



*Inspiring Excellence in Acute Medicine*

# Society for Acute Medicine

## Council and Committee Structure

**Feb 2022**

*(Credit to Mark Holland for original version)*

### Background

The Society for Acute Medicine (SAM) was formed between 1999-2000. In the intervening 22 years, both the specialty of Acute Internal Medicine and the Society have grown. SAM currently has approximately 1200 members. During this time the Society has formed relationships with many other organisations

In addition, the Society has continued to develop its own committees, groups and projects.

### SAM Committees and Projects

SAM Council

Spring and Autumn Conference Committees

Research Committee

SAMBA – Society for Acute Medicine Benchmark Audit

TakeAIM

SAMQI

Media and Communications

Website Lead

Website Content Lead

Education and Training Committee

Journal – Acute Medicine

Acute Medicine Awareness Day

SAM England

SAM Northern Ireland

SAM Scotland

SAM Wales

FAMUS\*

SAM Podcast

Work Force Planning

\*FAMUS is an initiative supported by SAM

#### SAM council

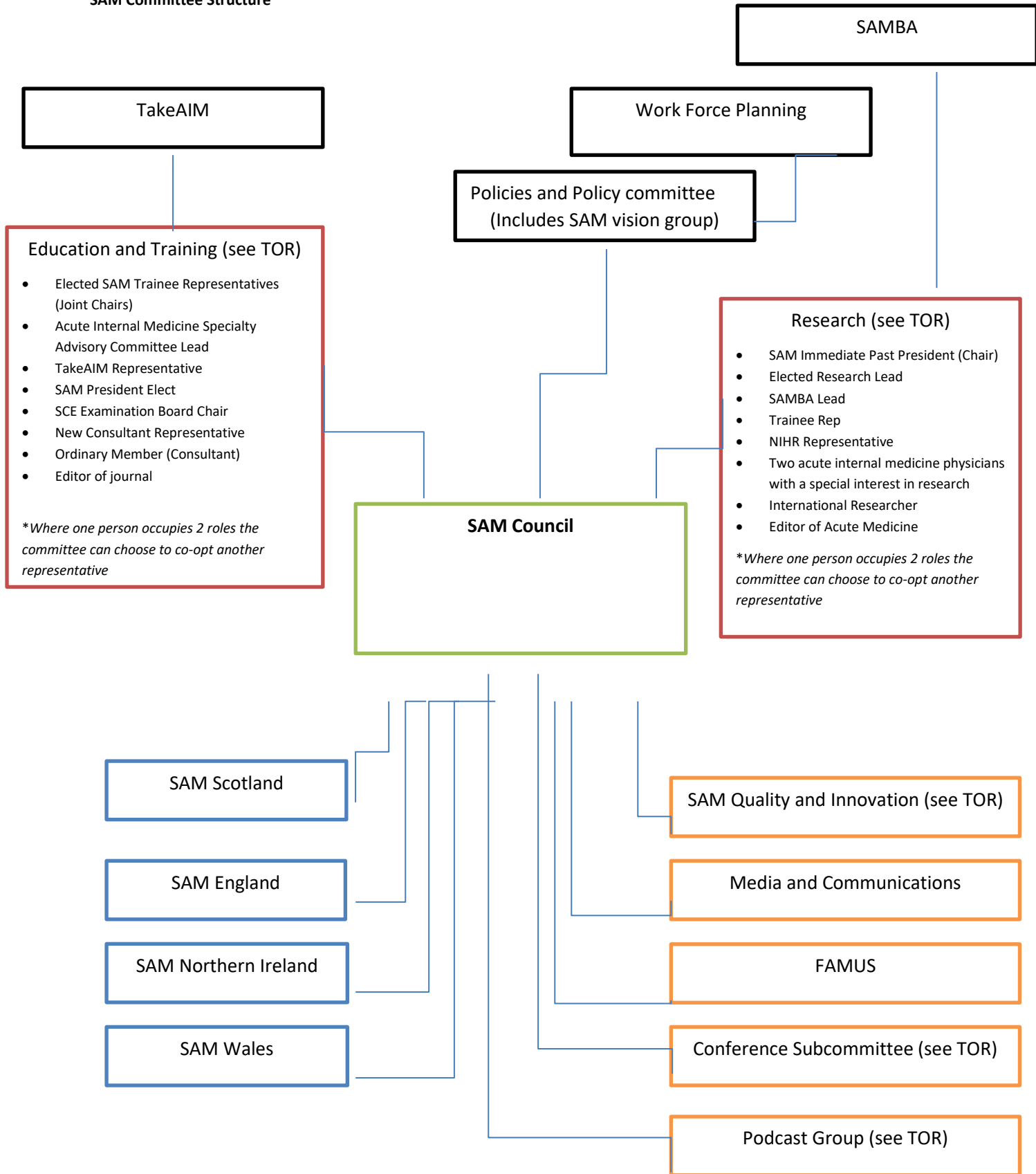
Role / Representative	Tenure	Election
President	2 years	N/A
President Elect	2 years	Full membership
Immediate Past President	2 years	N/A
Secretary	3 years	Full membership
Treasurer	3 years	Full membership
Nursing /AHP representative	3 years	Full membership
Nurse representative	3 years	Full membership
Allied Health Professional	3 years	Full membership
Pharmacy representative	3 years	Full membership
Trainee representative	2 years	Full membership
Trainee representative	2 years	Full membership
Physician Associate	3 years	Full membership
Training and Education Lead	3 years	This was council vote but after a split vote for QI lead in 2020, decided to go to full membership
Education and Training Committee Co-opted AIM SAC Chair	Term as SAC Chair	N/A
Research Lead	3 years	Full membership
Research committee UK member	3 years	This was council vote but after a split vote for QI lead in 2020, decided to go to full membership
Research committee UK member	3 years	Expressions of interest / council approval
Research committee UK member	3 years	Expressions of interest / council approval
Research committee UK member	3 years	Expressions of interest / council approval
SAMBA lead	Not fixed	As per TOR (expression of interest)
Quality and innovation Committee Lead	3 years	This was council vote but after a split vote for QI lead in 2020, decided to go to full membership
Lay Representative	3 years	Council
Lay Representative	3 years	Council

