

Paediatric intensive Care Society; Acute Transport Group

Terms of Reference.

PICS ATG is a sub group of the Paediatric Intensive Care society and any work undertaken by this group is on behalf of the Paediatric Intensive Care Society.

Purpose

To provide consultative forum that can effectively provide advice on current and future direction for the Paediatric Intensive Care Transport Services.

To provide advice and support on the planning, Implementation, monitoring and reporting of the ATG activities to the Paediatric Intensive Care Society.

To provide a forum to consider issues arising from the ATG that may be relevant to group members and their parent organisations/region.

To maximise opportunities for partnerships, networking and information sharing in relation to PIC transport.

To facilitate standardisation of an education and training programme for PIC transport.

To establish a national governance arrangement for all transport services to report in to in order to minimise risk and to inform best practice.

Membership

The reference group comprises:

A Nominated Chair:

The Chair of the group is appointed through a nomination/voting system undertaken by the group. The chair is appointed for a 3 year term.

Members:

There will be a nominated medical and nursing representative (voting members) from each PCC transport service who must be a member of PICS. Members of the group must be actively involved in PIC transport in their region in order to represent their parent organisation.

There will be non voting members of the group, who work in either a clinical, or education and training capacity on their respective PCC transport services.

Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance where necessary.

Accountability

Individual group members who agree to undertake activities on behalf of the ATG must report back to the Chair on progress within the agreed timeframe.

Review

Any work undertaken on behalf of the group must be reported back on within an agreed timeframe.

The group will review the relevance and value of its work on an annual basis.

Working Methods

The group will adopt a shared learning approach and any sub groups will report back to the main group on their agreed activities.

All work streams to be ratified by the voting members of the group.

Frequency of Meetings

The ATG will meet twice per year with one of the meetings coinciding with the annual PICS conference.

Voting members have a duty to attend the committee's meetings with appropriate frequency. (Minimum once a year)

Functions

At each meeting there will be a standard agenda consisting of:

- A review of previous minutes
- Work streams update
- Critical Incident reporting

Feedback from representatives on various groups such as

- PICS council meeting
- PICANet update
- CRG transport specification update
- Safe & Sustainable cardiac review update
- PICS standards
- Aeromedical activity

Quorum

A quorum of a voting representative from at least five PCC transport services is required for the meeting to proceed.

If "voting" members are unable to attend they may nominate another representative from their organisation to attend in their absence