Sub-committees (or equivalent) and describes the duties, responsibilities and terms of reference of those who are Committee / Sub-committee Chairs. The APAGBI 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.

### **11.1 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

#### **11.1.1 Chair**

##### **11.1.1.1 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
- 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 APAGBI members working with members of the Education & Training Committee and liaising with APAGBI Council members. The strategy will include any specific requirements of revalidation in respect of paediatric anaesthesia
- To lead the development of web resources to support education and training of APAGBI members
- To provide advice on education and training matters as requested by APAGBI Council by coordinating responses from the membership of the Education & Training Committee and appropriate stakeholders
- To lead on the development of guidance on matters relating to paediatric anaesthesia
- 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 the committee yearly

### 11.1.1.2 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.

## 11.2 Meetings Committee

The Meetings Committee, together with the appointed Professional Conference Organiser will oversee the organisation of the Annual Scientific Meeting, working in liaison with the Education and Training and Professional Standards Committees and, especially, the Scientific Committee. The Meetings Committee will oversee the organisation of the Annual Linkman Meeting and other regular and specialised meetings organised by the APAGBI, working in liaison with the Linkman Coordinator, and the Education and Training, Professional Standards and Scientific Committees as required.

### 11.2.1 Chair

#### 11.2.1.1 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.

- 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 APAGBI has major input
- To liaise closely with the nominated Professional Conference Organiser and the APAGBI Secretariat 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 Lead Local Organiser of the Annual Scientific Meeting
- To maintain an up-to-date resource pack for future meeting's organisers (The 'Handbook for local organisers', available from the APAGBI website). This "Handbook for local organisers" should be revised at least every three years such that it provides a comprehensive source of information for departments wishing to host the Annual Scientific Meeting

#### 11.2.1.2 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

### 11.3 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 equivalent.<sup>2</sup> These include the Peer Review, and the APAGBI Guideline Development Group, the APAGBI Clinical Excellence Awards Sub-committee, Information for Patients and Families and the Linkmen Scheme. Each Sub-committee or equivalent has a nominated Lead or Chairman.<sup>1</sup>

#### 11.3.1 Chair

##### 11.3.1.1 Duties

- To organise meetings of the Professional Standards Committee

<sup>1</sup> 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 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 Standards issues for our members and the public.
- To review membership of the ACCEA committee annually

#### 11.3.1.2 Appointment

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

## 11.4 Scientific Committee

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

### 11.4.1 Chair

#### 11.4.1.1 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 APAGBI or in conjunction with other organisations, as agreed by Council.

- To support the Linkman Coordinator in the development of the programme for the Annual Linkman Meeting
- To organise, together with the Chair of the Scientific Committee and the PCO the arrangements for 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 APAGBI grants and in collaboration with the NIAA where appropriate
- 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 the Scientific committee annually

#### 11.4.1.2 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 15.4 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.

## 11.5 Clinical Excellence Award Sub-committee

The APAGBI 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 APAGBI 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.

### 11.5.1 Chair

#### 11.5.1.1 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 APAGBI members in sufficient time for them to prepare their application forms and relay other important information about clinical excellence awards to them via the APAGBI 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 APAGBI to upload citations on behalf of members in Scotland to the SACDA website or delegate this task to a member of the APAGBI who holds a SACDA higher award

#### 11.5.1.2 Appointment

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

## 11.6 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 10](#).

### 11.6.1 Chair

#### 11.6.1.1 Duties

- To Chair the Peer Review Sub-committee
- To oversee the APAGBI 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 in conjunction with the changes in the RCoA Guidance on the Provision of Paediatric Anaesthesia Services and the Anaesthesia Clinical Services Accreditation (ACSA) process.
- To provide regular updates to Council (through the Professional Standards Committee) and the membership of the APAGBI
- To oversee the Peer Review section of the APAGBI website in liaison with the APAGBI Webmaster
- To review membership of Peer Review subcommittee yearly
- To be a full member of the Professional Standards Committee

#### 11.6.1.2 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 of Council. 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 APAGBI. Elected Members of Council, including the Chair of the Professional Standards Committee, will make the appointment after review of all applications.

In certain circumstances 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.