Emergency medicine Co-opted by nomination from the Royal College of Emergency Medicine	Term as RCEM President	N/A
Intensive care Medicine Co-opted by nomination from the Intensive Care Society	3 years	N/A
New Consultant Representative	2 years	Full membership
England	3 years	Regional Members
Northern Ireland	3 years	Regional Members
Scotland	3 years	Regional Members
Wales	3 years	Regional Members
IT and communications lead new post 2021	3 years	Full membership

Note:

1. The President shall, unless in exceptional circumstances and passed by a special resolution of the Members, be succeeded by the President Elect. The President shall, unless in exceptional circumstances and passed by a special resolution of the Members, become the Immediate Past President
2. Council can invite attendees for specific agenda items, for example Conference Organising Partner, Website Content Lead
3. Nominations for Lay Members are sought by the Council via the Medical Royal Colleges and Society Members

**SAM Committee Structure**



**Committee Structure:** Agreed structure and policy to apply to all Society for Acute Medicine committees.

All committees will run as per their individual Terms of Reference (TOR) policy.

A TOR can be adapted by the committee but any changes must be ratified by SAM council.

The structure of each committee must include a stable core group, and these core members must be outlined in the TOR.

Core members must include;

- An elected member of SAM Council. This person will be responsible for reporting back to council and ensuring the policies and processes of the committee are in line with SAM objectives and values.
- An ordinary SAM member. Interested members put forward an application to sit on this committee and must be approved by council. This tenure will be 3 years, and can be applied for one further term.

All committees and sub-committees have the right to co-opt SAM members to be involved at any stage as per their specific TOR

The core group will decide who is to be chair of the committee.

