



British Society for Allergy & Clinical Immunology

Chief Scientific Officer

Overall responsible for:	Ensuring BSACI conforms to the highest Clinical Standards in the development of NICE accredited Clinical Guidelines and all BSACI documentation
Management Responsibilities:	The BSACI Immunotherapy Registry Coordinator
Hours:	35
Salary:	£35,000 rising to £38,804

This post will report directly to the Chair(s) of the Standards of Care Sub-Committee and is overall responsible to the BSACI Chief Executive.

The Society

The British Society for Allergy & Clinical Immunology (BSACI) is the national professional and academic society representing the specialty of allergy. The BSACI began life as a small interest group for allergists and has grown to become a major force in medicine in the UK. It has over 900 members working across many medical specialties including allergy, immunology, paediatrics, ENT, dermatology, respiratory medicine and primary care. Membership includes doctors, allied health professionals and scientists/researchers in the field of allergy.

The BSACI's aim is to improve the management of allergy and related diseases of the immune system in the United Kingdom, through education, training and research. The BSACI has developed a range of allergy resources for its members, to support its objectives, including clinical audits, specialty guidelines and by organizing educational

meetings, workshops and webinars. A comprehensive list of UK Allergy clinics supported by BSACI members and the expertise these provide is available on the public area of the website. www.bsaci.org BSACI have 8 staff.

Main Purpose

The post holder will be responsible for leading on the development and delivery of BSACI NICE accredited clinical guidelines following the NICE accredited development process. The postholder will also be responsible for coordinating the development of a variety of documentation developed by BSACI, ensuring the process for developing these is adhered to at all times.

The postholder will be responsible for developing BSACI webinars once a guideline has been published to support BSACI members with the implementation of the guideline.

The postholder will work with and support the Chair(s) of the BSACI Standards of Care Committee (SOCC) in the development process. The committee consists of around 25 members whom the post holder will work closely with on all aspects of guideline and documentation development. By 2021 SOCC published 13 guidelines, all are freely available via the BSACI website [here](#).

The post holder will be required to manage and develop with each guideline lead a national audit which are undertaken pre and post guideline development as well as coordinate BSACI Stakeholder engagement programme.

Key Duties

Guideline Development and Processes

- When a position becomes available on the committee send out expressions of interest (EOI) for guideline leads and writing group members to the BSACI membership. Coordinating responses and arranging interviews if required.
- Facilitate meetings for the guideline writing group and lead on the development process by providing advice to authors and working groups to ensure adherence and by providing deadlines.

- Support the guideline leads by organizing and contributing to SOCC meetings and taking minutes.
- Undertake systematic reviews for each guideline in liaison with the guideline lead and writing group members with reference to the committee approved PICO derived questions.
- Create reference databases for each guideline in Endnote
- Assist the writing group with obtaining full articles of accepted abstracts through RSM membership, guideline group university memberships and emailing individual authors.
- Add references into manuscript using Endnote ensuring these references are checked
- Proof-read and edit all the drafts thoroughly and follow up editorial queries with the authors. Editing formatting – manuscript, tables and figures.
- Prepare guidelines for BSACI membership consultation (including preparation of manuscript for BSACI webpage) and invite BSACI members to comment. Collect all comments, collate and coordinate all responses by SOCC
- After the membership review process, compile all reviewer comments and responses from guideline authors and resubmit to the journal.
- Prepare all the relevant documentation for publishers eg: CEA journal format check, grammar and editing. Formatting figures, tables, algorithms before submitting online. Also adding authors 'Declarations of Interest' (DOI).
- Proof-read final manuscript in press.
- Develop a process for commissioning new topics for guideline development.

The post holder will be required to provide support to the Chair(s) of the Standards of Care Committee (SOCC) as well the committee members by;

- Acting as Secretary to the Chair(s) of SOCC on all SOCC activities
- Arranging and attending regular meetings/calls with Chair of SOCC at a suitable frequency to ensure all SOCC activities are coordinated and managed effectively and in a timely manner.
- Arrange suitable dates for SOCC meetings throughout the year, prepare and circulate documentation as well as book meeting rooms/ set up a Zoom and organise refreshments if a F2F meeting takes place.

