

## **FACULTY OF PRE-HOSPITAL CARE**

### **STANDING ORDERS**

#### **ONE**

#### **Elections and Appointments**

##### **1. Elections and Appointments**

- 1.1. In accordance with Clauses 5.3, 5.12 and 6.2 of the Constitution of the Faculty, this Standing Order sets out the procedures and processes to be applied in respect of the election and appointment of the Faculty's Office-Bearers, members of the Executive Committee and members of the Faculty Advisory Board respectively.
- 1.2. The Faculty, with the assistance of the Returning Officer, shall as far as reasonably possible, ensure that the terms of office of the appointed or elected Officer-Bearers, members of the Executive Committee and members of the Advisory Board are staggered to prevent the rotation and/or retirements occurring simultaneously.

##### **2. Returning Officer**

- 2.1. The Honorary Secretary shall act as Returning Officer for Faculty elections, assisted by the Faculty Manager as required. In the event that the Honorary Secretary is absent, or otherwise unable to act, the Chairperson shall assume this role or nominate another Office-Bearer to assume this role on their behalf. In the event that an Office-Bearer of the Faculty is unavailable to act, the Chief Executive of the College shall nominate an individual to this role. No candidate for any elected position may take any part in overseeing the election process.
- 2.2. The Returning Officer is responsible for the conduct of the elections and for ensuring that the eligibility criteria and the closing date and time for the receipt of nominations are publicised appropriately.

##### **3. Election and Appointment of Office-Bearers**

- 3.1. Elections shall be held for the roles of Chairperson and Honorary Secretary from within the members of the Faculty Executive.
- 3.2. Elections shall be held for up to two Vice-Chair Persons from within the full Membership and Fellowship of the Faculty.
- 3.3. Individuals elected to the roles referred to in paragraphs 3.1 and 3.2 of this Standing Order shall hold office for a period of three years and, if necessary, they shall be eligible for re-election on an annual basis for up to a further two years. Thereafter, they will be ineligible for re-election to that role in perpetuity, with the exception of the Chairperson who, after demitting office, shall hold the post of Immediate Past Chair for a period of one year.
- 3.4. Any individual standing for election may be nominated, with their consent, by two other members of the Faculty who shall sign the nomination paper and return it to the Returning Officer before the closing date for the receipt of nominations.

- 3.5. An appointment process shall be held for the role of Honorary Treasurer in order to appoint a suitably experienced individual to this role. They shall be appointed by the Executive Committee and hold office for an initial period of three years and, thereafter, shall be eligible for annual reappointment for up to a further two years. Thereafter, they will be ineligible for re-appoint to that role in perpetuity with the exception of the Chairperson who, after demitting office, shall hold the post of Immediate Past Chair for a period of one year.
- 3.6. Together, the roles of Chairperson, Vice-Chairpersons, Honorary Secretary and Honorary Treasurer form the Office-Bearers of the Faculty. Persons proposed for election or appointment as Office-Bearers must be a Member or Fellow of the Faculty and have been involved in pre-hospital care within the last two years.
- 3.7. Office-Bearers shall take office on the date set by the Returning Officer, this shall be set so as to allow a handover period of no more than three months between the incoming and outgoing Office-Bearers as appropriate.
- 3.8. Any Office-Bearer who ceases to be a Member or Fellow of the Faculty shall cease to hold office.
- 3.9. In the event of an Office-Bearer position becoming vacant an election or appointment process, as appropriate, should be held as soon as is practicable in order to elect a member of the Faculty to fill the vacancy.

#### **4. International Development Lead**

- 4.1. An appointment process shall be held for the role of International Development Lead, in order to appoint a suitably experienced individual to this role. They shall be appointed by the Executive Committee and hold office for an initial period of three years and, thereafter, shall be eligible for annual re-appointment. Thereafter, they will be ineligible for re-appointment to that role in perpetuity. Persons proposed for appointment to this role must be a Member or Fellow of the Faculty and have been involved in pre-hospital care within the last two years.

#### **5. Executive Committee**

- 5.1. The Executive Committee consists of the Office-Bearers, the Chairs of the permanent Sub-Committees, four Faculty Advisory Board Representatives, the International Development Lead, the Immediate Past-Chairperson (for one year after demitting office) and the Faculty Patron.
- 5.2. Members of the Executive Committee must be Members or Fellows of the Faculty and have been involved in pre-hospital care within the last two years.
- 5.3. The Chairs of the permanent Sub-Committees, the International Development Lead, the Immediate Past-Chairperson and the Faculty Patrons are appointed to the Executive Committee by virtue of holding one or more of these roles, and will remain a member of the Executive Committee whilst they remain appointed to one of these positions.

- 5.4. The Office-Bearers are elected/appointed in accordance with Clause 3 of this Standing Order and are appointed to the Executive Committee by virtue of holding the role of Office-Bearer, and will remain a member of the Executive Committee whilst they remain elected as an Office-Bearer.
- 5.5. Should a Faculty Advisory Board Representative cease to be a member of the Advisory Board, they shall immediately cease to be a member of the Executive Committee.