## 11.7 Linkman Scheme

The Linkman Scheme was established in 2005 as a means by which the APAGBI Council could maintain effective links with all paediatric anaesthetists in the UK, particularly those working in non-specialist hospitals. The APAGBI 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 APAGBI 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 APAGBI member. The Linkman Scheme is a sub-committee of the Professional Standards Committee



### **11.7.1 Linkman Co-ordinator**

#### **11.7.1.1 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 support
- To provide a means of disseminating information to the Linkmen and collating / communicating information from them to Council
- To support the development of and 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 APAGBI 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 Chair of the Meetings Committee will assist in organising this meeting.
- To oversee the Linkman section of the APAGBI website in liaison with the APAGBI Webmaster
- To be a full member of the Education and Training and the Professional Standards Committees, representing particularly the views of Linkmen.

#### **11.7.1.2 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 APAGBI. 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.

## **11.8 Information for Patients and Families**

The APAGBI 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 APAGBI, or in

conjunction with other appropriate professional bodies, such as the RCoA and the Association of Anaesthetists.

The Professional Standards Committee will oversee, support and manage APAGBI 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 APAGBI. This will generally involve lay representation.

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

### **11.8.1 Lead for Information for Parents and Families**

#### 11.8.1.1 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 APAGBI 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 APAGBI 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 APAGBI Patients' Advocate.
- To provide a point of contact for APAGBI 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 APAGBI

#### 11.8.1.2 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 APAGBI. 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.

## **11.9 Audits and Surveys Lead**

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. The Terms of reference and Membership are given in the Appendix.

### **11.9.1. 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 and Professional Standards committees
- To lead the review of, and revise if necessary, all requests to survey the APAGBI membership, APAGBI Linkmen and PATRN membership in association with other members of the Scientific Committee.
- To develop survey(s) together with the Education and Training committee that reflect the best “Hot Topics” launched on the APAGBI website
- To coordinate with those APAGBI members requesting surveys
- To approve / reject survey submissions after review by the Scientific Committee.
- To advise on changes / improvements to submitted survey requests
- To ensure that approved surveys are disseminated / made available to the APAGBI Membership in a timely fashion.
- To coordinate (in association with the Webmaster) the publication of approved audit projects via the APAGBI website

### **11.9.2 Appointment**

The Lead for Audits and Surveys will be appointed by the Council usually from amongst the Scientific 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 APAGBI. Elected Members of Council, including the Chair of the Scientific 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

## **11.10 Non-Specialist Paediatric Advisor**

### **11.10.1 Duties:**

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

### **11.10.2 Appointment**

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 APAGBI 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.

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).

## **11.11 APAGBI Quality Improvement Lead**

### *Background*

The APAGBI aims to encourage Quality Improvement (QI) activity in paediatric anaesthesia at national, regional and local level. The appointment of an APAGBI QI Lead is designed to lead and develop this activity.

### *Nomination and election*

If there is no suitable member already on Council, Council will seek to co-opt a QI Lead from the membership of the APAGBI after informing the membership of this 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. Applications will be invited from full members of the APAGBI. The term of the post will be two years with an option to extend for another two years.

### **11.11.1 Duties**

- To lead and support QI activity by Council and members of the Association
- To support members implementing local and national APAGBI QI projects
- To be a member of the APAGBI Scientific and Professional Standards Committees
- To co-ordinate activity with the designated Scientific Committee QI member
- To advise Council and APAGBI committees on QI matters

## **11.12 Paediatric Perioperative Care Subcommittee**

The Terms of Reference and Membership of the Perioperative Care sub-committee are given in the Appendix. The sub-committee reports to the professional standards committee.

### **11.12.1 Chair**

#### **11.12.1.1 Duties**

- To organise and chair meetings of the Perioperative Care Sub-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 promote paediatric perioperative medicine through promoting national projects, collaborating with other organisations and delivering other original work
- To report directly to the Professional Standards committee
- To be a member of the Association of Paediatric Anaesthetists of Great Britain and Ireland
- To review membership of the Paediatric Perioperative Care committee annually

#### **11.12.1.2 Appointment**

The Chair of the Paediatric Perioperative Care Sub-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 Paediatric Perioperative Care Sub-committee (acting on behalf of the Paediatric Perioperative Care Sub-committee) and with the consent of the person to be nominated; eligible candidates must be a member of the Association of Paediatric Anaesthetists of Great Britain and Ireland. 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 APAGBI. Elected Members of Council, including the Chair of the Professional Standards Committee, will make the appointment after review of all applications.

In certain circumstances more than one chair may be appointed.

The term of office for the Chair(s) of the Paediatric Perioperative Care Sub-committee is two years, which can be extended with the approval of Council for a further two years.

