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**Better symptom management (‘B’)**

Initiate rate control e.g. with a beta-blocker (aim for a target resting heart rate that renders the patient asymptomatic). If the patient remains symptomatic despite optimal rate control – refer to secondary care for consideration of a rhythm control strategy

**[Full name of APC] ([Acronym] APC)**

**Outline process for appointing the co-Chairs**

**October 2020**

**Aims**

The aims are to achieve:

* Co-Chairs of high quality able to lead the Committee
* Co-Chairs from primary and secondary care
* A process that enables and encourages the best application from the BSSE area
* A process that is efficient
* A process that is supportive and positive for any applicant

**Job requirements**

Candidates are required to fulfil the following:

* Registered health care professional
* Employed by a member organisation. Where this changes during the tenure then the Committee can vote if the tenure should end early or continue
* Must be able to attend most meetings. This includes Chairs pre-meeting (usually remote meeting) and the Committee meeting (remote or face to face)
* Experience in formal committee representation, eg medical director, chair, department representative or similar
* Leadership experience
* Knowledge of medicines and prescribing

**Approach**

* The appointment of the two co-Chairs is carried out every 2 years.
* The membership by vote will have the option to extend the tenure of the current co-Chairs for up to a further 2 years subject to the incumbent expressing a wish to continue.
* After a maximum of 4 years the co-Chairs position is subject to this process. The incumbent co-Chairs may be reappointed for a further tenure.
* The process is administered by the APC Secretariat

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**Stages**

* The Secretariat will notify the committee of need for election
* The Secretariat will seek a confirmation of interest to continue for up to 2 years from the incumbent co-Chairs and the committee will vote to confirm that they accept this. This is carried out by anonymous yes or no votes to the Secretariat
* At the end of the tenure the Secretariat will write to all members that represent **[APC acronym]** organisations to request nominations
* The Secretariat will ensure completion of candidate information in the nominations received against the job requirements and request votes (anonymous) from the membership to select candidates
* If clear nominations do not emerge, then interviews will be arranged for the lead candidates with the Secretariat, and at least one of the CCG leads and one provider member organisation representative (neither from same organisation as the candidates)

**Induction**

All members and co-Chairs have the option of a short induction with the Secretariat to advise them of areas such as the responsibilities of members, the **[APC acronym]** APC Policy, processes and strategic aims of the APC. This induction may include other members of the Committee as preferred.

**Outline process**

This process has been developed by the APC Secretariat with the membership. Any queries or comments about this process should be emailed to the secretariat at Midlands and Lancashire CSU.

Email for APC Secretariat:

**[email address]** @nhs.net