

## ***Job Description and Specification***

<b>Job Title</b>	Clinical Services committee Chair and Deputy Chair/QI Lead
<b>Reports to</b>	BSG President
<b>Other Regular Relationships</b>	BSG Chief Executive, Clinical Services committee Guidelines Lead, Clinical Services committee Workforce Lead, Clinical Services committee Support Officer
<b>Scope</b>	<p><b>ROLE 1 – CHAIR:</b> Honorary appointment from June 2026 to June 2028 (2 years in total)</p> <p><b>ROLE 2 – DEPUTY CHAIR/QI LEAD:</b> Honorary appointment from June 2026 to June 2028 (2 years, plus 2 years as Chair – 4 years in total)</p> <p>Approximate commitment of both roles = 2 PA</p>
<b>Overall Purpose of the Job</b>	To be the leader within the BSG on matters relating to Service Delivery, Guidelines/Standards of Care and Quality Improvement

### **RECRUITMENT FOR TWO ROLES**

The BSG is recruiting for two separate roles within the Clinical Services committee, both commencing after BSG Live in June 2026:

#### **Role 1: Chair of the Clinical Services committee**

- **Term:** June 2026 – June 2028 (2 years in total)
- **Purpose:** This appointment reflects that the current Deputy Chair is not continuing to the Chair role

#### **Role 2: Deputy Chair of the Clinical Services committee/QI Lead**

- **Term:** June 2026 – June 2028
- **Structure:** This role serves as Deputy Chair and QI Lead for 2 years (June 2026 – June 2028). They would then transition to Chair for a subsequent 2 years (June 2028 – June 2030). 4 years in total

### **KEY OBJECTIVES**

- The Clinical Services committee Chair/Deputy Chair are responsible for the successful direction and delivery of the BSG Clinical Services committee strategy in relation to service delivery, guidelines/standards of care and quality improvement
- The Clinical Services committee Chair is a member of the BSG Executive and, in that role, supports the general direction and development of the BSG
- The Deputy Chair will support the Chair and deputise on their behalf when required
- Operate within the BSG's governance framework, including the *Matters Reserved for the Board, Executive and Council* documents, and ensure decisions are made within delegated authority

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### **MAIN DUTIES, ROLES AND RESPONSIBILITIES - CHAIR**

- To lead the development and execution of the BSG Clinical Services Strategy
- To direct and chair the Clinical Services committee with the support of the Committee Support Officer and in line with the Committee's Terms of Reference
- To chair three Clinical Services committee meetings per year and two regional representative meetings
- To be an active member of the BSG Executive and BSG Council and lead the overall strategic direction relating to Clinical Services activities
- To liaise with the BSG Executive on all matters of professional concern to gastroenterologists particularly job planning, workload, workforce and re-validation
- To work with the Guidelines' Lead to optimise the process for developing and updating BSG Guidelines and to ensure continued validation by NICE of the BSG guideline development process, including support from the BSG Sections on NICE consultations
- Ensure annual reporting on clinical standards and quality improvement activity in line with the BSG Annual Reporting Framework
- Provide an annual written report to the Executive and Council in accordance with the BSG's *Annual Reporting Framework for Major Bodies*
- Participate in the senior officer appraisal process
- To manage an annual budget which includes guidelines and QI expenses
- To participate in the Programme Committee activities in planning the service delivery symposia at the annual conference, BSG Live
- To manage a Roadshow schedule for the BSG Executive to visit the regions
- Involvement in BSG Higher Committee meetings
- Judging of the Clinical Service Excellence Award
- To arrange scoring of abstracts relating to Service Delivery for BSG Live
- To attend the biennial BSG Strategy Day

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### **MAIN DUTIES, ROLES AND RESPONSIBILITIES – DEPUTY CHAIR/QI LEAD**

- Lead the BSG Quality Improvement programme and attend four meetings per year of BSG Council
- Lead, with the support of Clinical Services committee, the organisation of the Quality Improvement Symposium of the Annual BSG meeting and other relevant symposia, events or meetings
- Support the Invited Service Review scheme run by the Royal College of Physicians which has been extended to include gastroenterology
- Discuss QI funding requests with the Clinical Services Chair
- To attend the biennial BSG Strategy Day
- Other matters as determined from time to time by BSG Council or Executive

### **Tenure**

- As specified previously, Executive Officers are not eligible for re-appointment to the same position at the end of their term.

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 (e.g. travel).

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. We welcome applications from individuals who may wish to apply on a job share basis. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.

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<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Clinical/Service Achievements/experience</b>	<p>Medically Qualified (MBChB or MD)</p> <p>Consultant Gastroenterologist level or equivalent standing of at least five years</p> <p>Recent experience of clinical service delivery.</p> <p>Track record in Teaching, Education, Training or Clinical and Research</p> <p>At least five years membership of BSG and in good standing</p> <p>Evidence of active participation or association with BSG</p> <p>UK-based and able to attend BSG meetings and events in person throughout the term of appointment</p>	<p>Higher level qualification e.g. PhD, MD, MSc</p> <p>FRCP or equivalent recognition</p> <p>Formal Leadership role</p>
<b>Established relationships</b>	<p>Previous experience as a member of Committee or Council or Section of the BSG, or similar organisations</p>	<p>Similar experience of other Societies or National Committees</p>
<b>Personal Qualities</b>	<p>Evidence of Leadership skills or effective roles</p> <p>Horizon of 3-5 years for matters relevant to the BSG</p> <p>Evidence of Strategic development or implementation</p> <p>Evidence of Team working and relevant communication skills</p> <p>Understanding of governance</p> <p>Time, resilience and commitment to undertake the roles</p> <p>Commitment to BSG values including fairness, equality and diversity</p>	<p>Governance experience either in an NHS role or in the charitable sector</p> <p>Evidence of skills or examples of change or improvement management</p> <p>Knowledge or training in issues of equality and diversity</p>