The British Intestinal failure Alliance (BIFA) of BAPEN: Terms of Reference

Revised August 2024

BACKGROUND:

BIFA is a multiprofessional special interest group within BAPEN interested in acute and chronic Intestinal failure (IF) and IF services. It consists of healthcare professionals involved or interested in all types of intestinal failure and home parenteral support (HPS). It was formed in 2010 from the UKHPN group (founded 16/9/2005 by Jeremy Powell-Tuck) and was chaired by Jeremy Powell-Tuck till 2013, then Mike Stroud 2013-14 and Jeremy Nightingale 2014-current.

AIMS AND OBJECTIVES:

1 To provide a multi-professional forum enabling communication between those health professionals in the UK who provide parenteral support (PS) to adults and children.
2 To foster excellence in the provision of PS and in the management of all types (1,2 and3) of intestinal failure in the UK through communication, education, research and audit.
3 To assist BAPEN and other external organisations where appropriate in any matters relating to acute or chronic intestinal failure including HPS.

GENERAL ACTIVITIES

1. To assist in the development of consistent and best practice across the UK. This includes proposing and writing guidelines and recommendations, position papers, top tips and making videos relating to the management of intestinal failure.
2. To organise meetings (including at BAPEN conference) about IF which will be of interest to BAPEN members which may have an organisational, audit, educational, or scientific content.
3. Liaising (in conjunction with BAPEN executive) with NHS England and the HPN network.

ACCOUNTABILITY

1. The BIFA committee is accountable to BAPEN Council and liaises through BAPEN Executive.
2. The Chair (or an appointed deputy) will attend all BAPEN Council meetings providing a report to Council for each meeting.
3. The Chair will submit a written Annual Report for the previous year to the June Council Meeting for the AGM.
4. Action notes from each BIFA committee meeting will be forwarded to the BAPEN secretary and secretariat with a maximum of three key points highlighted for the BAPEN office for noting.

CHAIR OF BIFA

1. The Chair will be a registered healthcare professional or patient who is a member of BAPEN and one of the BAPEN core groups with expertise relevant to IF.
2. The chair will be elected by the BIFA Committee for an initial tenure of three years. The appointment must be agreed by BAPEN council and executive.
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. If a Chair wishes to step down before the end of their tenure an advert for the role will be disseminated through BAPEN Secretariat to existing BIFA committee members Council and BAPEN Executive will be asked to approve the appointment.
5. The Chair overseas all BIFA activity and is elected by the BIFA committee
6. The Chair (or deputy/secretary) of the group will liaise closely with the Chair of the Intestinal Failure Registry. They will attend HPN network, NHS IF/HPN and BAPEN programs committee meetings.

7. The Chair (or secretary) will sit on BAPEN council and report all activity to the BAPEN council.

COMMITTEE MEMBERSHIP:

1. The core committee will comprise of a Chair, nominated Deputy (secretary) and a minimum of 2 other members
2. The Deputy/Secretary organises BIFA meetings, takes the minutes and ensures the appropriate actions occur. They are elected by the BIFA committee.
3. Membership of BIFA is open to those who are individual members of BAPEN or affiliate members through a Core Group of BAPEN.
4. Other members (in addition to chairman and secretary):
    - The current president of BAPEN.
    - A representative from Scotland, Wales and Northern Ireland.
    - A pharmacist from BPNG.
    - A paediatrician from BSPGHAN.
    - A nurse from NNNG.
    - A dietitian from PENG.
    - A physician from BAPEN Medical.
    - A patient from PINNT.
    - IF Registry Chair.
    - An IF surgeon.
    - NHS England HPN framework Chair.
    - An IF transplant centre representative.
    - 1-2 representatives from the National Reference Centres for severe IF.
    - A student healthcare professional.
    - Additional representatives (up to 5) may be chosen by the group (e.g. for a specific task) or may have expressed an interest in joining.
5. Tenure of office for all committee members will be for three years There is scope to reapply / volunteer for a further tenure with the agreement of their core group. Continuing beyond this can be done in exceptional circumstances with the approval of BAPEN council. After a year or more break a member may rejoin as a new committee member.

EXPECTATIONS /OPERATION:

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-edi-policy-2021.pdf
2. Members will engage with their relevant profession and BAPEN subgroup to promote and support BIFA and associated activities, share relevant information, seek agreement from and encourage engagement of colleagues with related IF work streams.
3. Core members are expected to attend a minimum of two BIFA 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.
4. Data collected by BIFA are owned by BAPEN. Members wishing to use BIFA data must seek prior approval in writing from the Chair. This includes 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.
5. All BIFA members will be required to contribute to the BIFA work plan which may include leading on agreed tasks or activities. The BIFA meeting action notes will identify what has been agreed with an expectation of updates or reports being provided within the agreed timeline.

COMMITTEE MEETINGS

1. Two full committee meetings per year will be arranged with a quorum of 75% of core members required for the meeting to go ahead.
2. Agenda items should be forwarded to the Chair/secretary two weeks prior to the meeting.
3. Apologies will be sent to the Chair if possible one week before a meeting unless there are exceptional circumstances
4. Attendance at committee meetings will be recorded on the action notes of meetings.
5. All in attendance are required to declare any conflict of interest for each of the BIFA committee meetings which will be noted on the action notes of the meeting.
6. All core committee members have a right to vote at BIFA meetings.
7. All BIFA 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 BIFA business need prior approval from the Chair of BIFA and the BAPEN treasurer.
8. Meetings may be conducted virtually to support attendance, sustainability and reduce costs to BAPEN.
9. Interim sub-group meetings or 'start-finish' group meetings may be required but where possible these will be virtual meetings.

TERMS OF REFERENCE

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