### **11.13 PATRN – Paediatric Anaesthetic Trainee Research Network**

PATRN aims to produce high quality, trainee-led audit, quality improvement and research projects related to the practice of paediatric anaesthesia. PATRN is a subcommittee of the Scientific Committee.

Duties:

- PATRN aim to engage with trainees during all parts of the planning and implementation of projects in keeping with the aims of the Association
- Committee members should be members of the APAGBI.
- PATRN aim to collaborate with consultant supervisors, trainee representatives and other regional trainee research networks from across the UK and Ireland to run projects related to the practice of paediatric anaesthesia
- PATRN will be managed by a committee consisting of up to 6 members. The APAGBI shall provide 1-2 scientific advisors. The PATRN committee will meet no more than twice per year.
- The APAGBI will provide expenses for committee members as per the APAGBI expenses policy.
- The PATRN committee will nominate an individual to be a representative at APAGBI council meetings
- The PATRN committee will follow the Standing Orders and Articles of the APAGBI
- PATRN will follow a charter describing the structure and governance of the network. This will be reviewed every 2 years, and approved by the PATRN committee and APAGBI Council.

## **12. Committee Structure – relationship between APAGBI Council, Committees and Sub-committees<sup>2</sup>**

Four Committees report to Council: the Education and Training Committee, the Meetings Committee, the Scientific Committee and the Professional Standards Committee.

Six Sub-committees report to the Professional Standards Committee: the APAGBI Guideline Development Group, the Clinical Excellence Awards Sub-committee, Information for Patients and Families, the Linkman Scheme, the Peri-operative Medicine Committee and Peer Review.

The PATRN Sub-committee reports to the Scientific Committee.

<sup>2</sup> 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

# Appendices

## Appendix 1 - APAGBI Research Grants

Two routes for Research grants are available at present:

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

### 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 biennially (every 2 years). Details of the Grant and statutes can be found at: <http://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 (APAGBI and NIAA) to purchase basic equipment e.g. desktop or laptop computers 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 (APAGBI and NIAA) decline to contribute to any other indirect costs
- Funding partners (NIAA and APAGBI) 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 formalised 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 on 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 APAGBI website and reported for the Annual General meeting



## Appendix 2 - APAGBI Travel Grant

### Explanatory notes

**Travel grants are available to enable APAGBI members in good standing for 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 APAGBI 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 for developing world initiatives. (In March 2019, this was £2100)
- 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 '*APAGBI 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 - APAGBI Miscellaneous Grant

- At least one co-applicant must be an APAGBI 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 APAGBI Sub-committees and similar must be supported by the supervising APAGBI 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 APAGBI Secretary via the APAGBI Secretariat (address can be found on the APAGBI website) who will confirm receipt within four weeks. The Secretary will then forward the application to the Chair of the most relevant APAGBI 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 APAGBI'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 APAGBI Committee and Council as a condition of any award
- Applicants must submit an annual progress report to the Chairman of the relevant Committee and APAGBI Secretary and a final report for the APAGBI website / newsletter and Annual General Meeting at the conclusion of the project

## **Appendix 4 - APAGBI Policy Statement on the Reimbursement of Expenses**

### **ANNUAL SCIENTIFIC MEETING EXPENSES**

#### **Local organising committee (LOC)**

- Registration fee waived for two members of the LOC. Individuals to be decided upon by LOC and communicated to PCO (Professional Conference Organiser) prior to the meeting
- 8 complimentary reception tickets and 4 complimentary dinner tickets to be allocated to the LOC for dispersal at their discretion
- Free registration for workshop coordinators for the day of the workshop up to a maximum of eight
- Travel expenses for up to eight workshop coordinators as per invited speaker policy (below) but not accommodation

#### **Invited Speakers from UK and Ireland**

- Travel expenses (economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare)
- Hotel accommodation for day(s) of presentation or the night before
- Registration fee waived for the main meeting
- Complimentary ticket for the official social functions

#### **Invited Speakers from Overseas**

- Travel expenses (economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare)
- Hotel accommodation for the duration of the meeting
- Registration fee waived 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 fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare). Planned expenses in excess of 500 pounds to be approved by the treasurer and at least one other officer prior to travel arrangements being made.
- Hotel accommodation for day of presentation or the night before
- Meeting registration fee waived on day of presentation
- Ticket for 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 should, wherever possible, be selected from speakers and or local faculty
- They will not in general be entitled to claim reimbursement of expenses but will be offered complementary hospitality at one of the official social functions
- Travel expenses and 1 days' 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 APAGBI decide as appropriate. They will be administered via the PCO.

