

Job Description

Title:	Chair of the BSACI Nurses in Allergy Committee
Role purpose:	To organise and lead the committee
Background:	The Nurses in Allergy Committee was formed in 2005. The committee includes nurses who work and have specialist expertise, knowledge and interest in allergy. The mission is to improve and extend the quality of nursing care of patients with allergic disease.
Objective:	The objective of the nurses' group is to act as a resource for nurses working in the field of allergy, and to support nurses new to the specialism to further develop their skills and competence in this area. The Nurses committee provides an ideal opportunity for nurses to be involved in developing and influencing guidelines and policy within the BSACI.
Key Responsibilities:	<p>Chairs the committee during meetings and over e-mail discussions in between meetings.</p> <p>Works with the BSACI office to oversee four meetings a year with the committee including the Annual General Nurses Meeting at BSACI conference. Drafting and disseminating agendas, ensuring each committee member is effective in all aspects of their role.</p> <p>Ensures each member signs a 'Confidentiality Agreement' and completes a 'Declarations of Interest' form which is scrutinised before each meeting ensuring any conflicts are declared and action is taken and minuted.</p> <p>Ensures that 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.</p> <p>Promotes a culture within the committee of openness, transparency and wider engagement and ensures good information flows in and between BSACI committees, members and external stakeholders. Liaises with members to identify areas where BSACI can support nurses working in allergy.</p>

Responds promptly and appropriately to queries received via BSACI office and use committee members knowledge and experience accordingly.

Reports to council and attends a minimum of 2 (out of 3) council meetings each year. Gives feedback to BSACI Trustees if any concerns or considerations that may arise when necessary. Disseminates council business to the nurses committee.

Links with other relevant organisations ie: NPRANG, UKDAN, IQAS

Ensures clinical information developed by the committee is informed by current research and new thinking and is of high quality, is clear accurate and concise, and does not conflict with any other BSACI documentation.

Identifies opportunities for nursing projects and research.

Presents annual achievements at an open meeting at BSACI conference.

Supports conference representatives and attends meetings as required in their absence.

Skills

Has the ability to organise, coordinate, and provide feedback on key decisions as well as manage competing or differing views professionally.

Possesses excellent communications skills and conducts oneself in a positive and professional manner at all times.

Is diplomatic, tactful and level-headed.

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

Has a proactive approach to the work of the Nurses Committee and the ability to enthuse and gain commitment from others.

Knowledge

Has acquired a high level of allergy knowledge.

Has some knowledge of how the society operates or a willingness to learn.

Experience

Has experience in a senior leadership role

Is able to Chair complex meetings in an efficient and effective manner.

Has some experience of working with committees.

Has some experience of conflict resolution.

Has an allergy nursing background of a minimum of 5 years.

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