

BRITISH HYPERBARIC ASSOCIATION (BHA)

GUIDANCE FOR MEMBERSHIP

Application for Membership

1. Membership of the BHA is open to hyperbaric facilities in the British Isles run by organisations that accept and treat emergency referrals for hyperbaric oxygen (HBO)
2. Hyperbaric facilities require approval by the appropriate authority relevant to their geographical location in the British Isles.
3. Applicants will be visited by at least 2 members of the BHA to ensure that they fulfil the standards assessed by the BHA appraisal document.
4. The appraisal team will recommend to the committee that the applicant is allocated to one of the following categories of membership:
 - Probationary member (fully compliant)
 - Probationary member (with conditions)
 - Not ready for membership
5. Within 28 days of the appraisal report being agreed by the applicant and appraisal team, the appraisal team will recommend to the committee on the requirement for, timing and nature of, future assessments. Within 28 days of receiving the recommendation, the committee will notify the applicant of the category of membership to which they have been allocated.
6. Probationary members will attend and present at each Annual General Meeting during which members present will vote on the membership status of each applicant and allocate to one of the following categories of membership:
 - Full member
 - Full member (with conditions)
 - Probationary member (with conditions)
 - No longer eligible for membership
7. Applicants are expected to achieve full membership within two Annual General Meetings.
8. A summary of any conditions placed upon a member will be published on the Association's website
9. Applicants who wish to appeal against membership decisions should, in the first place, contact the committee via the Secretary.

Continuing Membership

1. Members will pay their annual fees promptly
2. Members will provide activity data on an annual basis to the person nominated at the AGM. This will be anonymised and will be used to provide national data on hyperbaric activity.
3. Members will ensure that all chamber details on the website are current.
4. Members will inform the BHA committee if they have a controlling interest in more than one hyperbaric facility.

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5. Each full member hyperbaric facility will be prepared to provide at least one individual who will conduct appraisals of other hyperbaric facilities on behalf of the Association if required. The individuals must represent a discipline selected from medical practitioners, other healthcare professionals and technical staff.
6. In order to retain membership from November 2015, each hyperbaric facility is required to have undergone a BHA approved appraisal within the last 5 years.
7. Members will abide by all procedures adopted by the BHA.
8. Failure to comply with the above can lead to a warning or a change in membership status.

Warnings and changes in membership status

1. Associate members and individuals responsible for member hyperbaric facilities who fail to comply with BHA requirements for membership may receive a warning or incur a change in membership status.
2. The committee must be informed of any dispute. If the committee considers that the failure to comply is alleged, but not proven beyond doubt, the individuals making the allegation and those representing the member whose compliance is in question must make reasonable efforts to resolve the issue by communicating directly with one another. If the issue cannot be resolved in this manner the two parties must jointly engage a professional dispute resolution body at their own expense. The final decision must be reported to the committee and the committee members will decide on the appropriate action to take against any party found to be at fault.
3. In the case that action is required, there are several possible outcomes, as follows:
 - Oral warning
 - Written warning
 - Change of membership status, including
 - Reversion to probationary membership
 - Suspension, with or without refund of annual fees
 - Dismissal, with or without refund of annual fees
4. The outcome will depend on the seriousness of the complaint and whether the member has had previous warnings.
5. When appropriate, warnings will advise the period by which any relevant issue must be remedied.
6. The member will be informed of the decision of the committee.
7. The member will be able to appeal in writing against the decision following which the committee will consider any points submitted in mitigation and inform the member of the outcome of the appeal.
8. Suspension or dismissal will require the agreement of a two thirds majority of the remaining full members.