### **Guidance Notes**

1. UK speakers will be responsible for making their own travel arrangements and hotel bookings, but may request assistance via the PCO.
2. Overseas speakers should request the advice of the PCO in booking hotel rooms.
3. All allowable expenses i.e. those compatible with this Policy Statement will be claimed retrospectively on submission of appropriate receipts to the conference organisers or PCO.
4. Claims 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 BACS electronic transfer. 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 official conference hotel.
7. Travel expenses will cover. Economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on-the-day second class fare. Car parking expenses will also be allowable under travel expenses. Parking fines and prolonged stays will not be reimbursed.
8. Car mileage @ 40 pence per mile will not normally be paid in excess of corresponding rail fare with associated taxi fare

### **EXPENSES FOR APAGBI COUNCIL, COMMITTEE AND OTHER SANCTIONED MEETINGS**

(TO INCLUDE ATTENDANCE AT MEETINGS WITH OTHER ORGANISATIONS WHEN REPRESENTING APAGBI IN AN OFFICIAL CAPACITY)

1. Travel by economy airfare or standard 2<sup>nd</sup> class rail fare. (Please make every effort to pre-book in order to minimise costs). Advance first class rail fare can be used so long as it does not exceed the walk up on-the-day second class fare

2. Car mileage of 40p/mile (not in excess of second-class rail fare as defined above)
3. Hotel accommodation: a maximum guide price of £150/night
4. Subsistence – meal allowance up to £35 per day.

#### **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).
- Speakers at Linkman Meetings are entitled to claim reimbursement of travel and where necessary accommodation and subsistence expenses for 1 night.

#### **EXPENSES FOR PATRN REPRESENTATIVES**

- PATRN members may claim up to 50% of travel, accommodation and registration costs when attending meetings at which they are officially representing the APAGBI.
- A maximum of two members per meeting may claim under these rules and a maximum of 2000 pounds total per annum will normally be allowable in total for all PATRN expenses under this policy.

#### **OTHER AD HOC EXPENSES INCURRED BY APAGBI COUNCIL MEMBERS**

- On occasion APAGBI Council Officers may need to attend various functions to represent or promote the APAGBI. In such circumstances travel and accommodation expenses will be paid as for Council meetings or business. In general conference registration fees will not be paid except under exceptional circumstances.
- Separate arrangements are available (see APAGBI Travel Grant) for those officially representing the APAGBI at overseas meetings and events.

#### **PAYMENT OF EXPENSES**

- All expenses claims must be supported by receipts covering all claimed expenses and submitted using the attached claim form (either in hard copy or, more preferably, by e-mail attachment) to the Treasurer and where sent via email, copied to the APAGBI Secretariat at the Association of Anaesthetists. Payment will be made via bank transfer as soon as practicable.
- Please send to [treasurer@APAGBI.org.uk](mailto:treasurer@APAGBI.org.uk)
- Please remember to include bank details and receipts for prompt payment as per the form below.

## **Appendix 5 - Education and Training Committee**

### **Terms of Reference and Membership**

#### **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 and training.

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 for the APAGBI.

The Education and Training Committee will:

- Provide information, guidance and advice on education, training and continuing experience in paediatric anaesthesia to our members and APAGBI 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 that trainees are suitably trained
  - Monitoring casemix 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 in 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.

### **Guidance and Guidelines (April 2019)**

The Education Committee shall oversee the development of appropriately evidenced guidance for APAGBI members on topics identified by the council and the membership. The committee should:

1. Draw up clinical and “Best practice” guidance documents that are evidence-based and relevant to paediatric anaesthesia in its broadest sense; also to prepare information leaflets on appropriate topics
2. Identify, prioritise and prepare new guidance, which can be considered for publication by the APAGBI and where appropriate consideration for submission for publication in the journal *Pediatric Anaesthesia*
3. All guidelines must be submitted to APAGBI Council for final ratification and approval

### **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
- 5 members selected from the APAGBI membership
- Other members co-opted as required

The Chair of the Education and Training committee will review membership of the Committee annually. At least 5 members of the committee are required to be present in order to be quorate and approve or ratify any decisions or vote on any issues.