Committees will have no budget assigned to them. They may apply for prospective funding for projects to SAM council. Any applications will be considered by SAM council and a decision made.

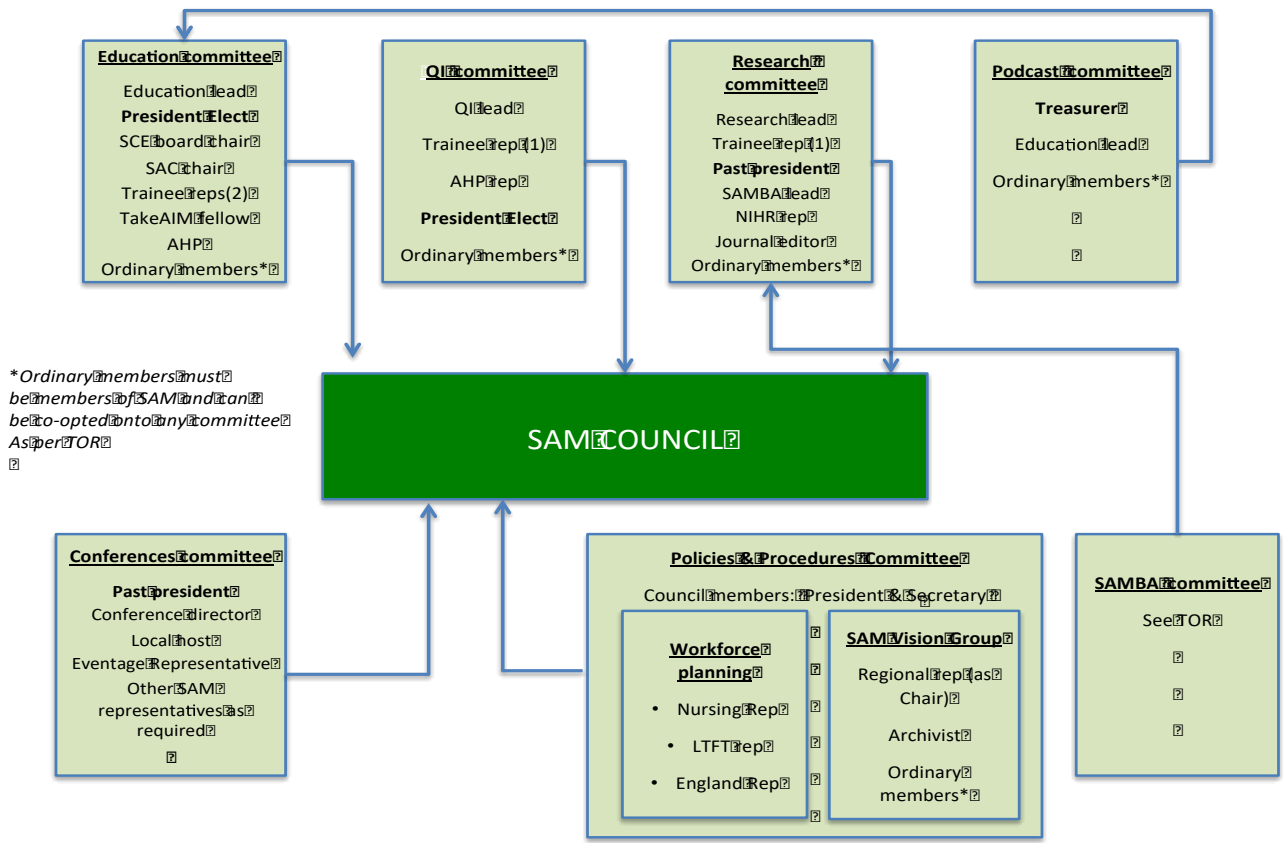
