

BAPEN Medical Terms of References

Background to BAPEN Medical

The name of the group is BAPEN Medical, shortened when desired to BM. It is one of the 6 core groups within BAPEN, the British Association for Parenteral and Enteral Nutrition, and is recognized to be in all respects equivalent in status to a “Founder Group” within BAPEN’s Constitution. BAPEN Medical Trainees follow the same Terms of Reference.

1. Aims and Objectives of BAPEN Medical

1.1 BAPEN Medical is primarily aimed at doctors with an interest in clinical nutrition. BAPEN Medical specially considers how those who are medically qualified can have a role in enabling BAPEN to achieve its aims and objectives and in fostering involvement of doctors to facilitate this by:

- 1.1.1 Promoting nutrition knowledge within the medical workforce
- 1.1.2 Ensuring delivery of nutrition education to medical trainees including but not limited to gastroenterology registrars
- 1.1.3 Organising BAPEN Masterclass pre-conference study day
- 1.1.4 Responding to requests from members, including BAPEN trainee members, for education and support
- 1.1.5 Liaising with other professional societies to increase presence of nutrition on curricula and conference Programmes
- 1.1.6 Representing doctors with an interest in nutrition working in all fields and provide a forum for sharing ideas. Allied to this aspire to get representation of all relevant specialties on the BAPEN Medical Committee
- 1.1.7 Utilising the committee to foster networks to enable nutrition research, audits and/or quality improvement projects
- 1.1.8 Liaising with other training bodies to ensure nutrition is appropriately represented on curricula and in training programmes for all doctors in training, including but not limited to Gastroenterology trainees

2. General Activities of BAPEN Medical

- 2.1. BAPEN Medical was created in 2004 as a group within BAPEN for those who have a special interest in furthering the medical and surgical component of BAPEN’s objectives. The group is entitled to send a representative to BAPEN council. The representative will be from the members of the BAPEN Medical committee, see 3.
- 2.2. The BAPEN Medical subscription is included in the BAPEN membership fee for doctors and trainee doctors respectively. All doctors or trainee doctors who join BAPEN will therefore become members of BAPEN Medical by default.

3. Accountability of the BAPEN Medical Committee

- 3.1. The committee is accountable to BAPEN Council and liaises through BAPEN Executive
- 3.2. The Chair (or an appointed deputy) will attend all BAPEN Council meetings providing a report to Council for each meeting

3.3. The Chair will submit a written Annual Report for the previous year to the June Council Meeting for the AGM

4. Chairs of the BAPEN Medical Committee

4.1. The Chair will be a registered healthcare professional who is a member of BAPEN Medical.

4.2. The Chair will be appointed by BAPEN Council with the approval of BAPEN Executive for an initial tenure of three years

4.3. If a Chair wishes to continue in this role for subsequent terms Council will be asked to agree this with approval by the BAPEN Executive Committee for up to 1 further tenure

4.4. If a Chair wishes to step down before the end of their tenure an advert for the role will be disseminated through BAPEN Secretariat. Existing committee members will be eligible to apply. Council will be asked to vote with final approval by the BAPEN Executive Committee.

5. BAPEN Medical Committee membership

5.1. The affairs of the group shall be directed by a committee which shall meet not less than four times a year.

5.2. Membership of BAPEN Medical is a prerequisite for all committee members.

5.3. Representation from each of the four countries is encouraged.

5.4. The committee shall have the following composition:

The officers:

- Chairperson
- Secretary
- Treasurer

The group shall elect the officers from among the members of BAPEN Medical, using a simple majority in the event of more than two candidates standing for a given position.

The officers shall be elected for a term of three years, subject to a maximum of six consecutive years, following which officers may only be re-elected after an interval of at least three years. A process of succession planning should be established to ensure that the Officers retire from office over a staggered timeframe.

Other committee members to include:

- At least 1 member representing trainees who shall be medically qualified and within, or about to be within, a training grade post
- The BM representative in the BAPEN Programmes Committee
- British Society of Gastroenterology (BSG) Small Bowel and Nutrition representative (coopted)
- Medical Education lead/basic training day coordinator
- BAPEN Masterclass coordinator
- Surgical Education lead
- Research/network project coordinator

- Sustainability representative (if required)
- Malnutrition Action Group (MAG) representative (if required)
- Not more than 20 members (including all the above)

6. Expectations of BAPEN Medical Committee members

The members of the committee shall be appointed annually at the discretion of the committee in consultation with the group, for a normal terms of 3 years. After this, provided there is active engagement within BM and adequate attendance at BM committee meetings, they are eligible for reappointment, unless elected to the position of Officer of the Group as described in section 4.1. In the event of election to Officer, members will then be eligible to remain in post for the period of their elected office but should normally then stand down for a period of at least three years before becoming eligible for reappointment to the committee.