## **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 APAGBI membership and the appointed meetings.

The Meetings Committee is established to fulfil the following functions

- Establish the programme for the Annual Scientific Meeting
- Oversee and monitor the planning and development of the Annual Scientific Meeting together with the appointed PCO
- 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 APAGBI and other organisations

### **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 President, Honorary Secretary and Honorary Treasurer, the Trainee Representative, The Overseas Representative, appropriate individuals from Council and the Lead Local Organiser of the Annual Scientific Meeting, who will be co-opted for a minimum of 18 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. A representative(s) of the appointed PCO will be co-opted to the committee as required by the Meetings Secretary to report on progress towards each Annual Scientific Meeting.

### **Meetings and conduct of business**

At the winter 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 and Honorary Secretary would normally attend this meeting.

- The draft programme for the Annual Scientific Meeting will be drawn up approximately 18 months in advance according to an agreed set of deadlines. These are included in the 'Handbook for local organisers' available on the APAGBI website. Note: Advanced planning (more than 2 years), may be required for the Jackson Rees Lecturer and certain eminent speakers
- The programme will be finalised at a summer meeting of the Meetings Committee, typically 10 months before the Annual Scientific Meeting and initial invitations sent out over the summer



- The Chairman of the Meetings Committee will present the final programme to the September APAGBI Council. 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**

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

- The development of clinical guidelines for all areas of paediatric anaesthetic practice
- Overseeing and supporting the APAGBI Peer Review Scheme
- Overseeing and supporting the APAGBI Linkman Scheme
- 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 Standards issues for our members and the public

### **Membership**

The Committee will be drawn from APAGBI members:

- Committee Chair (appointed by Council; usually role is assumed by the Immediate Past President)
- Chair, APAGBI Peer Review Scheme
- Chair, APAGBI Clinical Excellence Awards Sub-committee (also generally the Chair of the Professional Standards Committee in cAPAGBIcity as Immediate Past President)
- Chair, Information for Patients and Families
- APAGBI Linkman Coordinator
- Chair, APAGBI Guideline Development Group
- Chair, Education and Training Committee
- Patients' Advocate (Lay representative)
- Trainee Member of Council
- APAGBI Quality Improvement Lead
- Other members co-opted as required

### **Meetings**

The frequency of meetings may be determined by the Chair, 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 APAGBI
- Promote network approaches to collaborative research projects and commission research work where appropriate with approval from Council
- Administer the APAGBI 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 APAGBI 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
- Overseeing and coordinating national paediatric anaesthetic audits / surveys within the APAGBI membership

### **Chair, membership and terms of office**

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

- The Chair of the Meeting's Committee
- The APAGBI President (member ex officio)
- The APAGBI Secretary (member ex officio)
- The APAGBI QI Lead
- The APAGBI Overseas Representative

Additional members may be appointed from amongst the general APAGBI 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.

The Chair of the Scientific committee will review membership of the committee annually.

### **Committee Roles and Procedures**

- The Committee reports to the APAGBI 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, the Linkman Meeting and other meetings supported by the APAGBI
- The Committee Chairman and designated Sub -committee 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 APAGBI 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 - APAGBI Clinical Excellence awards sub-committee**

### **England and Wales**

The APAGBI 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 APAGBI 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 APAGBI 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 APAGBI 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 APAGBI to nominate and provide a citation for members applying for higher awards. The Chair of the APAGBI Clinical Excellence Awards Sub-committee may either register with SACDA on behalf of the APAGBI to upload citations to the SACDA website or delegate this task to a member of the APAGBI who holds a SACDA higher award. In either event the APAGBI Clinical Excellence Awards Sub-committee is not involved in scoring or ranking the applications.

The Chair of the Professional Standards Committee will review membership of the sub-committee annually.

## **Appendix 10 - Peer Review Sub-committee**

### **Terms of Reference and Membership**

APAGBI 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 2 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
3. The option to provide evidence of meeting the paediatric standards within the RCoA ACSA process as part of a departmental accreditation

**The visiting 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 patient advocate who is an experienced reviewer and nominated by the APAGBI
4. Occasionally young people may be part of the team if the centre to be visited chooses this

#### **Peer Review Sub-committee membership**

- A Chair who shall be either an elected Council member, a member of the Peer Review Sub-committee, or appointed by Council following the application process defined in 11.6.1.2 above
- The Chair of the Professional Standards Committee
- A Patient's advocate nominated by the APAGBI
- APAGBI 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 APAGBI peer review system to ensure that reviews of departments and regions / networks are consistent and carried out using the APAGBI 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 (GPAS) and the appropriate ACSA standards

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 sub-committee should seek to engage with other groups involved in reviewing the standards of care for children receiving elective or emergency surgery or resuscitation