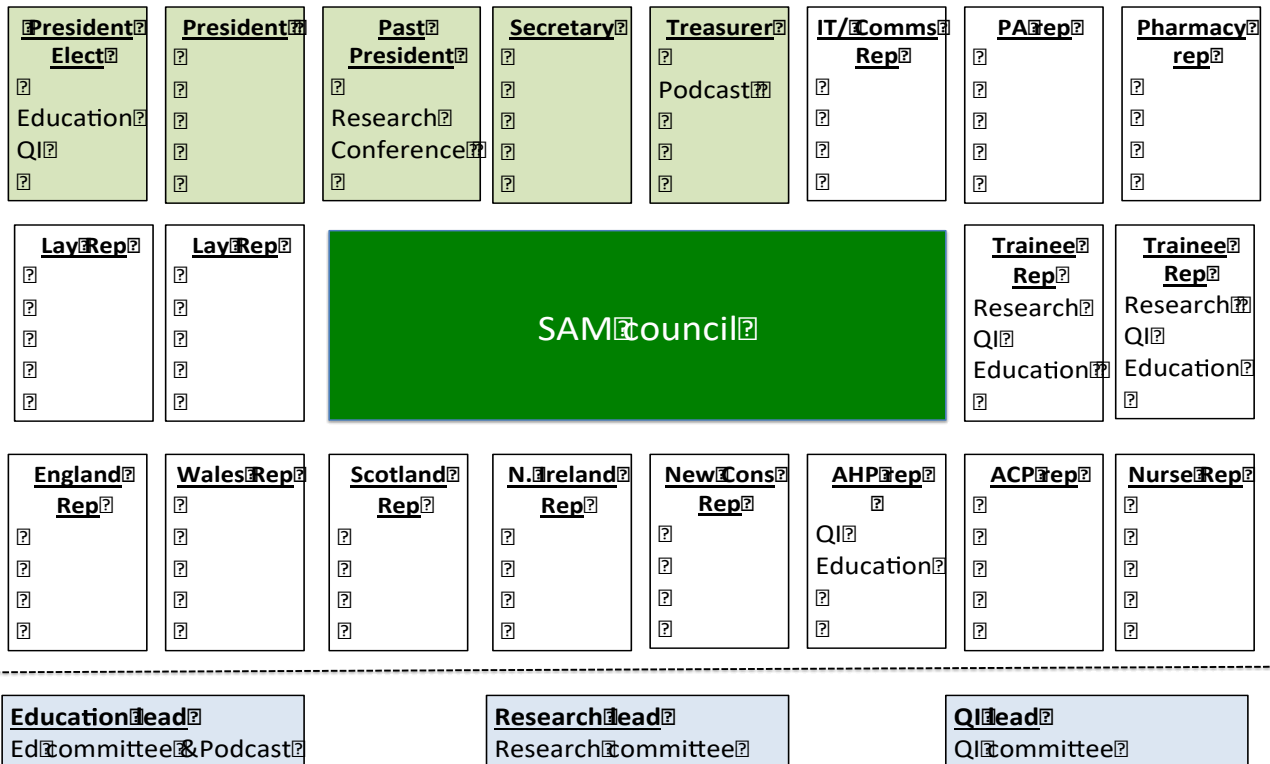
The committee will meet face to face once a year and it is expected that that meeting will be at a SAM conference. Any additional meetings would be expected to be done via teleconferencing.