- Working with the Chair, draft and distribute SOCC meeting agendas, and other relevant documentation (including previous minutes) (approx. 4 meetings per year).
- Draft minutes from the meeting and disseminate, clearly defining actions and responsibilities after the meeting to the committee, ensuring all actions are followed up in a timely manner.
- During SOCC meetings, update guidelines during discussion according to the needs of the writing group.
- To widen our reach identify possible collaboration opportunities with external stakeholders and ensure appropriate representation of these on each of the BSACI guideline writing groups.
- Have oversight of all non-guideline documentation development within the society ensuring the BSACI process for development is adhered to at all times.
- Prior to guideline publication work with BSACI Marketing and Communications Officer to draft a press release and assist in information gathering (key highlights from authors) in order to promote via a variety of media channels.
- Ensuring the [guideline section](#) and all other activities relating to this post are kept up to date and relevant on the BSACI website and contribute to the overall BSACI website by providing updates (when necessary) for adding to the i.e: news section of the BSACI website and BSACI publication Allergy Update as well as BSACI bi-weekly news bulletins etc...
- To ensuring that BSACI guidelines are added to guideline search web pages through RSM as well as on stakeholder websites where appropriate.
- Monitor completed SOCC forms to ensure there are no conflicts of interest with those working on a particular guideline. If it becomes apparent alert the chair(s) of SOCC asap.
- Ensure all 'Declaration of Interest forms' (DOI) are up to date for SOCC and writing groups membership, chasing up an outstanding forms.
- The post holder will work closely with the BSACI 'Membership Officer' to ensure any changes to the committee or working groups are conveyed, so that a list of those who are required to complete a DOI is current and complies with the BSACI '[Conflict of interest](#)' (COI) policy. This is reviewed as a standing agenda item at every SOCC meeting to ensure all members are up to date with their forms and that there are no COIs.

- Ensure continuation of our NICE accreditation notifying the chair of upcoming deadlines, redrafting of the BSACI guideline manual, submitting amendments and meeting with NICE as required.
- Drafting and updating any policy documents to improve the process by which SOCC and other related activities are undertaken.
- Responding to enquiries about guidelines in consultation with guideline lead writers and the chair(s) of SOCC.

BSACI Audits

BSACI undertakes national audits each year to measure the improvement in clinical standards in Allergy. As a result the post holder will be required to;

- Liaise with SOCC audit lead on survey questions in collaboration with guideline leads
- Use the BSACI database to compile participant lists according to the audit theme.
- Manage and collate audit information and send out via Survey Monkey to members and relevant stakeholders.
- Provide support in the analysis of the data.

Line Management

- Line management of the BSACI Immunotherapy Registry Coordinator
- Managing the work of the part-time coordinator by supporting their development and monitoring performance
- The coordinator is responsible for coordinating the activities for the immunotherapy registry. BRIT ([BSACI Registry for Immunotherapy](#)) as it is known is a web-based patient registry that records immunotherapy treatment of patients under the care of consultants who are members of the British Society for Allergy and Clinical Immunology (BSACI) practicing in the UK.

Other

- To keep track of and coordinate all requests for BSACI expert input from NICE and other stakeholders via SOCC by inviting reviewers to guidelines which are relevant to allergy. Then following up any outstanding requests with reviewers to

ensure BSACI recommendations are received by NICE and other stakeholders before each deadline.

- Actively promote and manage the BSACI Research Hub on the website. Ensure all submitted articles are checked and placed in the relevant category on the website.
- Work as part of a team and offer support to other team members in the office, responding to telephone and email enquiries when necessary.
- Attend the BSACI annual three day meeting each year and support the team in the run up to and during the meeting where appropriate.
- Identify opportunities for CPD
- Contribute to the overall aims and objectives of BSACI

This Job description is not exhaustive and merely highlights the main duties the post holder can expect to undertake. From time to time the post holder may be asked to undertake or contribute to tasks which are not in this Job Description, but which are relevant to the position.

Experience required

- Scientific/clinical background
- Conducting systematic review for evidence based guidelines
- Accomplished organiser and manager with good writing skills
- Knowledge of publishing would be an advantage

The BSACI offers a range of rewards which can be found below which are designed to promote your work-life balance, support your health and pay you fairly for the work you do. We offer:

- Group personal pension plan with 5% employer contribution
- 25 days holiday per annum rising to 27 days, plus bank holidays (pro-rata)
- Interest-free season ticket loan
- Life assurance
- Annual inflationary pay review

Health and wellbeing

- Hybrid working

- HR advice
- Occupational health services
- Eye care

Plus

- Professional training and development opportunities
- Enhanced maternity and paternity pay

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