



Faculty of Pre-Hospital Care
Constitution
2016

Document Control

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Constitution
of the
Faculty of Pre-Hospital Care

1. Name

- 1.1. The name of the body is the Faculty of Pre-Hospital Care of the Royal College of Surgeons of Edinburgh (hereinafter referred to as “the Faculty”).

2. Objects and Powers

Overarching object

- 2.1. The object of the Faculty is to promote high standards of pre-hospital care through education, research and teaching.

Definition

- 2.2. The term ‘pre-hospital care’ covers a wide range of medical conditions, medical interventions, clinical providers and physical locations. Medical conditions range from minor illness and injury to life threatening emergencies. Pre-hospital interventions, therefore, also range from simple first aid to advanced emergency care and pre-hospital emergency anaesthesia. Care providers may be lay first responders, ambulance professionals, paramedics, nurses or physicians of varying backgrounds.
- 2.3. All of this activity can take place in urban, rural or remote settings and is generally mixed with wider out-of-hospital and unscheduled care. Specific incidents and activities require particular knowledge and skills and the Faculty considers areas including mass gathering medicine, event medicine, major incident management, disaster medicine, remote medicine and mountain rescue as additional areas of Faculty activity.

Activities in furtherance of object

- 2.4. In furtherance of the object of the Faculty, the following activities will be carried out:
- 2.4.1. Setting and maintaining standards in pre-hospital care;
 - 2.4.2. Promotion of high quality education and teaching in pre-hospital care;
 - 2.4.3. Initiation of technical development and contribution to the research agenda in pre-hospital care;
 - 2.4.4. Effective integration of the efforts of all participants in pre-hospital care; and
 - 2.4.5. Engagement in the development of clinical policy through review of the clinical evidence in pre-hospital emergency medicine.

2.5. This shall be achieved through:

- 2.5.1. Developing and maintaining the evidence-based “Manual of Core Material” for pre-hospital clinical practice and other materials as may be developed;
- 2.5.2. Producing evidence-based practice recommendations or consensus-based recommendations where the evidence-base is poor;
- 2.5.3. Providing advice and guidance on the levels of pre-hospital care activity appropriate to individuals, organisations and bodies based on their knowledge and competency profile;
- 2.5.4. Providing guidance on the development of educational courses based on the content of the Faculty material. This will include an endorsement process and subsequent review to maintain currency. The intention is to aim to ensure standardisation of content and maintain academic standards;
- 2.5.5. Establishing a leading role in the development of the research agenda in pre-hospital care. The Faculty will also provide an approachable focus and reference centre for individuals/bodies interested in pre-hospital care research;
- 2.5.6. Providing an integrated regional structure to facilitate multi-disciplinary meetings to promote collaboration, education and training in pre-hospital care;
- 2.5.7. Providing expert opinion and advice when required on matters related to pre-hospital care; and
- 2.5.8. Liaising with other interested bodies at regional, national and international level.

Powers

2.6. For the purpose of achieving its object, the Faculty has the following powers:

- 2.6.1. To set professional standards for admission to membership of the Faculty (see Clause 4);
- 2.6.2. To promote training and research in pre-hospital care for the public benefit;
- 2.6.3. To conduct examinations and award certificates and diplomas;
- 2.6.4. To establish lectures in pre-hospital care and to award prizes and scholarships;
- 2.6.5. To disseminate, in any appropriate way, information on matters affecting pre-hospital care;
- 2.6.6. To hold such meetings and courses as may be desirable in order to promote the work of the Faculty;
- 2.6.7. To advise on matters affecting pre-hospital care;

- 2.6.8. To represent the specialty of pre-hospital care on appropriate councils and committees;
- 2.6.9. To secure and maintain recognition as the body responsible for professional standards in pre-hospital care under any scheme or schemes for specialist registration and/or certification (provided always that any benefit obtained by membership of the Faculty as a result of such recognition should be incidental to the achievement of the charitable objectives of the Faculty);
- 2.6.10. To provide a forum for registered medical practitioners working in pre-hospital care who are not eligible for membership of the Faculty;
- 2.6.11. To liaise with other bodies concerned with pre-hospital care;
- 2.6.12. To promote international communication in the field of pre-hospital care;
- 2.6.13. To undertake and execute any charitable trusts which may lawfully be undertaken by the Faculty;
- 2.6.14. To establish, support and aid any charitable associations or institutions and to subscribe and guarantee money for their charitable purposes, and
- 2.6.15. To raise money for the purposes of the Faculty.
- 2.6.16. Provided that nothing shall be done in the exercise of these powers which would cause the Faculty to exceed the general powers afforded to HSET in its capacity as the governing body of the Faculty.