There will be no administration support available for these committees or the meetings.

Relationship	SAM Representative
<b>Federation of Medical Royal Colleges</b> Acute Internal Medicine Specialty Advisory Committee x3/year SCE Exam Board x3/year (SAM formally nominates Chair) Continuing Professional Development Advisor	<b>Dr Ben Chadwick</b> <b>Dr Claire Gardner</b> <b>Dr Nick Scriven</b>
<b>Royal College of Physicians of London (RCPL)</b> Main Council x6/year (Chaired by President of RCPL) Medical Specialties Committee x3/year (Chaired by President of RCPL) Joint Specialty Committee x3/year (Chaired by SAM President) General Internal Medicine Committee x3/year (Chaired by RCPL Registrar) Chief Executives of Specialty Committees Committee x2/year Advise to RCPL Consultation (e.g. NICE, political advice etc.) RCPL publications, e.g. Medical Care Represent RCPL, e.g. NHS Improvement Project Ad-hoc tasks, e.g. Co-ordinate Regional Speciality Advisor	<b>SAM President</b> <b>SAM President</b> <b>SAM President</b> <b>SAM Treasurer</b> <b>SAM Treasurer</b> <b>All Council</b> <b>All Council</b> <b>All Council</b>
<b>Royal College of Physicians of Edinburgh (RCPE)</b> SAM Head Office Administrator Annual meeting for Presidents of societies who reside at RCPE.	<b>administrator@acutemedicine.org</b> <b>SAM President</b>
<b>Royal College of Emergency Medicine (RCEM)</b> Main Council x6/year (Chaired by President of RCEM) Ad hoc meetings and work streams	<b>Delegated council member</b> <b>All Council</b>
<b>NHS Improvement</b> Measuring Quality and the 4-Hour Emergency Access Target	<b>SAM President (s), Treasurer and secretary</b>
<b>NICE</b> Identifying members to join NICE committees Commenting on Guidelines and Standards	<b>Past President with support of all Council</b>
<b>NCEPOD (National Confidential Enquiry into Patient Outcome and Death)</b> Commenting on reports, including attending meetings to present SAM's feedback	<b>All Council</b>

## SAM Internal Roles of Elected SAM Officers

Committee, Project or Brand	
<b>SAM Council</b>	<p>Meets face to face at Spring and Autumn Conferences</p> <p>Virtual meeting in winter (strategy meeting) and summer (committee lead update – new 2022)</p> <p>Ad-hoc teleconferences to discuss urgent matters</p>
<b>Spring and Autumn Conference Committees</b>	<p>Reports directly to Council</p> <p>Teleconference at least 6 to 8 per year</p> <p>Formed by:</p> <ul style="list-style-type: none"> <li>• Conference Director +/- Immediate Past President (Chair)</li> <li>• Local Host</li> <li>• Research Lead</li> <li>• Nurse Lead(s)</li> <li>• AHP Lead</li> <li>• Pharmacy Lead</li> <li>• Conference Organising Partner – Eventage</li> </ul>
<b>TakeAIM</b>	TakeAIM Fellows
<b>FAMUS</b>	Website Famus.org.uk, email FAMUS@acutemedicine.org.uk
<b>SAMBA Society for Acute Medicine Benchmark Audit</b>	samba@acutemedicine.org.uk
<b>Media and Communications</b>	acutemedicinemedias@gmail.com
<b>Website and Website Content Lead</b>	<p>Company: Netsolving &amp; Eventage</p> <p>Content Lead –IT &amp; Comms lead</p>
<b>Education and Training Committee</b>	Council representative: President Elect
<b>Research Committee</b>	Council representative: Past President
<b>Quality and innovation Committee</b>	Council lead: President Elect
<b>International Development Group</b>	Lead – President Elect & Regional rep of country from where President is from
<b>SAM Podcast</b>	SAM Treasurer & Education Lead
<b>Journal – Acute Medicine</b>	Acutemedjournal.co.uk
<b>Acute Medicine Awareness Day</b>	New consultant lead with the TakeAIM fellows







### Research Committee (contains details of SAMBA committee)

Research is vitally important to the development of Acute Internal Medicine. As well as the obvious benefits, high quality research affords unparalleled legitimacy to everything we say and do. With limited resources, The Research Committee has done a very good job. For example, SAMBA is now being recognised nationally for its quality and contribution to our understanding of acute medical care. To build on this platform we have identified the key priorities for the Research Committee:

1. Develop young researchers
2. Build relationships with other bodies, e.g. NIHR (National Institute for Health Research)
3. Build structures to allow research in Acute Medical Units
4. Expand SAMBA

SAM is currently not able to undertake large scale research. The committee which works towards the objectives outlined above should have the following members:

- Elected Research Lead
  - Chair
- SAM Immediate Past President
- SAMBA Lead
- At least one of the trainee representatives
- NIHR Representative
- At least 2 ordinary members of SAM with an interest in Research
- Editor of Acute Medicine
  - To enhance the standing of the journal

The committee will then be open to any interested SAM members to join meetings and get involved.

