

UKHCDO Working Party Rules

1. Working parties are set up for a period of three years, after that they will either lie fallow or be re-formed for a further three years.
2. When a new Working Party is formed all UKHCDO members will be informed of the terms of reference and invited to nominate themselves or others to serve.
3. The UKHCDO Chairman will appoint the Working Party Chair who will agree proposed membership with him. Working party chairs should not have retired from clinical practice.
4. The Advisory Group needs to approve the terms of reference and the membership of the Working Party.
5. An individual can be on a maximum of two Working Parties (excluding the Data Management Working Party)
6. No Working Party should contain more than two Consultants from the same institution.
7. Working Parties must send a copy of all their minutes to the Advisory Group.
8. The Working Party Chairs are responsible for ensuring the procedure for UKHCDO guidelines is followed or for obtaining permission from the advisory board not to follow the procedure.

UKHCDO Task Force Rules

1. Task Forces are set up to complete a clearly defined piece of work such as writing a guideline. The task should usually be completed within a year.
2. The UKHCDO Chairman will appoint the Task Force Chair who will agree proposed membership with him.
3. The Advisory Group needs to approve the terms of reference and the membership of the Task Force.
4. No Task Force should contain more than two Consultants from the same institution.
5. Task Forces must report on their progress to each Advisory Group meeting.
6. Task Force Chairs are responsible for ensuring the procedure for UKHCDO guidelines is followed or for obtaining permission from the advisory board not to follow the procedure.