3. Governing Body

- 3.1. The governing body of the Faculty shall be the Hill Square Educational Trust (Scottish Charity SC028302) (hereinafter referred to as "HSET"). Where relevant, a reference in this document to "the College" shall be a reference to The Royal College of Surgeons of Edinburgh (Scottish Charity SC005317). HSET is a subsidiary of the College.

4. Membership

- 4.1. Membership of the Faculty shall be administered by the Executive Committee. Members will be admitted by the Executive Committee in accordance with processes or procedures set out in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.
- 4.2. Membership of the Faculty shall be available to any individual who meets the criteria for membership set out in the Standing Orders relating to membership, and who remains in good standing with the Faculty, without regard to age, disability, sex, marriage and civil partnership, pregnancy and maternity, race, gender reassignment, sexual orientation, religion or belief.

- 4.3. The Executive Committee shall have the right to create different categories of membership, such as Honorary Life Membership, and the details of any such categories shall be set out in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.
- 4.4. No member may assume authority to speak on behalf of the Faculty, to represent the Faculty or reproduce specific Faculty publications without the prior written permission of the Executive Committee.
- 4.5. Members are expected to conduct themselves professionally, and with integrity and honesty. They must not allow any views they may have about lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status or perceived economic worth to prejudice the treatment they provide, arrangements for patients or their professional relationships with colleagues.
- 4.6. Any member of the Faculty, who:
 - 4.6.1. has been convicted of a criminal offence relating to dishonesty or violence whether within the United Kingdom or elsewhere; or
 - 4.6.2. has been disciplined by the UK General Medical Council / General Dental Council / Health and Care Professions Council / Nursing and Midwifery Council, or an equivalent registering body either within the UK or internationally, by way of reprimand, suspension or erasure or has failed to comply with any condition or qualification imposed by the registering body under their performance review procedures; or
 - 4.6.3. is disqualified from serving as a charity trustee under Scots law, or is otherwise considered not to be a fit and proper person for the purposes of the control and management of charity administration in line with rules set down by HM Revenue & Customs or any successor regulations; or
 - 4.6.4. is alleged to have committed an act or acts of personal or professional misconduct or acted in such other way as may tend to bring the Faculty, HSET or the College into disrepute;
- 4.7. may be subject to the Disciplinary Procedure of the College or such other disciplinary process that is produced by the Executive Committee and set out in Standing Orders created for that purpose, provided that the Standing Orders shall have received prior approval from HSET.

Membership Fees

- 4.8. Members are subject to the payment of an annual subscription as agreed by the Executive Committee, taking into account comments from the Faculty Advisory Board, accepted by the AGM and approved by HSET. The subscription year will be from the 1 January each year unless altered by the AGM with the prior agreement of HSET.
- 4.9. If a member fails to pay the agreed annual subscription within six months of the request for payment, their membership, including all rights afforded to members, shall be suspended. Any positions held by that member, elected or otherwise, shall also be suspended. The Executive Committee shall reinstate a person's membership, and positions if any, at its discretion when all arrears for that year are settled.

5. Management

Executive Committee

- 5.1. The Faculty shall be managed on a day-to-day basis on behalf of HSET by the Executive Committee and the Sub-Committees in furtherance of the Faculty's object.
- 5.2. The Executive Committee shall comprise of the following:
 - Chairperson;
 - Up to 2 Vice-Chairpersons;
 - Honorary Secretary;
 - Honorary Treasurer;
 - Chair of the Pre-Hospital Examinations Committee;
 - Chair of the Training and Standards Committee;
 - Chair of the Clinical Standards Committee;
 - Chair of the Communications Committee;
 - Four Elected Faculty Advisory Board representatives;
 - International Development Lead;
 - Immediate Past-Chairperson (for 1 year after demitting office); and
 - Faculty Patrons.
- 5.3. A set of procedures for the election and / or appointment of Executive Committee members shall be set out in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.
- 5.4. The Executive Committee shall meet no fewer than four times a year and the quorum for meetings of the Executive Committee shall be no fewer than half of the Executive Committee members present in person, provided always that at least two of the Executive Committee members present are Office-Bearers. Presence by means of telephone or other electronic conferencing facilities will constitute presence in person. The timing of meetings of the Executive Committee, the setting of agendas and the giving of notice of such meetings shall be a matter to be determined by the Executive Committee, provided that such arrangements are not inconsistent with any reasonable requests or requirements of HSET.
- 5.5. The Chairperson shall chair the Executive Committee meetings and in their absence, a Vice-Chairperson, the Honorary Secretary, the Honorary Treasurer or the Immediate Past-Chair, in that order, shall chair Executive Committee meetings.
- 5.6. The Executive Committee may co-opt such other individuals as it sees fit to the Executive Committee in furtherance of the Faculty's object. Any such co-opted members shall not have any voting rights.
- 5.7. At least once a quarter, the Executive Committee shall provide to HSET a report of the Faculty's activities and future plans. HSET shall be entitled to provide a preferred style for the purposes of compiling and tendering such reports. In default of any style provided by HSET for these purposes, the report shall take such form as the Executive Committee may agree with HSET.