Ideally the committee should also have at least two acute internal medicine physicians with a special interest in research and where possible an international Researcher

As with many things in a new Society, the Research Committee was convened by a group of enthusiasts. The role of Research Lead has traditionally been through an election of the committee's members. From 2019, the role of Research Lead will be by an election of all SAM members.

### **SAMBA committee (Part or Research TOR)**

SAMBA allows us to collect national data on Acute Medical Units and is vital for SAM to understand the size and working patterns of our AMU's across the country. This data is quoted by medical organisations and national leaders.

#### **Structure**

- The SAMBA lead
- Research lead
- Interested members of Research committee
- Any ordinary SAM members who wish to join at discretion of SAMBA lead

#### **SAMBA lead**

The SAMBA lead must have the relevant experience and ability to run this project and fulfil the person specification (see appendix 1)

The post does not have a fixed tenure but the Research lead or a consensus vote from SAM council may ask for the post to be re-appointed

#### **Appointment of SAMBA lead**

- SAM will ask for expressions of interest
- The applicants will be asked to write to council with their interest outlining how they fulfil the person specification
- If there is only one applicant, SAM council along with Research committee will be asked to ratify this application
- Where there is more than one applicant, an interview will be held which must include the Research lead and a Director from SAM council.

### **Appendix for Research TOR**

#### **Required person specifications for SAMBA lead:**

- Prior experience of hosting multi-centre audit, registry or research data collections
- Support from an NHS or HEI institution with existing infrastructure to undertake large, multi-centre data collections and with facilities for secure data storage
- Ability to demonstrate understanding of GDPR, research ethics and governance appropriate to SAMBA
- Evidence of leadership within National or international collaborative workstreams
- Past publications demonstrating ability to present registry data or similar in a format appropriate to the SAM membership and wider audience

Updated Oct 2021 – review Oct 2025



### Podcast Committee

SAM have set up this committee with the aim of producing podcasts that are free to listen to for all those interested in acute medicine. It's target audience will be trainees in Acute Medicine, Consultants and all members of the MDT working in Acute Medicine. The style and frequency of the podcasts will likely evolve over time, but the main aim is to provide entertaining up to date pearls of knowledge that will be beneficial to those working in the field of Acute Medicine.

By making these PODCASTS enjoyable and easily accessible we also hope to promote the specialty of Acute Medicine and attract all members of the MDT to come and work with us.

The committee has initially been set up by those with an interest in Podcasts. Going forward we feel that the structure of the committee should have;

- 6 presenters (these must be members of SAM but do not necessarily need to be on council)

Their tenure should be reviewed regularly but they may remain on the committee as long as council are happy that they are meeting the aims stated above

- Education lead for SAM
- Treasurer for SAM

The Education lead and treasurer may comprise the core 6 presenters, but where they do not, their role will be to attend any strategic meetings and report back to council. A written report of activity from the committee will be required every six months and should include any financial outgoings.

May 2021

For Review May 2024



**Society for Acute Medicine Quality Improvement Committee: Terms of Reference**

**Introduction**

The Quality Improvement Committee is a subcommittee of the Society for Acute Medicine (SAM) Council, established to promote the dissemination and application of quality improvement skills and methods among multidisciplinary acute medicine professionals, and to adapt and develop methods for use in the acute care context. This committee reports to the Council.

**Purpose and objectives**

The committee will work toward:

- Facilitating delivery of QI training, developing faculty and producing materials such as e-learning modules
- Building faculty of individuals who are able to deliver training.
- Organising collaborative improvement projects spanning organisations.
- Conducting research into quality improvement approaches in the acute medical environment.

The Quality Improvement Committee is also responsible for:

- The management of any financial resources that the Treasurer makes available for specific projects
- Urgent updates to SAM Council when necessary.

