

**JOINT ROYAL COLLEGES AMBULANCE LIAISON COMMITTEE  
(JRCALC)  
CONSTITUTION**

**Encl B**

**PURPOSE**

*To provide advice and guidance on all clinical aspects relating to ambulance pre-hospital patient care and to the interfaces of the ambulance service with primary care and hospitals .It will also be available for consultation on such matters.*

**TERMS OF REFERENCE**

*The Committee's interest shall be concerned in particular with:-*

- *Providing a national focus for the development and promotion of the highest quality and standards of ambulance emergency pre-hospital patient care and for co-ordinating the work of Local Advisory Panels.*
- *Developing and setting national clinical standards and guidance for ambulance services and disseminating information and good practice.*
- *Promoting clinical governance and providing a national focus for pre-hospital clinical audit and research.*
- *Providing clinical advice and support to those bodies responsible for the development or accreditation of initial and continuing education programmes for ambulance staff.*
- *Where appropriate, assessing and endorsing educational programmes and facilities*
- *Making recommendations on changes to the list of drugs available to paramedics included in the 'Prescriptions only Medicines' list and on monitoring/auditing the use of those drugs.*
- *Providing a central reference, advisory, and monitoring point on Patient Group Directions for ambulance pre-hospital emergency care.*
- *Providing advice on any clinical or technological development that may improve or impact upon the delivery of ambulance patient care*
- *Developing and maintaining liaison between ambulance services and other clinical professions to promote the provision of seamless integrated care*

**ACCOUNTABILITY**

*Members shall be accountable to their nominating body for the decisions and advice of the Committee.*

**MEMBERSHIP**

*All full members of the JRCALC shall be nominees of the Royal College of Physicians, Royal College of Surgeons, Royal College of Anaesthetists, Royal College of General Practitioners, Royal College of Gynaecologists and Obstetricians, Royal College of Nursing, Royal College of Paediatrics and Child Health, Faculty of Accident and Emergency Medicine, Staff Side Ambulance Council, and the Ambulance Service Association.*

*The committee may propose changes to the number of representatives from each organisation from time to time..*

*The Committee may co-opt members as required providing this will assist it to achieve any of its stated purposes.*

*The committee may create specialist sub committees on a permanent or ad-hoc basis.*

*The Departments of Health (or equivalent) in England, Scotland, Wales, Northern Ireland, and any organisation charged with the national accreditation or delivery of training and education for ambulance staffs may appoint observers to the Committee.*

*Members will normally serve for a period of three years and are eligible to be re-nominated for a second similar period by their sponsoring organisation.*

*Where members are unable to claim expenses from their employing authority, those should be claimed from the appropriate sponsoring body or from Committee funds at the discretion of the Treasurer..*

## **OFFICERS**

*The overall functioning of the Committee shall be the responsibility of an Honorary Chairman, who shall be elected by the members to serve for three years and be eligible to be re-elected for a similar period.*

*The Chairman will be assisted by two Honorary Secretaries to serve jointly. The clinical professions shall nominate one secretary and the second shall be nominated by the ambulance service membership. Both shall serve a three-year term of office and be eligible for re-nomination for a second three- year period.*

*The Committee shall appoint an Honorary Treasurer to oversee and advise on its financial affairs. The Treasurer shall serve a three-year term of office and eligible for re-nomination for a second three year period.*

*The Chairman, Secretaries, and the Treasurer will together comprise an Executive Sub-committee that shall be charged with making urgent decisions subject to later ratification by the main committee.*

## **STANDING ORDERS**

- *Meetings of the full Committee will usually be held three times each year. Extraordinary and sub-committee meetings may be called as required.*
- *Meetings will usually be held at the Royal College of Physicians of London, 11 St Andrews Place, Regents Park, London, but may be held elsewhere.*
- *Minutes of meetings will be taken and circulated to members before the next meeting of the Committee.*
- *Once agreed by the Committee they shall be sent to all the Bodies appointing members or sending observers to the Committee and may be published or posted on a suitable web site.*
- *The presence of twelve members shall be held to constitute a quorum providing that at least three are appointees of the Ambulance Service.*
- *The Treasurer shall authorise financial disbursements relating directly to the administration and stated purposes of the Committee with the Chairman's approval All other disbursements must be agreed by the Committee.*
- *The Royal College of Physicians of London will provide basic administrative support, but the Chairman or Secretaries may make other arrangements where these are more expeditious or convenient.*