- 5.8. The Executive Committee shall also provide regular reports to the Advisory Board and HSET as requested and required, and reports to the Faculty's AGMs.
- 5.9. Executive Committee members shall not be entitled to remuneration by virtue of their role as Executive Committee members, but they shall be entitled to reimbursement of expenses legitimately and reasonably incurred while on Faculty business. The Faculty may, in consultation with HSET, develop a policy for the payment of such reimbursements and set out such a policy in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.

Advisory Board

- 5.10. There shall be an Advisory Board of the Faculty which shall be responsible for the following:
 - 5.10.1. Advising on the development and maintenance of an evidence based "Manual of Core Material" for pre-hospital clinical practice under the guidance of the Clinical Standards Committee;
 - 5.10.2. The provision of advice and guidance on the levels of pre-hospital care activity appropriate to individual organisations or bodies based on their knowledge and competency profile;
 - 5.10.3. The provision of guidance on the development of courses based on the content of the "Manual of Core Material" including endorsements, if required, under the guidance of the Training and Standards Committee. The purpose of these measures are to ensure commonality of content and establish and maintain academic standards;
 - 5.10.4. Oversight of the activities of the Pre-Hospital Examinations Committee, including the administration and further development of the Diploma and Fellowship in Immediate Medical Care and other Faculty examinations;
 - 5.10.5. Advise on the Faculty's approach to research in the field of pre-hospital care;
 - 5.10.6. Provide and maintain a regional Faculty structure to facilitate multi-disciplinary meetings to promote education, integration and training in pre-hospital care; and
 - 5.10.7. Provide or guide the sourcing of expert opinion and advice, when required, on matters related to pre-hospital care for all providers at a regional, national and international level.
- 5.11. The Advisory Board shall comprise of the following:

Voting members

- The members of the Executive Committee;
- Eight elected Fellows / Members of the Faculty, six of whom will be registered health-care professionals (two Doctors, two Nurses and two Paramedics) and 2 non-health care professionals;
- The Chairs of the Sub-Committees and Groups appointed by the Faculty; and
- One member appointed by HSET.

Non-voting members

A representative from each of the following member organisations:

- The Association of Air Ambulances (AAA)
- BASICS Scotland
- The British Association for Immediate Care (BASICS)
- The Chief Fire Officers Association
- The College of Paramedics
- The Faculty of Emergency Nursing
- Faculty Student and Junior Doctors Group
- HM Forces
- IBTPHEM Training Committee (Chairperson)
- IBTPHEM Curriculum Committee (Chairperson)
- The Joint Royal Colleges Ambulance Liaison Committee
- The National Ambulance Service Medical Directors (NASMED)
- The National Police Chiefs Council (NPCC)
- PHEM Trainee Group
- PHEM Journal Editor
- The Royal College of Anaesthetists
- The Royal College of Emergency Medicine
- The Royal College of General Practitioners
- The Royal College of Paediatrics and Child Health
- The Scottish Ambulance Service
- The Society of Apothecaries
- The Voluntary Aid Societies

5.12. A set of procedures for the appointment and / or election of voting members of the Advisory Board shall be set out in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET. The elected Doctor, Paramedic, Nurse and non-healthcare professional with the highest number of votes shall together form the four Faculty Advisory Board Representatives on the Faculty Executive.

5.13. The Advisory Board shall meet no fewer than twice a year and the quorum for meetings shall be no fewer than five voting members present in person, two of which must be Office-Bearers of the Faculty. Presence by means of telephone or other electronic conferencing facilities will constitute presence in person. The timing of meetings of the Advisory Board, the setting of agendas and the giving of notice of such meetings shall be a matter to be determined by the Executive Committee, provided that such arrangements are not inconsistent with any reasonable requests or requirements of HSET.

5.14. The Chairperson shall chair the Advisory Board meetings and in their absence, a Vice-Chairperson shall chair the meetings. Failing that another Office-Bearer shall be nominated to chair the meeting.

