



BRITISH ORTHOPAEDIC ASSOCIATION

Caring for patients; Supporting surgeons

Patient Liaison Group Terms of Reference

Name

The group shall be called the British Orthopaedic Association Patient Liaison Group (PLG).

Remit

The Patient Liaison Group will be committed to achieving improvements for patients requiring treatment for trauma and orthopaedic problems. It will be dedicated to nurturing a constructive dialogue between surgeons and patients, so that each may better understand the needs of the other.

Aims and Objectives

To support and provide a resource for the BOA to deliver a professional service that meets the needs and aspirations of patients requiring treatment for trauma and orthopaedic problems
To communicate areas of patient concern to the BOA Council
To respond to requests for comment from Council or its Committees

Membership

There shall be nine members, six non-medical (lay) and three medical, including the officers. There may be a variable number of corresponding members, who correspond by e-mail. The President of the BOA is an ex-officio member of all committees.

Chairman and Deputy

Initially the Chairman and Deputy shall be current members of the British Orthopaedic Association. At the third meeting the Chairman and Deputy shall be elected by secret ballot of all members of the PLG. If the Chairman is a medical member, the Deputy Chairman must be a lay member and vice versa. In the event that the Deputy Chairman is a lay member, a second Deputy Chairman can be elected, if required, to relieve the pressure. There will only be one Chairman. The lay Chair or Deputy chair shall be invited to attend Council.

Appointment of Non-Medical Members

Initially, the non-medical ("lay") members shall be appointed by Council, after advertisement. Under the direction of Council, criteria will be established for the selection of lay members. A committee nominated by Council and including a lay member will consider nominations, conduct interviews and recommend individuals for appointment to the PLG, subject to approval by Council. Reserve appointments may be made to fill vacancies as they arise. All lay members, whilst bringing considerable experience to the PLG, must act as individuals and not on behalf of outside organisations.

Appointment of Medical members

Of the three medical members, at least one will be a Member of Council of the British Orthopaedic Association.

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Interim procedures for establishing a Patient Liaison Group

Initially all founding members of the PLG will be appointed for one year, with the option of extending these appointments for a further one or two years. These provisions are put in place to prevent the situation of all members demitting office at the same time. Thereafter the terms of office will be as set down below.

Terms of Office

The Chairman will be elected annually with a maximum term of three years. Members may serve for one year with the option of extending the appointment for a further one or two years except that the Chairman and Deputy Chairman should be able to complete their maximum term of office if so elected. At the completion of a term of office or membership, a year must elapse before that person becomes eligible for re-election. Members may be removed by a majority vote of the PLG, subject to confirmation by Council, or by Council itself.

Meetings

There shall be a minimum of three meetings in each year, not including working parties or conferences. Meetings will normally be held at the BOA offices. It may occasionally be necessary for the PLG to hold telephone conferences.

Accountability

The PLG will report to and be accountable to the Council of the British Orthopaedic Association. No member of the group is authorised to act as a spokesperson for the BOA without prior authorisation.

Annual Review

The PLG must provide an annual report of its past activities with proposals for the following year. Council will review the annual report.

Expenses

Travel and subsistence costs for members of the PLG will be met in accordance with the usual Association procedures. No other fees are payable.

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