- 6.1 An email from the Chair will be sent to the committee member (The Secretariat will send a reminder to the Chair) prior to the end of their three-year term. The relevant core group will be approached by the Chair and election/volunteers sought.
- 6.2 In addition to the members so appointed the committees may co-opt non-voting members for specific tasks or purposes as defined from time to time by the committee subject to annual ratification provided that the number of co-opted members shall not exceed two.
- 6.3 The Chair of BAPEN may be asked to attend meetings as a non-voting member if felt appropriate by the BAPEN Medical Chair.
- 6.4 The committee may appoint working groups as may be deemed necessary by the committee and shall determine their terms of reference, powers, duration and composition. The Chairperson of all such committees shall have a place on the BM committee, and all acts and proceedings of such committees shall be reported back to the committee.
- 6.5 BAPEN Medical's committee shall have the rights and responsibilities:
 - 6.5.1 To approve or reject applications for membership of the BM committee
 - 6.5.2 For good and sufficient reason (such as serious professional misconduct or criminal activity) to terminate the membership of any individual provided that the individual (s) person concerned shall have the right to be heard by the committee before the final decision is made.
 - 6.5.3 To attend a minimum of 2 committee meetings per year, to allow individuals to retain membership of the BM committee

7. BAPEN Medical Committee members

- 7.1. All committee members activity will be conducted in line with the BAPEN values and ED&I policy - <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-ed-i-policy-2021.pdf>
- 7.2. Members will engage with their relevant profession and BAPEN subgroup to promote and support and associated activities, share relevant information, seek

agreement from and encourage engagement of colleagues with related work streams.

- 7.3. BAPEN Medical members are expected to attend a minimum of two committee meetings each calendar year. Unless there are exceptional circumstances, a member who does not attend at least one meeting per calendar year will be asked by the Chair to step down.
- 7.4. Data collected by the committee are owned by BAPEN. Members wishing to use data must seek prior approval in writing from the Chair. This includes use of data for presentations, reports, at meetings or in journal articles unless this already exists within the public domain on the BAPEN website, or BAPEN reports or papers.
- 7.5. All members will be required to contribute to the work plan which may include leading on agreed tasks or activities. The meeting action notes will identify what has been agreed with an expectation of updates or reports being provided within the agreed timeline.

8. BAPEN Medical Committee meetings

- 8.1. BAPEN Medical members are expected to attend a minimum of two committee meetings each calendar year. Unless there are exceptional circumstances, a member who does not attend at least one meeting per calendar year will be asked by the Chair to step down.
- 8.2. Quorum: the quorum shall in the case of any meeting of the committee of the group be at least one of the Chairman, Secretary and Treasurer, with at least two additional committee members.
- 8.3. Minutes shall be kept by the committee and all other sub-committees of the group, and the appointed secretary shall enter in the minutes a record of all attendees, proceedings and resolutions. Copies of the minutes shall be sent to BAPEN Office.
- 8.4. There shall be an Annual General Meeting of Members of the group, normally at the time of the annual BAPEN Conference. The Annual General Meeting shall be open to all individual members of the group.
- 8.5. At the Annual General Meeting of Members there shall be a report from the Chairman of the Group on behalf of the committee, and by the Treasurer on the group's finances. These reports shall be incorporated into the BAPEN Annual Report. Details of the confirmation of those elected to serve as Officers and committee members shall be included.
- 8.6. Apologies will be sent to the Chair if possible one week before a meeting unless there are exceptional circumstances
- 8.7. Attendance at committee meetings will be recorded on the action notes of meetings
- 8.8. All in attendance are required to declare any conflict of interest for each of the committee meetings which will be noted on the action notes of the meeting
- 8.9. All core committee members have a right to vote at meetings

- 8.10 All committee members can claim travel expenses from BAPEN as per standard BAPEN travel expenses policy <https://www.bapen.org.uk/claim-form-for-reimbursement-of-expenses> . Any travel claims or expenses relating to other business need prior approval from the Chair and the BAPEN treasurer.
- 8.11 All Meetings may be conducted virtually to support attendance, sustainability and reduce costs to BAPEN
- 8.12 Interim sub-group meetings or 'start-finish' group meetings may be required but where possible these will be virtual meetings

9 BAPEN Medical committee Terms of reference

- 9.1 Terms of reference will be reviewed by the Chair every three years, and are required to be signed off by the BAPEN Executive Committee and ratified by the Board of Trustees

10 Finance

- 10.1. Members will be charged the price of individual membership of BAPEN for doctor or trainee doctors, as applicable.
- 10.2. The BAPEN secretariat, on behalf of the BAPEN treasurer, shall collect the subscriptions of the group. The total annual sum agreed to further the objects of BAPEN Medical will be maintained clearly and visibly by the BAPEN office and treasurer for BAPEN Medical's use.
- 10.3. The BAPEN Medical treasurer will verify and help the BAPEN treasurer maintain proper accounts of the finances of the group.
- 10.4. The subscriptions of the group shall be determined from time to time by the committee in liaison with the BAPEN's treasurer.
- 10.5. The BAPEN Medical accounts shall be collated at least once a year and presented at the AGM.
- 10.6. All funds of the group should pass through the BAPEN account in accordance with BAPEN's constitution. The account will identify subscriptions to BAPEN Medical and pay for any of BAPEN Medical's expenses at the request of the BAPEN Medical committee.