

Job Description

- Title:** Chair of the BSACI Standards of Care Committee (SOCC)
- Role purpose:** To lead the committee in the production of BSACI NICE Accredited programme of guidelines and audits and oversee the development of non-guideline documentation to maintain the highest clinical standards possible.
- Background:** BSACI Standards of Care Committee was formed in 2004. Since then it has published many guidelines on the management of allergic diseases. Its' primary role is the production of guidelines, however its' remit has evolved and now includes national audits to improve clinical standards. The production of patient information leaflets and to ensure BSACI maintains the highest standards in clinical care. SOCC also provides governance of all non-guideline documentation produced by BSACI. To compliment this work, there are further plans to develop 'BSACI Clinical Statements' in parallel with the guideline development.
- Key Responsibilities:**
- To provide leadership to the committee when carrying out the strategic aims of the society in the production of clinical guideline development. This involves assessing the need for a guideline, ensuring all guideline development processes conform to the highest possible standards and are used in every stage of the development process.
 - To review and keep up to date, the BSACI 'Guideline Manual' which sets out the principles, policies and processes that should be followed in the development of a guideline.
 - To improve clinical outcomes for all patient groups in the UK by developing, supporting, promoting and executing the development of national audits pre and post guideline development.
 - Ensure the committee is diverse and comprises a breadth of professional groups, experience and areas of geographical practice in order to best reflect the needs of the whole UK population. Where specific skills are needed to enhance the representativeness of the guideline (eg: language skills, gender etc.), the chair of SOCC will facilitate additional expert members to be co-opted for the duration of the specific guideline development (which will be pre-specified).

Working with the BSACI Chief Scientific Officer, oversee four meetings a year 3 virtual and 1 face-to-face meeting, by drafting and disseminating agendas, and 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 documented.

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

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

To ensure SOCC is committed to equity and standardisation of care by factoring in gender, age, religion, ethnicity and social aspects into the development of all BSACI guidelines and statements, information resources for patients/carers with a dedicated section included on relevant documents.

To ensure clinical information developed by BSACI 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 adhere to the SOCC 'Terms of Reference' which sets out the *modus operandi*.

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 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 SOCC, across council and the organisation as well as between external stakeholders.

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

Knowledge

Knowledge of how the society operates

Raise awareness and importance of Equality Diversity and Inclusivity within SOCC.

Experience

Of evidence based guideline development management.

In guideline production either as part of a BSACI working group or another external body. This is important as the Chair will be required to commit time to keep up to date with allergy literature.

Experience in a senior leadership role or similar and in chairing meetings

Experience of working with committees

Experience in conflict resolution