## **6. Faculty Advisory Board**

- 6.1. The Faculty Advisory Board comprises of voting and non-voting members, as set out in Clause 5.11 of the Faculty's Constitution.

### Elected voting members of the Faculty Advisory Board

- 6.2. Eight members of the Advisory Board shall be elected from within the Membership and Fellowship of the Faculty as voting members of the Faculty Advisory Board, six of whom will be registered health-care professionals (two Doctors, two Nurses and two Paramedics) and two will be from a non-professional medical background.
- 6.3. The elected Doctor, Paramedic, Nurse and non-health care professional with the highest number of votes shall together form the four Faculty Advisory Board Representatives on the Faculty Executive.
- 6.4. Persons proposed for election to the Advisory Board must be members of the Faculty and have been involved in pre-hospital care within the last two years.
- 6.5. The elected members of the Advisory Board may serve a term of three years in this role. They may, on being re-elected, serve for a second full term and, thereafter, they must stand down from the Advisory Board for a period of at least one calendar year before being eligible for re-election.
- 6.6. Any member of the Faculty may be nominated, with their consent, by two other members of the Faculty who shall sign the nomination paper and return it to the Returning Officer before the closing date for the receipt of nominations.
- 6.7. Should an elected member of the Faculty Advisory Board cease to be a member of the Faculty, they shall immediately cease to be a member of the Advisory Board.
- 6.8. In the event of one of these elected positions becoming vacant, an election should be held as soon as is practicable in order to fill the vacancy.

### Non-elected voting members of the Faculty Advisory Board

- 6.9. The Executive Committee, Chairs of the Sub-Committees and Working Groups and the HSET representative are the non-elected voting members of the Faculty Advisory Board. They are appointed to the Advisory Board by virtue of holding one of these roles and remain a member of the Executive Committee whilst they remain appointed to one of these positions.

### Non-voting member organisations of the Faculty Advisory Board

- 6.10. Non-voting member organisation shall nominate, on an annual basis, a named representative to attend Advisory Board meetings. These representatives may address the Advisory Board but have no voting rights. Each member representing an organisation shall be entitled, in their absence, to have a nominee of appropriate seniority to represent their organisation.
- 6.11. In the event of an Advisory Board Representative position becoming vacant, an election should be held as soon as is practicable in order to elect an elected voting member of the Faculty Advisory Board to fill the vacancy.

## **7. Eligibility for Faculty Elections**

- 7.1. By giving their consent to be nominated, candidates for Faculty elections declare themselves eligible for election. The Returning Officer shall be responsible for checking the eligibility of each candidate. Any candidate who does not fulfil the criteria shall not be entered into the election. If an individual is elected to office and the question of eligibility is raised after the election, it shall be for HSET to decide whether or not he/she shall be disqualified from office in the first instance, subject to Clause 7.3.
- 7.2. Similarly, should any matter come to light and/or a candidate's circumstances change which renders them ineligible to hold the office to which they have been nominated, whether that ineligibility is immediate or whether it is known that they will become or are likely to become ineligible during the proposed period of office, then that candidate shall be withdrawn and take no further part in the election process, subject to Clause 7.3.
- 7.3. Notwithstanding Clauses 7.1 and 7.2 above, before any candidate can be disqualified from office or withdrawn from the election process, the candidate must be invited to attend a meeting, convened on giving reasonable notice, with the Returning Officer and representatives from HSET to discuss the candidate's eligibility and give the candidate an opportunity to make representations. The Returning Officer and HSET must provide a written reasoned decision for disqualifying the candidate or withdrawing the candidate from the election process. The decision can be escalated to be determined by the College, whose decision shall be final and binding.
- 7.4. Potential candidates must provide, in writing, evidence of support from their chief employer in undertaking this role.

## **8. Election Process**

- 8.1. Faculty elections shall be conducted using the 'First Past the Post' methodology and may be conducted electronically or by a paper based system as determined by the Returning Officer.
- 8.2. At least four weeks before the closing date the Returning Officer shall send to those eligible to vote in the election a 'call for nominations document'. This document shall include information regarding the number of vacancies and shall invite nominations to fill these positions.

