

## **Variation in Ambulance Non-conveyance (VAN)**

### **Project Advisory Group Terms of Reference**

The purpose of this document is to describe the membership, terms of reference, and authority of the Project Advisory Group (PAG) for VAN.

#### **Membership**

Prof Tom Quinn, University of Surrey (Chair)

Liz Harris, Yorkshire Ambulance Service (Independent member)

Mark Docherty, West Midlands Ambulance Service (Independent member)

Enid Hirst, Sheffield Emergency Care Forum (Patient and Public Involvement)

Prof Alicia O’Cathain (Principal Investigator)

Janette Turner (Co-applicant)

Dr Emma Knowles (Project Manager)

#### **Terms of reference**

The role of the PAG is to provide advice through its independent Chair to the VAN team on all aspects of the project. Specifically to:

- meet every six months (four times over the project)
- concentrate on progress of the project, adherence to the proposal, safety issues, and the consideration of new information of relevance to the research question
- ensure appropriate ethical and other approvals are obtained in line with the project plan
- agree proposals for substantial amendments
- provide an independent, experienced opinion if conflicts arise between the needs of the research team, the funder, the sponsor, the participating organisations and/or any other agencies
- provide independent advice as required, not just when meetings are scheduled
- comment on any extension requests and, where appropriate, provide a letter of recommendation to accompany such a request

### **Authority**

The role is to advise the project team. However, if the PAG members raise significant concerns that they consider are not dealt with satisfactorily by the team then the Chair should contact the NIHR HS&DR programme, as funder.

### **Payments**

Travel expenses will be paid. No other payments will be made to members with the exception of attendance fees for PPI representation.