**Administration of meetings**

- The committee should meet at least twice each year, at SAM events.
- Communication outside of meetings will be held by electronic communication whenever possible
- The agenda is to be issued at least two weeks prior to the arranged meeting
- Points to be discussed should be communicated to the Chair in advance of this
- Minutes of the meeting should be available within 4 weeks of the meeting.

**Constitution**

The Quality Improvement Committee shall consist of:

- Ordinary Consultant member, QI lead (voted by SAM membership)
- President elect
- Trainee representative (1)
- Allied health professional representative

The Chair of the Committee will be the Ordinary Consultant member, elected by SAM membership after an open call for expressions of interest. If the post only has one applicant, they will need to be approved by SAM council.

The chair does not have a position on SAM Council however they may be co-opted into meetings to feedback to council. The Chair will normally have a three-year tenure on the committee, and then undergo a re-selection process which is open to others, but may include a second term of three years.

Feedback to Council will usually, but not exclusively, be done by the President Elect.

There will be a larger working group that will report to the Quality Improvement Committee and which will be open to professionals working in acute medicine who have interest in QI.

Updated September 2020

FOR REVIEW SEPTEMBER 2024

## APPENDIX D: Education Committee TOR



### Society for Acute Medicine Education Committee: Terms of Reference

#### **Introduction**

The Education Committee is a subcommittee of the Society for Acute Medicine (SAM) Council, established to promote excellence in healthcare professions education in our specialty on behalf of the Society. This committee reports to the Council.

#### **Purpose and objectives**

The Committee's work is different to that of the Specialist Advisory Committee in Acute Internal Medicine, whose specific remit is to supervise the delivery of training to minimum standards set by the JRCPTB. It is envisaged that SAM's Education Committee will align with the stated aims of the Society for Acute Medicine, with a focus on education and training:

- Promoting excellence in healthcare professions education in Acute Medicine
- Facilitating and/or co-ordinating the collection of data relevant to education in Acute Medicine
- Promoting research in the area of education in Acute Medicine, in collaboration with SAM's Research Committee
- Promoting and sharing good practice in teaching, supervision, feedback, assessment and any other matters related to education in Acute Medicine.

The Education Committee is also responsible for:

- The management of any financial resources that the Treasurer makes available for specific projects
- Urgent updates to SAM Council when necessary.

#### **Administration of meetings**

- The committee should meet at least twice each year
- Communication outside of meetings will be held by electronic communication whenever possible
- The agenda is to be issued at least two weeks prior to the arranged meeting
- Points to be discussed should be communicated to the Chair in advance of this
- Minutes of the meeting should be available within 4 weeks of the meeting.

#### **Constitution**

The Education Committee shall consist of:

- Ordinary Consultant member, "Education Lead" (elected by SAM membership)
- SAM President-Elect
- SCE Exam Board Chair
- Chair of the Specialist Advisory Committee (SAC) for Acute Internal Medicine
- Two SAM Council trainee representatives
- Take-AIM Fellow representative
- At least one SAM Council allied health professional representative
- Other members may be co-opted as deemed necessary by the Chair or other members of the committee.

The Chair of the Committee will be the Ordinary Consultant member, after an open call for expressions of interest. This will be an elected post. In the case of only one applicant, they will need to be approved by SAM council. They will not hold a position on SAM Council but may be co-opted into meetings on occasion to feedback any developments. The Chair will normally have a three year tenure on the committee, and then undergo a re-selection process which is open to others, but may include a second term of three years.

Feedback to Council will usually, but not exclusively, be done by the President Elect.

**Agreed by SAM Council October 2020**

**For Review October 2024**



## **Appendix E: The Policies and Procedures Committee TOR**

### **Introduction**

The Policies and Procedures Committee is a subcommittee of the Society for Acute Medicine (SAM) Council, established to provide a structure whereby documents and policies may be created and reviewed in an organised way with identified leads. This committee will have a large remit and as such has been divided into smaller subgroups. This committee (and subgroups) report to the Council, and any document or policy created must also be approved by Council prior to publication/distribution.