- 8.3. All nominations for elections shall be made in writing on a Faculty nomination form only. Each candidate must be proposed and seconded and confirm in writing a willingness to serve if elected. Proposers and seconders must be members of the Faculty in good standing. Nominations must be received by the Returning Officer by the stated closing date. Any nomination which reaches the Returning Officer outside the stipulated period shall be null and void.
- 8.4. In the event of there being only one eligible candidate, the Returning Officer shall declare that candidate to have been duly elected, uncontested, and the election process shall be deemed to have been concluded at that point.
- 8.5. Should there be more than one eligible candidate, following the closing date for nominations, candidates shall be invited to submit a statement of up to 500 words on a Faculty template provided for this purpose by the deadline advised on the invitation from the Returning Officer. The template shall detail the information to be covered. Should any statements be submitted which exceed the 500 word length, or are considered by the Returning Officer to require amendment for some other reason (for example where they include factually incorrect information) they shall, if time allows, be returned to the candidate for amendment and re-submission by the closing date. Should there be insufficient time for the submission to be returned to the candidate, or should an amended response not be received by the deadline, the Returning Officer shall be entitled to make such changes to the statement as they deem appropriate.
- 8.6. A ballot card and details, as given on the nomination form, together with their proposers and seconders and the statement from each candidate, shall be sent electronically or by post to all members of the Faculty, not less than four weeks before the deadline date for the return of ballot papers.
- 8.7. Ballots shall be returned so as to reach the Returning Officer before the closing date and in accordance with any directions specified on the ballot paper, failing which any votes cast on it shall be null and void.

## **9. Election Results**

- 9.1. Returned ballots shall be kept in the custody of the Returning Officer until the ballot count.
- 9.2. A Returning Committee, chaired by the Chairman of the Faculty or their nominated deputy, shall meet at a time to be arranged for the purpose of counting the ballots. The Committee shall comprise of Office Bearers of the Faculty supported by Faculty/RCSEd staff as required. Any Office Bearer, including the Chairman, who is a candidate for the election shall be ineligible to serve on the Returning Committee. In their absence, another Office Bearer or a member of the Executive Committee shall be invited to take their place.
- 9.3. All members of the Returning Committee must agree to treat the information on the returned ballot papers as strictly confidential and for the purpose of that ballot count only.
- 9.4. The candidate(s) with the greatest number of votes in each voting category shall be declared elected and, in the event of a tie, the Chairman (or, in their absence, the next most senior Office Bearer on the Returning Committee) shall have the casting vote.

- 9.5. The Returning Officer shall inform the candidates of the outcome of the election no later than one week following the election count. The results of the election will be announced once all candidates have been informed or one week after the dispatch of correspondence to candidates informing them of the outcome.
- 9.6. Election results are strictly private and confidential until such time as they are publically released by the Faculty.
- 9.7. Any queries or disputes in relation to either the election process as contained in this Standing Order or any Faculty election shall be referred to HSET in the first instance. If thought necessary, the matter can be escalated to be determined by the College, whose decision shall be final and binding.

## FACULTY OF PRE-HOSPITAL CARE

### STANDING ORDERS

#### TWO

#### Membership and Membership Fees

1. In accordance with Clause 4.1 of the Faculty Constitution, this Standing Order sets out the procedures and processes to be applied in respect of membership to the Faculty and annual membership fees.
2. Membership of the Faculty shall be based upon levels 1 to 8 of the Skills for Health 'Pre-Hospital Care Framework', as shown below.

Faculty Membership Structure		
Level 1	Voluntary Aid, Emergency Services, First Aid at Work, Emergency First Aid at Work. All Students and retired members.	Member
Level 2	First Person on Scene FPOS Basic, D13 Standard	Member
Level 3	First Person on Scene FPOS Intermediate, D13 Enhanced, Immediate Emergency Care IEC, Combat Medical Technician CMT 2. Offshore Medic.	Member
Level 4	Emergency Medical Technician EMT, Combat Medical Technician CMT 1. i.e a non-registered Health Care Professional	Member
Level 5	Paramedic, Nursing, Physician's Assistant or Medical staff with an interest in pre-hospital care. Participants should be registered with one of the nine UK Health and Care Regulatory Bodies, (GMC, HCPC, NMC, GDC etc) or provide evidence of nationally registered equivalence from another country	Member
Level 6	Level 5 plus at least 2 years pre-hospital care PHC experience and the Diploma Immediate Medical Care Dip IMC	Member
Level 7	Level 6 plus a further portfolio of experience and Fellowship Immediate Medical Care FIMC	Fellow
Level 8	Fully accredited Pre-Hospital Emergency Medicine (PHEM) specialist	Fellow

#### Application

3. Individuals shall apply to the Faculty Office to become a member of the Faculty, and shall provide any information reasonably requested by the Executive Committee. The application process shall be at the discretion of the Executive Committee.

#### Eligibility

4. Any member of the Faculty, at any level, must remain in good standing with the Faculty and with the appropriate regulator(s).

### Conduct

5. All members of the Faculty are expected to uphold the best interests of the Faculty at all times.
6. In the event of expulsion from the Faculty in accordance with Clause 4.6 of the Constitution, the Executive Committee will determine whether any subscription fees should be repaid to the member.

### Members in Good Standing

7. From time to time, the Faculty may publish the names of the members in Good Standing, who give permission for their name to be published in such lists. Members who are more than six months in arrears with payment of annual subscription shall not have their name included in such lists.