

# Medical Committee

## Terms of Reference



## January 2014

### Context

BAPAM is a unique charity whose aim is to enable student and professional performers throughout the UK achieve and maintain optimal health for performing their art and participating in cultural life.

We do this through direct provision of information and health assessments to individual performers, and through broader education, training and dissemination of knowledge about best practice in performing arts medicine.

### Role

The BAPAM Medical Committee is a subcommittee of the BAPAM Board. The Committee will be responsible for overseeing all aspects of BAPAM's clinical work and advising the Board of Trustees on appropriate policy.

The Committee will be served by the BAPAM Chief Executive and the Clinics Manager. The main areas of oversight are:

- a) **Clinical governance** including quality assurance of all BAPAM's clinical activities, safeguarding, complaints, appraisal and revalidation of medical personnel, clinician contracts, confidentiality and clinical information governance
- b) **Clinical services provision and development** including BAPAM assessment clinics, AMABO, and Directory of specialists and practitioners
- c) **Education and Training** for both performing artists and health-care professionals, including BAPAM's health promotion provision, and training days
- d) **Research** and dissemination of knowledge and good practice within Performing Arts Medicine, including clinical audit and outcomes.

### **Business and priorities**

The core business of the full Medical Committee will be *a)* and *b)* above. Work under *c)* and *d)* will be undertaken by the ETAG (Education and Training Advisory Group) and SERAG (Service Evaluation & Research Advisory Group), both of which will include Medical Committee members, and will be reviewed by the full committee at all meetings. (See ETAG and SERAG Terms of Reference).

### **Membership and appointment**

Membership will be by application and interview and will be open to all medical doctors associated with BAPAM. Non-doctor BAPAM clinicians and other medical experts will be invited as co-opted members as appropriate. Membership will aim to represent a broad range of BAPAM's clinical activities in both London and the regions.

Members will be appointed by a panel consisting of the Medical Lead Trustee, another BAPAM clinician (as nominated by the BAPAM Board) and the Chief Executive. BAPAM's Executive Medical Director and Safeguarding Lead will automatically become members.

Members will serve an initial term of three years with opportunity to apply for one additional three year term.

### **Meetings and reports**

The Committee will meet four times a year before the quarterly Board meetings. Committee meetings will be chaired by the Board's Medical Lead Trustee with the BAPAM Chief Executive and Clinics Manager in attendance. Attendance at a minimum of two meetings per year, in person or by Skype, will be required of all members.

The committee will report to the Board quarterly. Standing Agenda items will include Executive Medical Director's report, complaints, incident reports, Directory Membership, ongoing clinical policy review and training days.

Implementation of Medical Committee recommendations will be the responsibility of the Executive Medical Director and Chief Executive.

*January 2014  
Review date July 2015*