#### **APAGBI Peer Review and RCoA Anaesthesia Clinical Services Accreditation (ACSA)**

- The RCoA general ACSA domains 1-4 have standards which directly reference children or refer to a supporting GPAS reference from the Guidelines for the Provision of Anaesthetist Services (GPAS) Paediatric Anaesthesia Services chapter.
- The ACSA team consider that any department which is able to meet all of these standards, with provision of appropriate evidence, should be accredited for the paediatric services within their department. This is not a stand alone accreditation, but forms part of the broader departmental ACSA domains 1-4 which must be completed in its entirety for the anaesthetic department to achieve full ACSA accreditation.
- The RCoA ACSA domains 1-4 are applicable to all hospitals with anaesthetic departments and must be completed, whether a children only centre or mixed adult/children's hospital.

#### **APAGBI Peer Review – ACSA accreditation**

- The APAGBI Peer Review committee have integrated the Paediatric ACSA standards into the self-assessment paperwork of the APAGBI peer review for departments to complete.
- Some of these standards refer both adults and children. The APAGBI will only address the paediatric aspects of these standards.
- These standards will be reviewed by the APAGBI Peer Review team during their visit and the team will determine whether all of these standards have been met.
- A short report summarising the findings of the APAGBI team regarding the ACSA standards will be produced within the final report by the APAGBI Peer Review team. This part of the report will be provided to the ACSA review team, with the consent of the department. If a department that has signed up for an ACSA visit has participated in an APAGBI review previously, the report summary should be submitted to the ACSA team as part of the supporting documentation. This could later be referenced in the ACSA report with the APAGBI summary as an appendix
- The APAGBI will not be accrediting departments on behalf of the RCoA. The RCoA deems the decision of the APAGBI peer review team in relation to whether a department is meeting the ACSA paediatric standards sufficient evidence to agree they have been met or not.

- If a department is deemed to have met the ACSA paediatric standards, then these will be unlikely to be re-assessed during the RCoA full ACSA onsite visit. Standards which refer to both adults and children will be assessed during the ACSA onsite visit for the adult patient population.
- If a department is deemed not to have met the ACSA paediatric standards, then the short report should highlight the areas that the department needs to work on in preparation for a full RCoA ACSA visit. Should these areas have not been addressed at the time of the RCoA ACSA visit, the ACSA review team may incorporate the recommendations of the APAGBI into their report.
- The decision on the ACSA paediatric standards by the APAGBI peer review team will be valid for 4 years during which time it is expected the department will complete the full RCoA ACSA domains 1-4 accreditation.

### **Governance**

- The team leader of the APAGBI peer review team should have ideally completed the RCoA ACSA reviewer training day and may also benefit from participating in an ACSA review as a clinical reviewer. APAGBI reviewers will be informed of ACSA clinical reviewer training days and will be invited to attend to share experiences and align practice.
- The RCoA recognises that the presence of an ACSA trained reviewer on the APAGBI review team is not an essential requirement for the APA team but presence of a Patient's Advocate on the review team is.
- The APAGBI peer review team need to develop a method for sharing good practice observed during the peer review visit.
- The RCoA are delivering approximately 12 onsite visits a year. The APAGBI peer review can deliver approximately 2-3 visits a year, thus the RCoA will continue to review paediatric elements at sites whose ACSA paediatric standards have not be assessed by the APAGBI.
- In order to further align the processes a list of APAGBI's proposed visits should be provided to ACSA so that, where possible, ACSA are able to visit the same department

This guidance was approved by:

RCoA ACSA Guidelines Team November 21<sup>st</sup> 2017

Dr Simon Fletcher – ACSA Lead, Dr Simon Courtman – APAGBI Lead, Dr Stephanie Bew – APAGBI, Carly Melbourne – RCoA, Ruth Nichols - RCoA

and

APAGBI Council – June 2018



## **Appendix 11 - Audit and Surveys Lead**

### **Terms of Reference and Membership**

#### **Surveys**

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

#### **Audit**

- To suggest suitable topics for audit
- To lead the review of audit plans submitted to the APAGBI for consideration. The audit plans should be considered by the Scientific Committee as a whole.
- To suggest revisions to submitted audit plans
- To approve / reject submissions for audit plans where the involvement of the APAGBI Membership / Linkmen is sought
- To review and approve / reject completed audit projects submitted for inclusion on the APAGBI website
- To ensure that appropriate audit projects are reported via the APAGBI website / newsletter (in association with the APAGBI Webmaster and Secretary)
- To advise on the conduct and content of audit projects and to develop suitable audit materials where appropriate
- To promote multidisciplinary / multi-professional audit in association with other suitable bodies

