

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

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<b>Job Title</b>	Clinical Services & Standards Committee (CSSC) Chair/Deputy Chair and QI Lead
<b>Reports to</b>	BSG President
<b>Other Regular Relationships</b>	BSG Chief Executive, CSSC Guidelines Lead, CSSC Workforce Lead, CSSC Support Officer
<b>Scope</b>	Honorary appointment for 4 years; first year as Deputy Chair/QI Lead, followed by 2 years as Chair.  Approximate time commitment of 2 PA.
<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.

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### **KEY OBJECTIVES**

- The CSSC Chair/Deputy Chair is responsible for the successful direction and delivery of the BSG CSSC strategy in relation to service delivery, guidelines/standards of care and quality improvement
- The CSSC 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

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

- To lead the development and execution of the BSG CSSC Strategy
- To direct and chair the CSSC Committee with the support of the Committee Support Officer and in line with the terms of reference
- To be an active member of the BSG Executive and BSG Council and lead the overall strategic direction relating to CSSC 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.
- To manage an annual budget which includes guidelines and QI expenses.
- To liaise with BSG Strategic Health Authority leads on policy and practice.
- To represent the BSG on the RCP Joint Specialty Committee (JSC).

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- To participate in the Programme Committee activities in planning the service delivery symposia at the BSG Annual Meeting
- To arrange scoring of abstracts relating to Service Delivery for the annual General meeting.
- To attend the biennial BSG Strategy Day.

### **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 CSSC, 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 CSSC Chair.
- To attend the Endoscopy Stakeholders Group: chaired by the National Clinical Director for Diagnostics, NHS England along with the BSG Vice President for Endoscopy and representatives from JAG and the RCP. This is an important committee which advises on challenges to delivery of Endoscopy services in England.
- To attend the biennial BSG Strategy Day
- Other matters as determined from time to time by BSG Council or Executive.

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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Person Specification	Essential	Desirable
<p><b>Clinical/Service Achievements/experience</b></p>	<p>Medically Qualified (MB, ChB 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 &amp; Research</p> <p>At least five years membership of BSG &amp; in good standing</p> <p>Evidence of active participation or association with BSG</p>	<p>Higher level qualification e.g. PhD, MD, MSc</p> <p>Formal Leadership role</p>
<p><b>Established relationships</b></p>	<p>Previous experience as a member of Committee or Council or Section of the BSG</p>	<p>Similar experience of other Societies or National Committees</p>
<p><b>Personal Qualities</b></p>	<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 &amp; relevant communication skills</p> <p>Understanding of governance</p> <p>Time, resilience &amp; 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 &amp; diversity</p>