

Guidelines for the Provision of Intensive Care Services (GPICS) Editorial Board

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The purpose of the Editorial Board (EB) is to oversee authorship and review of the of the Guidelines for the Provision of Intensive Care Services (GPICS).
- 1.2 To ensure that GPICS describes current best practice in ICM service provision supported by evidence and national recommendations where available.
- 1.3 To provide advice and guidance as required for the continued development of GPICS.

2. PRINCIPLES

- 2.1 GPICS is predicated on the framing of statements in the following ways:
 - i) Standards **must** be routine practice in UK Intensive Care
 - ii) Recommendations **should** be routine practice in UK Intensive Care.
- 2.2 GPICS chapters should adhere to the same overall basic structure, as agreed by the EB. This is currently: Introduction, Standards, Recommendations, Background, References. A section for 'Additional Information' can be added if required. Audit descriptors for inclusion in the Appendix.

3. CONSTITUTION AND TIMEFRAME

- 3.1 The Editorial Board will be formed of representatives from the following groups/organisations:
 - GPICS Lead Editor (FICM)
 - GPICS Lead Editor (ICS)
 - GPICS Section Editors
 - Management lead (FICM)
 - Management lead (ICS)
 - ICM StR representative(s)
 - Lay representative
 - Patient representative
 - Representatives from Northern Ireland, Scotland and Wales
 - Diversity and inclusivity lead
 - Co-opted members at the discretion of the Editorial Board (including Chapter Authors where necessary)
- 3.2 GPICS Lead Editors, Management Leads and the administrative team will meet outside the EB for project management and oversight discussion. Specific Section Editors/EB members will be called into meetings as and when required.
- 3.3 Full reviews of GPICS content will take place every 5 years. Interim updates or chapters (e.g. GPICS v2.1) may be issued in between major revisions if required by developments in ICM or the wider health service.

- 3.4 Based on previous reviews, estimated timeframe for full review for each edition of GPICS is 18 months–2 years.

4. PROCESS

- 4.1 The GPICS Lead Editor (FICM) and the GPICS Lead Editor (ICS) chair the EB and are responsible for the appointment of positions to the EB by mutual approval. Where members of the EB are representing ICS or FICM, the EB will have an even number of ICS and FICM representatives.
- 4.2 The EB will review the relevance of the existing sections and chapters and determine any additions based upon feedback sought from the intensive care community.
- 4.3 Section Editors coordinate the chapters within their section and break up the workload for Lead Editors. Multiple Section Editors may be required for larger sections of the guidance.
- 4.4 Section Editors will be appointed via open recruitment. To make the process proportionate and transparent a role profile will be prepared, and applicants will be asked to submit a short expression of interest form with evidence of previous work/ track record of delivery.
- 4.5 Chapter Authors can include trainee and multi-professional representation wherever deemed appropriate and relevant by the EB.
- 4.6 Where appropriate, other organisations that represent a particular group of patients or special interest group may be invited to nominate a representative to review a relevant chapter.
- 4.7 EB members including ICS and Faculty management leads are expected to attend all relevant EB meetings, either virtually or in person. Sending delegates is not acceptable. EB members are expected to provide feedback on developed content in a timely and thorough fashion.
- 4.8 Chapter Authors will be identified by the Section Editors and approved by the EB. Authors will have experience working in the area of ICM that the chapter covers. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Authors will need to represent the variation of units across the UK.
- 4.9 Chapter Authors are responsible for drafting the majority of the text, including the initial recommendations, standards, associated audit descriptors and references. The EB will be expected to comment on the text of the section and contribute to developing the standards and/or recommendations. They will also discuss subsequent revisions with the Chapter Authors after EB review and public consultation.
- 4.10 Version control will be maintained via a single point of access portal for Authors, Editors, and organisational managers (e.g. Microsoft SharePoint). Guidance for users will be supplied.
- 4.11 Authors representing specific organisations or professional groups, will seek content approval from their associated organisations, and endorsement of the entire GPICS document will be sought through approved channels for each endorsing organisation.

5. MEETINGS

- 5.1 It is expected that the work of the EB will usually be conducted electronically or occasionally if necessary, meeting in person. In-person meetings will be agreed in advance by the FICM and ICS.
- 5.2 Once a project is initiated, it is expected that the EB will meet monthly. It is expected that meetings will be held virtually, both for convenience and for sustainability reasons, unless agreed in advance.
- 5.3 The quorum of the Committee shall be 4 full members.
- 5.4 Decisions of the EB will be reached by a basic consensus method. Where two people disagree and agreement cannot be reached through discussion, an open vote will take place. If agreement is still not reached the co-chairs should agree a way forward.

5.5 Administrative support for the meetings will be provided by FICM.

6. FINANCE

6.1 It is expected that travel expenses for EB will be minimal as most meetings will be virtual. Travel expenses for any in-person EB meetings between mutually appointed members (e.g. Section Editors) to be shared between FICM and ICS. Each organisation will cover the travel costs of its own direct representatives. Any third-party organisations in attendance will be expected to cover the costs of their own representatives.

7. REVIEW

7.1 The EB shall review these terms of reference before initiation and after completion of a new GPICS edition. Any recommended changes shall be submitted to the FICM and ICS for approval.