## **Lead**

The Lead for audits and surveys will be appointed by the Council usually from amongst the Scientific 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 APAGBI. The appointment will be made after review of all applications by Elected Members of Council, including the Chair of the Scientific 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 APAGBI Membership, Linkmen and PATRN in association with other members of the sub-committee
- To liaise with those requesting surveys of APAGBI members
- To approve / reject survey submissions on behalf of the Scientific Committee
- To advise on changes / improvements to submitted survey requests
- To ensure that approved surveys are disseminated / made available to the APAGBI Membership
- To review audit proposals in association with members of the Scientific Committee
- To approve / reject audit submissions on behalf of the Scientific 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 APAGBI 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 12 - Overseas Member**

### **Background**

The rationale for the presence of a representative of the overseas members of the APAGBI is to ensure functional links between the APAGBI (and its Council) and overseas APAGBI Members and with Overseas Societies of paediatric anaesthesia.

### **Nomination**

The APAGBI council shall appoint the Overseas Member on Council from the overseas membership of the APAGBI. The Overseas Member will normally commence her/his office following the AGM and will usually serve until the AGM, four years later. The process to appoint the succeeding overseas member will be overseen by council approximately six months prior to completion of their four-year term. The succeeding appointment will be based on recommendations from the current Overseas Member and Council members.

### **Role and Job description**

#### **1. The Overseas Member has a key role in promoting links between the APAGBI Overseas Members and the APAGBI, especially it's Council. This includes:**

- Establishing and developing strong relationships, on behalf of APAGBI Council, with the overseas members.
- Disseminating relevant information coming from overseas countries. Ideally, the Overseas Member should have links with the Scientific Committee of other Societies of Paediatric Anaesthesia (Europe, USA, Asia etc.) (see 4 below). He/she 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 Member 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 Member will be asked to review/comment on documents/similar by the APAGBI President, Honorary Secretary or other nominated APAGBI Officer**

- Many of these documents/discussions are highly sensitive. The Overseas Member should maintain the highest levels of confidentiality and not discuss/disseminate this material beyond APAGBI 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 Member 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 APAGBI policies. (See Appendix 4)

**4. The Overseas Member is a member of both 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 centres to APAGBI-driven multicentre studies

#### **Support for the Overseas Member**

**1. The Overseas Member will be supported in his/her role by APAGBI Council; especially it's President, Honorary Secretary, and Chairs of each of the four APAGBI Committees (Education and Training, Meetings, Professional Standards and 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 APAGBI Secretariat is able to forward electronic communications on behalf of the Overseas Member, to APAGBI Members within his/her constituency.**

Requests should be directed to the Honorary Secretary in the first instance

## **Appendix 13 - Newly appointed consultant position on APAGBI Council**

### **Background**

A co-opted position on Council for consultants within 5 years of appointment will allow some progression from Trainee Representative and the trainees currently involved in the Paediatric Anaesthesia Trainee Research Network (PATRN) and will also give the opportunity for those not able to serve as Trainee Representative and those from the wider constituency of newly appointed consultants to serve a period of time on Council.

The rationale is that ultimately Council might reap the longer-term benefit of a wider age range amongst full Council members and Officers.

### **Appointment**

This is a co-opted position on Council. Application would be by invitation, using a short CV and supporting statement. CVs will be reviewed by a group of Council members to include representatives of the Officers, Elected Home members and the Elected Trainee Representative. Applicants would need to be within 5-years of their start date in a substantive consultant post. Applicants will need to be a Full Member of the APAGBI.

### **Duration of appointment**

The duration of the appointment will be 2 years. This appointment is not renewable.

### **Roles and responsibilities**

Appointment to this position would allow access to all the roles and responsibilities currently fulfilled by elected Home members of Council. The position will not carry voting rights on Council.

## **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.*

## **Appendix 15 - The Election of Honorary Members**

### **Nomination**

- Any Full or Honorary APAGBI 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 APAGBI in the summer preceding the next Annual General Meeting.

