



The Royal College of  
Emergency Medicine

# **Emergency Care Service Reviews**

## **Appendix A**

### **Terms of reference**

# Terms of reference for Emergency Care Service Review Visit by the Royal College of Emergency Medicine

1. Type of review to be conducted (see section 2 of *A guide to Royal College Emergency Care Service Reviews*)

Service Review	Advisory Visit
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2. Please enter the contact details of Organisation lead for this review:

Name:	Position:
Address:	
Email:	Telephone:

3. Please enter the remit for this review:

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**4. Please enter your specific objectives for the review:**

1	
2	
3	
4	
5	

**5. Please read the terms below fully.**

<b>Terms:</b>
1. The Trust (and/or hospital) Executive as well as all relevant clinical and other staff to be involved in the review have been informed about the review's purpose and remit and are content that the external review should take place.
2. The Trust (and/or hospital) agrees to RCEM's terms of business.
3. Any action taken by the host on behalf of advice offered by the reviewers will be the responsibility of the hospital(s) or Trust(s).
<p>4. The report produced from the review will be owned by the hospital or Trust and any subsequent demand for access to the report by an external body will be handled by them (see <i>exception below</i>). A copy of the report will be retained in confidence by the Royal College of Emergency Medicine for reference.</p> <p><b>NOTE:</b> If following the visit, recommendations are made that cause the Royal College of Emergency Medicine to have concerns with regards to safety or individual performance, the visitors will make this explicitly clear to the Chief Executive and/or Medical Director of their corporate responsibilities to relevant regulators. RCEM reserves the right within these TOR to trigger a follow up visit in such circumstances within 1-6 months to ensure that the Executive have fulfilled their responsibilities in such circumstances and to inform appropriate regulators as it sees fit.</p> <p><b>EXCEPTION:</b> The Royal College of Emergency Medicine will share a copy of the report with the relevant regulatory body in advance of their visit to the host site, unless the host informs RCEM in writing that they wish to opt out of this.</p>
5. The Trust will share the final report with the following parties in a timely manner: <ul style="list-style-type: none"><li>• Trust Board (essential)</li><li>• Emergency Department Leadership; including Clinical Lead and Nurse Director (essential)</li><li>• All staff (optional but recommended)</li><li>• The relevant regulatory body (optional but recommended)</li></ul>
6. The Trust agrees to provide any pre-visit information that is sought at least 14 days prior to the visit for the benefit of the reviewers.

**6. Please sign below to confirm that you agree to the terms of reference and return to RCEM. Upon receipt, RCEM will sign and return a copy to the named organisation contact.**

Name of Trust:

Executive Officer of the Trust (or hospital):

Signature:

Print Name:

Date:

**FOR COLLEGE USE ONLY**

Signature:

Print Name:

Date: