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| **Job Title** | BSG Guidelines Lead (Deputy Lead from October 2025 to June 2027and Lead from June 2027 to June 2029) |  |
| **Reports to** | BSG Clinical Services & Standards Committee (CSSC) Chair |  |
| **Other Regular Relationships** | CSSC Deputy Chair/Quality Improvement Lead; CSSC Support Officer |  |
| **Overall Purpose of the Job** | To lead on developing and updating BSG Guidelines to ensure continued high quality Guideline development process |  |

# Role

The Guideline Lead is one of the key officer roles within the CSSC, together with the Chair and Deputy Chair/QI Lead. To lead on the process for BSG guidelines and to ensure continued production of high quality guidelines using NICE/BSG Guideline Development Process. Part of the role is as Guidelines Editor of Gut. The role is supported by the CSSC Support Officer.

# DESCRIPTION/ MAIN OBJECTIVES

* Lead the BSG Guidelines development programme
* The CSSC has a remit to advance patient care through its ‘three pillars’:
  + Service delivery
  + Quality Improvement
  + Guidelines/ Standards of Care
* The CSSC is composed of Chair, Deputy Chair/QI Lead, Guidelines Lead, Workforce Lead, two Elected Councillors, BSGNA Representative, and UK-wide Regional Representatives including the Four Nations, SWiG, and Trainee representation.

# MAIN DUTIES

* Lead the BSG Guidelines programme and attend four BSG Council meetings a year.
* Responsibility for dealing with BSG guidelines, with support from the CSSC Support Officer from initial interest and submission of template, including methodological support requests, to dissemination to CSSC for review and the collation of responses back to authors, including endorsements, in-line with the Guidelines process document.
* To optimise the process for developing and updating BSG Guidelines and to ensure continued production of high quality guidelines using NICE/ BSG Guideline Development Process.
* To manage guidelines, guidance and care bundles.
* To sit on the Gut Editorial Board as Associate Editor for BSG Guidelines and take the lead role in co-coordinating submission of BSG Guidelines through the Gut Editorial process. As part of this role you will be invited to attend the Gut Editorial Board Meetings twice per year.
* To comment on the presentation and communication of BSG guidelines on the BSG website and through other communication and educational channels.
* The CSSC Chair manages an annual budget which includes guidelines expenses. The Guidelines Lead is to discuss funding requests with the CSSC Chair.
* The additional committee responsibilities of Guidelines Lead are:
  + To attend and report to three CSSC meetings each year in November, March and June, one being in-person in London
  + Coordinating and chairing a Guideline session at the BSG Annual Conference
  + Judging CSSC Service Development Prizes together with panel
  + To attend the biennial BSG Away-Day
  + Other matters as determined from time-to-time by BSG Council or Executive

# GENERAL/ADMIN ELEMENTS

* Co-ordinate and contribute actively to information on Guidelines activities via the BSG newsletters and website, and directly with other BSG members/committees/groups undertaking guidelines in the specialty (facilitated by BSG office).
* To communicate professionally, effectively and accurately (verbally and in written form) both internally and externally to BSG stakeholders/partners.

# TENURE

* This is a 4 year role (note, a slightly shortened term as interviewing in October – the Deputy Guidelines Lead role is from October 2025 to June 2027, thereafter full Guidelines Lead from June 2027 to June 2029).

# TIME COMMITMENT

* To attend four meetings a year of BSG Council.
* To attend the Gut Editorial Board Meetings twice per year.
* To attend and report to three CSSC meetings each year in November, March and June, one being in-person in London.
* There may also be ad-hoc meetings between the Chair, Deputy Chair/QI Lead of CSSC.
* To attend the biennial BSG Away-Day, usually in Springtime, in a provisional city.

# FUNDING/SUPPORT/BENEFITS

* These are un-remunerated posts within the BSG and local arrangements (study or professional leave) should be negotiated at a local level.
* Reasonable expenses incurred through the role will be reimbursed.

The British Society of Gastroenterology (BSG) believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender, sexual orientation or working pattern. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.

# SPECIFICATION

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| **Person Specification** | **Essential** | **Desirable** |
| **Academic Achievements** | Higher degree/ qualification(s) and a member of the BSG from any category or sub-specialty | Experience of healthcare systems |
| **Experience** | Working in and chairing committees.  Track record in Teaching, Education, Training or Clinical & Research | Leadership experience and membership of a BSG Section Committee or higher committee of the BSG. |
| **BSG Membership and Experience** | Must have been a BSG member for at least 5 years  Must have actively participated in BSG Committees / groups / networks or in BSG affiliated projects during the 3 years prior to application |  |
| **Skills** | Effective communication Teaching/Education, Training, Clinical service | Media training |
| **IT Skills** | Use of computers, emails, documents and power point | Understanding of online and social media communication |
| **Personal Qualities Required** | Team player, results-driven, assertive, committed and diligent |  |