5.15. The Advisory Board may co-opt such other individuals, on an annually renewable basis, as it sees fit in furtherance of the Board's objectives. Any such co-opted members shall not have any voting rights.

5.16. The Advisory Board shall receive reports from the Executive Committee the Sub-Committees and Groups and shall consider the strategies and policies of the Faculty.

5.17. Advisory Board members shall not be entitled to remuneration by virtue of their role as Advisory Board members, but voting members shall be entitled to reimbursement of expenses legitimately and reasonably incurred while on Faculty business. The Faculty may, in consultation with HSET, develop a policy for the payment of such reimbursements and set out such a policy in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.

6. Office-Bearers

6.1. The Office-Bearers of the Faculty shall consist of:

6.1.1. The Chairperson of the Faculty, responsible for the overall strategy and direction of the Faculty;

6.1.2. Vice-Chairpersons, responsible for assisting the Chairperson in their role. The appointment of the Vice-Chairpersons shall reflect the multi-professional profile of the Faculty. With the agreement of the Executive Committee, a Vice-Chairperson may hold another executive position, such as Honorary Secretary or Honorary Treasurer, at the same time but will only have one vote;

6.1.3. An Honorary Secretary, responsible for providing support and clinical input for the day-to-day running of the Faculty; and

6.1.4. An Honorary Treasurer, responsible for overseeing the day-to-day finances of the Faculty.

6.2. A set of procedures for the election/appointment of the Office-Bearers shall be set out in Standing Orders created for that purpose, provided that those Standing Orders shall have received prior approval from HSET.

6.3. The duties of the Office-Bearers shall be set out in role profiles agreed by the Executive Committee and HSET. Any amendments to those role profiles may be agreed from time to time by the Executive Committee, with the consent of HSET.

7. Procedures and Meetings

7.1. There shall be Annual General Meetings ("AGMs") of the members of the Faculty. Other General Meetings may be called when necessary by the Executive Committee.

7.2. The quorum for AGMs and General Meetings shall be no fewer than half of the Executive Committee members present in person, provided always that at least two of the Executive Committee members present are Office-Bearers, plus no fewer than fifteen Members and Fellows of the Faculty.

7.3. The Honorary Secretary shall prepare an agenda for the AGMs and for any General Meetings stating the business to be carried out at the meetings and specifying the time and place at which the meetings will be held. This shall be dispatched, together with the draft minutes of the previous AGM where relevant, no fewer than twenty-eight days before the meeting. Not more than fifteen months shall elapse between AGMs.

- 7.4. The business of the AGM shall include, inter alia, the:
- 7.4.1. Receipt of the Executive Committee's annual reports;
 - 7.4.2. Receipt of reports from the chairs of the Sub-Committees;
 - 7.4.3. Recommendation of the annual subscription rates to HSET; and
 - 7.4.4. Announcement of the results of Faculty elections.
- 7.5. In addition to the business brought before the meetings by the Executive Committee, members of the Faculty shall have an opportunity to submit motions to a meeting of the members. Any member wishing to submit a motion must intimate in writing to the Honorary Secretary the terms of the motion not less than twenty-eight days or, in the case of the AGM, not less than three months before the meeting.
- 7.6. AGMs and General Meetings shall be chaired by the Chairperson and, in their absence, a Vice-Chairperson if appointed, failing whom the Honorary Secretary may chair the meeting. If no other Office-Bearer is available and willing to do so, the Honorary Treasurer may chair the meeting, failing whom the members of the Faculty present at the meeting may elect a chair from amongst their own number.
- 7.7. A vote on any business or motion may be taken by a show of hands or by ballot of those present as the chair of the meeting shall decide, provided, however, that on or before the chair calling the vote to be taken, any member present shall have the right to demand that the vote be taken by ballot of those present.
- 7.8. Each member of the Faculty, provided they are in good standing, shall have one vote at meetings.
- 7.9. A motion proposing amendment or revocation of the Constitution shall be stated in the agenda notice and shall specify the additions, amendments or revocations thereby contemplated. No such motion shall be validly passed unless passed in accordance with the terms of Clause 11.
- 7.10. All business or motions shall be determined by a simple majority of the members present. A motion proposing amendment or revocation of the Constitution, or a motion relating to the level of annual subscriptions, shall require to be approved by no fewer than two-thirds of the members present and voting.
- 7.11. The chair of the meeting shall have one vote on any business or motions as a member and, thereafter, shall exercise a casting vote when the votes are equal.
- 7.12. At the beginning of any meeting, any member who has a conflict of interest whether personal, financial or professional must declare it and must then refrain from deliberations or decision-making in relation to the subject matter in which the conflict arises.

