

Job Description

- Title:** Chair of the BSACI Registry for Immunotherapy (BRIT) Committee
- Role purpose:** To lead the committee in the effective running and development of the registry. To oversee the analysis and timely publication of registry data to inform clinical practice, pharmacovigilance and development of clinical services.
- Background:** BSACI Registry for Immunotherapy was launched in October 2018. Its role is to prospectively record the clinical use of specific immunotherapy normally used by BSACI members in the UK. It is an online participant registry that works in partnership with patients and healthcare professionals for the benefit of both. The registry focuses on the safety during treatment and effectiveness both during and after treatment. As such it is a potent tool for individual patient assessment by their clinicians, and the wider review of the safety and effectiveness of common treatment modalities. The registry also collects data on sociodemographic access to specialist treatment around the UK that will provide data on planning services at a regional and national level.
- Key Responsibilities:**
- To provide leadership to the committee when carrying out the strategic aims of the society in the delivery and development of the registry.
 - To improve clinical outcomes in the UK by promoting the timely analysis and dissemination of data on safety and real-world effectiveness of current treatment.
 - To keep the Registry up to date by ensuring that it reflects current practice and treatments.
 - To respond promptly and appropriately to serious pharmacovigilance reports arising from the registry.
 - Ensure the committee is diverse and comprises different professions and disciplines as well as geographical spread in order to have input from a wide range of practices and to maintain close working links with patient support groups.
 - Working with the Registry Secretary and BSACI office to oversee three meetings a year with the committee. Drafting and

disseminating agendas, ensuring each committee member is effective in all aspects of their role.

A key responsibility of the Chair is ensuring each member signs a 'Confidentiality Agreement' and completes a 'Declarations of Interest' form which is scrutinized before each meeting ensuring any conflicts are declared and action is taken and minuted.

Report to council and attend a minimum of 2 (out of 3) council meetings each year and to feedback to BSACI Trustees any concerns or considerations that may arise when necessary.

To promote a culture within the committee of openness, transparency and wider engagement and ensure good information flows in and between BSACI committees, members and external stakeholders.

To ensure clinical information developed by the Registry is informed by current research and new thinking and is of high quality, is clear accurate and concise, and doesn't conflict with any other BSACI documentation.

To work with the BSACI Council, pharmaceutical companies and other parties to ensure the ongoing funding of the registry.

To adhere to the BRIT 'Terms of Reference' which sets out the principles of how BRIT operates.

Skills

Leadership and chairing skills: Ability to organise, coordinate, and provide feedback on key decisions as well as manage competing or differing views professionally.

Communication skills: Possess excellent communications skills and possess the ability to conduct oneself in a positive and professional manner at all times.

Diplomacy, tact and calmness is a must

Ability to generate good working relations within the committee, across council and the organisation as well as between external stakeholders.

Have a proactive approach to the work of the Registry and the ability to enthuse and gain commitment from others.

Knowledge

Knowledge of how the society operates

Experience

Experience in a senior leadership role or similar

Chairing complex meetings in an efficient and effective manner.

Experience of working with committees

Experience of conflict resolution

Use of allergen immunotherapy in clinical practice

Active user of the registry prior to application

Experience of managing the analysis of research or audit data and preparation of manuscripts for publication