### **Election Process**

- The President will ask for Nominations for Honorary Membership at the September meeting of Council. This will include any nominations gleaned from the call for nominations from the APAGBI membership.
- The nominations will be discussed at the APAGBI Strategy meeting and a ballot of Council members will be undertaken if necessary. Confirmation of the nominations will take place at the January meeting of Council to enable successful nominees to be informed in due time to allow presence at the next Annual Scientific Meeting.
- There will generally be a maximum of four honorary members elected in any one year. There is no mandatory requirement to elect any.

## Appendix 16 - Election Governance

Candidates should adhere to the following guidance:

- Candidates are active members of the APAGBI living and working in the UK or Ireland
- Candidates understand that the volume of business/time commitment can be substantial, so out of courtesy, they should inform their clinical lead/head of department of their intentions
- Candidates understand the rules governing the electoral process and agree to abide by them and the spirit in which they were written to ensure fair and equitable process
- Elections are to be conducted according to the Articles and Standing Orders of the APAGBI
- The Electoral Reform Services will oversee the electoral process and candidates will adhere to their procedural process.
- All candidates will be given equal access to the APAGBI membership. This will include a supporting electoral statement on the electronic voting system
- All candidates are expected to treat one another with respect and courtesy
- All candidates are expected to refrain from unsolicited contact with the APAGBI membership outside the formal electoral statement (above). This could include for example:
  - Additional emails
  - Unsolicited telephone calls/texting or use of WhatsApp and other messaging platforms such as Facebook.



## Appendix 17 - Co-opted Representation on External Working Groups

The Council of APAGBI will on occasions call on an expert with specialised skill or knowledge to represent APAGBI on an external working group. This usually occurs in response to a request by AAGBI/RCoA or other disciplines (paediatricians, intensivists, surgeons etc) to try to unify/reach agreement in aspects of working practice ( eg a guideline). It can however be broader than this and relate to organisational management. Feedback from these meetings is vital and gives opportunities for the Council to debate the recommendations during evolution of the final guidelines or publication.

There are several levels of involvement in terms of working on a document that involves APAGBI. These can be found in detail on the APAGBI website ([APAGBI.org.uk/about-us/council/governance](http://APAGBI.org.uk/about-us/council/governance)).

**Joint Development** requires the APAGBI to be involved from the start with adequate time for feedback, discussion and amendment.

**Endorsement** is considered on a finished document which is broadly supported by Council. Endorsed documents are not “badged”.

**Support** implies the general principles are accepted but that there are reservation.

**Not Supported** is as stated, after discussion at Council.

Co-opted individuals will usually be attending a working group with a view to **joint Development**. Council will make clear to the external working group of the need to have sufficient input and agreement with the final document, in order to fully support and badge the final version. Council may consider either **endorsing** or **supporting** the document if there remains reservations. Council may also decide that the document will not be supported if there are sufficient reservations.

The Co-opted APAGBI committee member will need to provide written feedback from each meeting and to share new versions of the document during its evolution. APAGBI Council will discuss any issues with the co-opted individual to bring back to the working group. On occasion it may be necessary for the co-opted member to attend a Council meeting and discuss the issue in more depth. The final decision on a document/guideline will be made with appropriate rationale by Council to the working group.

## **Appendix 18. Paediatric Perioperative Care Subcommittee**

The Perioperative Care Sub-Committee exists to improve the safety and quality of care of children undergoing anaesthesia through identifying and disseminating best practice in the preparation of children for surgery and also in their recovery following surgery.

### **Paediatric Perioperative Care Sub-Committee Membership**

- A Chair who shall be either an elected Council member, a member of the Perioperative Care Sub-committee or appointed by Council following the application process defined in 10.14.1.2 above.
- APAGBI Members who have demonstrated an interest in paediatric perioperative medicine may be invited to join the committee
- The committee shall have no more than six members, of which one member should be a full member of the APAGBI council.
- The committee should meet 1-2 times per year, of which one could occur at the ASM. Travel expenses shall be provided in line with the APAGBI expenses policy.

### **The Perioperative Care Sub-Committee will:**

1. Promote and support the development of paediatric perioperative care
2. Lead and support projects within paediatric perioperative care and disseminate the work through publication and presentation at the APAGBI ASM. This could include projects where PATRN and the APAGBI linkman network could be used.
3. Work with other national organisations in partnership, to further develop resources for paediatric perioperative medicine e.g. RCOA, AAGBI, RCPCH
4. Develop standards on paediatric perioperative care for inclusion in national guidelines e.g. GPAS.
5. To enhance awareness of the value of perioperative care to children, young people, families and carers

*Dr. Simon Courtman, APAGBI Honorary Secretary*

*April 2019*