### **Subgroups**

- **Workforce Planning**
- **SAM Vision group**
- **Podcast group (see separate TOR)**

### **Purpose and objectives**

The Policy group will have the following main objectives:

- To create and review policies that SAM council have deemed necessary.
- To liaise with the legal team regarding formal policies.
- To work with the communications team to publicise any policies or statements regarding the official SAM viewpoint on any matters that may arise.

The Workforce planning SubCommittee is responsible for:

- Liaising with the RCP and other groups regarding workforce issues relevant to Acute medicine
- Providing updates to SAM Council when necessary.
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The SAM Vision Subgroup exists to:

- Work with the SAM Archivist to keep a record of the origin of SAM
- Outline the purpose of acute medicine and the Acute Medicine Units in order to to inform patients, colleagues, the public, politicians, and health service management.
- Look to the future to provide appropriate b=vision for the development of the specialty of acute medicine.
- Outline the structure and function of the Society For Acute Medicine.
- Provide updates to SAM Council as necessary.

### **Administration**

- SAM policy documents and statements will be published as and when required.
- Meetings will be held for the various subgroups as decided by the Chair and these may be held electronically

### **Constitution**

The Policies and Procedures Committee shall consist of:

- SAM President (Chair)
- SAM Regional Reps
- Any other SAM council that express an interest or are needed for specific documents that need their expertise.

The Workforce Planning subcommittee shall consist of

- Regional Rep as Chair (This will usually be the England Rep but may change if the President of SAM is from one of the other devolved nations)
- LTFT rep
- Nursing Rep
- The other 3 Regional Representatives in addition to the Chair
- A trainee representative (this does not need to be one of the SAM Trainee Reps, it can be a SAM member who is currently a trainee that expresses an interest)

The SAM Vision

- At least one member of SAM council, one of whom will act as chair
- A trainee representative (not necessarily the SAM Trainee Reps)
- SAM Archivist
- Someone with a good amount of constitutional memory, this can be a current or previous SAM council member
- Any other interested Ordinary SAM members who express an interest

**Any member of SAM who is on this committee but not part of SAM council will have their membership of this group reviewed every 2 years, but the committee (with support of SAM council) are able to terminate this membership earlier.**

**Feedback to Council will be done by the Chair.**

**Agreed by SAM Council October 2021, for Review October 2025**



## **Appendix F: Society for Acute Medicine Conference Committee: Terms of Reference**

### **Introduction**

The Conference Committee is a subcommittee of the Society for Acute Medicine (SAM) Council reporting to SAM Council.

### **Purpose and objectives**

The Committee's objective is to work with our partners in Eventage to organise the two annual conferences of the society and also input into programs for webinars. The conferences should

- Promote excellence in Acute Medicine
- Promote research and Quality Improvement in the area of Acute Medicine
- Promote and share good practice in teaching, supervision, feedback, assessment and any other matters related to the Acute Medicine MDT.
- Provide opportunities for all members of the MDT to contribute and learn

The Conference Committee is also responsible for:

- The management of any financial resources that the Treasurer makes available for specific projects
- Urgent updates to SAM Council when necessary.

### **Administration of meetings**

- The committee should meet regularly and as required
- Meetings will be held by electronic communication whenever possible
- Eventage will be responsible for organising relevant papers including financial reports and feedback

### **Constitution**

The Conference Committee shall consist of:

- Conference Director (usually in post for 2 years)
- SAM Immediate Past President (if not the Director)
- Representatives of Eventage
- Local hosts for the meeting
- Other members of SAM council as needed for specific planning (most typically for the autumn International meeting)
- Other members may be co-opted as deemed necessary by the Chair or other members of the committee.

All positions will be jointly agreed by SAM and Eventage

Feedback to Council will usually, but not exclusively, be done by the Eventage team at council meetings

**Agreed by SAM Council (October 2021, for Review October 2025)**