8. Standing Orders

- 8.1. The Executive Committee shall have the power to create and amend Standing Orders, and such Standing Orders shall form part of the Faculty's Constitution and be governed by this Clause 8.
- 8.2. The Executive Committee may make, or accept from members of the Faculty, proposals for amendments to the Standing Orders or suggestions for new Standing Orders.
- 8.3. Notice of the proposed alterations to the Standing Orders or new Standing Orders shall be given to all members of the Faculty at least 28 days' prior to any General Meeting convened to consider such a proposal. Such proposals must be approved by two-third of the members of the Faculty present and entitled to vote at a General Meeting.
- 8.4. Once approved in accordance with Clause 8.3 above, the amended or new Standing Order shall be submitted by the Executive Committee to HSET for final approval.
- 8.5. HSET may propose amendments to the Standing Orders at any time, provided that notice is given to all members of the Faculty at least 28 days' prior to any General Meeting convened to consider such a proposal.
- 8.6. No amendments to the Standing Orders or new Standing Orders shall be made which would prejudice the status of the College or HSET as Scottish registered charities or which would prejudice the ability of the Faculty to become a Scottish registered charity in its own right.
- 8.7. Any question concerning the interpretation of the Standing Orders shall be referred to the Executive Committee in the first instance and thereafter to HSET, whose decision shall be final and binding. The defined terms in this Constitution shall have the same meaning in the Standing Orders unless otherwise stated.
- 8.8. Any matters concerning the activities of the Faculty which are not covered by the Standing Orders shall be dealt with according to the procedures set out in the Articles of Association of HSET, pending proposals for amendments brought forward by the Executive Committee where appropriate.

9. Sub-Committees and Working Groups

- 9.1. The Executive Committee shall have the power to appoint such Sub-Committees and Working Groups as it may consider necessary to assist and advise it in the conduct of its affairs and to subsequently disband these where appropriate.
- 9.2. Further to Clause 9.1 above, there shall be four permanent Sub-Committees. These are the:
 - Training and Standards Committee
 - Pre-hospital Examinations Committee
 - Clinical Standards Committee
 - Communications Committee
- 9.3. Each Sub-Committee shall include a chair appointed by the Executive Committee, and an Office-Bearer. The other members shall be members in good standing of the Faculty invited by the chair and agreed by Executive Committee.

- 9.4. Each Working Group shall include a chair appointed by the Executive Committee.
- 9.5. The Executive Committee shall determine each Sub-Committee and Working Group's remit and terms of reference, and shall determine how each Sub-Committee and Working Group shall report to the Executive Committee and with what frequency.

10. Finance

- 10.1. HSET and the College Finance Department shall manage the finances of the Faculty on behalf of the Executive Committee. The Honorary Treasurer shall ensure the Faculty maintains accurate records and shall liaise with HSET and the College Finance Department as necessary. All assets of the Faculty from time to time shall be fully and properly vested in HSET, subject to any administrative arrangements which the Faculty may agree with HSET.
- 10.2. The Honorary Treasurer shall, inter alia, assist the Executive Committee to set its budget and keep accurate accounts of the Faculty expenditure.

11. Constitutional Change

- 11.1. Any amendments which are proposed to be made to this Constitution may only be made in accordance with the procedures set out in this Constitution, and always with the prior consent of HSET and approval at a General Meeting of the Faculty. Any purported amendment which does not have the prior consent of HSET shall be invalid.

12. Dispute Resolution

- 12.1. In the event of a dispute or difference arising out of this Constitution, the matter shall be determined by the President of the College, who shall act as an independent arbiter and whose decision shall be final and binding. In the event that the President is unable to consider the matter for any reason he shall be entitled, in consultation with HSET and the Chairperson of the Faculty, to appoint a single arbiter to hear and decide the matter.

13. Dissolution

- 13.1. Upon the winding up or dissolution of the Faculty, any property or assets whatsoever shall remain the property and assets of HSET, and the same shall not be paid to, or distributed among, the members of the Faculty. It shall be within HSET's sole discretion to give or transfer such property or assets to some other charitable body which exists for purposes similar to, or substantially the same as, the Faculty.

This Constitution was adopted by the Faculty on _____ [Date].

Signed by:

Chairperson:

Vice-chairperson:

Vice-chairperson:

Honorary Treasurer:

Honorary Secretary:

Other Committee Members: