BSACI Document Review Process

For any urgent statements, the SLT will take the final decision. Send all queries to Shifa@bsaci.org

Non-SOCC documents

(Statements/SOPs/information Leaflets/Competencies/service standards, etc)

STEP 1
- Topic proposal submission by the committee/Special Interest Group/Writing Group chair/member to the Chief Scientific Officer (CSO)
- The topic proposal has defined goals and objectives that will be covered in the document, including any stakeholders, internal or external
- The topic proposal is forwarded to the Senior Leadership Team (SLT)

STEP 2
- SLT will approve or reject the topic proposal
- They may also invite the proposer for a meeting to discuss the topic proposal
- Once approved the topic proposal is emailed to council, so all Council members are informed

STEP 3
- At the initial stage of development, the WG submits an outline or preliminary version of the document to the CSO for SOCC's early review and feedback
- SOCC provides feedback to the WG lead using a comment spreadsheet. The WG lead must address every comment and return the completed spreadsheet to the CSO within 2 weeks
- Once the outline has progressed into a full draft document, the WG submits this draft to the CSO for SOCC's formal review
- If needed, the WG attends the SOCC meeting to discuss the draft document
- All feedback is recorded on the comment spreadsheet and considered
- In cases of disagreement, the WG lead will provide justification for not incorporating specific comments

STEP 4
- The final draft document will be submitted to the Council by the CSO, for information purpose only
- Council members can raise any major concerns
- The final draft document will be reviewed following feedback

STEP 5
- SOCC reviews the final draft document and returns the comment spreadsheet to the WG leads
- These comments will need to be addressed, and the final draft document edited as required
- In the event that consensus is not reached, SOCC will liaise with the WG lead until a resolution is reached
- The final draft document updated to reflect the amendment is returned to SOCC

STEP 6
- SOCC signs off the final draft document and informs the WG lead of the outcome

SOCC documents

Guidelines/Guidance/Clinical Practice Statements/Toolkits, etc

STEP 1
- BSACI members/SOCC members send suggestions through the topic proposal form to the CSO
- SOCC co-chairs approve or reject the topic depending on the need or gaps related to the topic

STEP 2
- Expression of Interest sent out to all members for the Writing group (WG) lead and WG members
- The SOCC co-chairs select/appoint the lead
- The lead then selects the WG members

STEP 3
- Declarations of Interest for all WG members are noted
- WG meetings are scheduled
- The document WG reviews the topic and drafts an outline
- A search strategy and PICO questions are planned
- The Chief Scientific Officer helps in developing, reviewing and running the search strategy

STEP 4
- The WG drafts the initial document and it is reviewed by SOCC
- SOCC comments are reviewed by the WG and incorporated into the document
- The document undergoes multiple edits by the WG and the final version is submitted to SOCC for a sign off

STEP 5
- SOCC reviews the final draft and returns the final comment spreadsheet to the WG leads
- These comments will need to be addressed, and the document edited as required
- In the event that consensus is not reached, SOCC will liaise with the WG lead until a resolution is reached
- The document is signed off by SOCC

STEP 6
- The document is uploaded on the website for BSACI membership consultation
- Any comments are addressed by the WG
- The final document is signed off by SOCC
- The document is then submitted to the CEA or published on the BSACI website