

Chair of the British Cardiovascular Society Guidelines and Practice Committee

Role Profile

Term of office: 3 years

Context

The British Cardiovascular Society (BCS) is a membership organisation with charitable status. The BCS plays a pivotal role in the setting and advising on standards and, through a variety of activities, influences the quality of cardiology practice in hospitals. It has a broad education portfolio, contributes to training, professional examinations and research activities. The BCS has an ambitious strategy to enhance its services and membership communications. Its vision is to be the voice of cardiology in the UK, to provide high quality education both in the UK and overseas, and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

The BCS is governed by a Board of Trustees which has oversight of the legal context and governance of the Society, setting and approving its strategy. The Executive implements the strategy and develops the operational policy. The Council addresses policy matters relating to the stakeholders of the BCS.

The work of the BCS is undertaken by a number of different functional divisions, with a vice president (VP) providing clinical leadership to each division. The VPs, together with the President, the Honorary Secretary and the Non-Executive Directors form the Board of Trustees.

The divisions of the BCS are supported by various committees. The Guidelines and Practice Committee sits within the Division of Clinical Standards. It is primarily responsible for providing a reputable and reliable source of expert opinion on contemporary guidelines relating to cardiovascular disease. It does not develop its own guidelines, rather it aims to provide high quality, evidence-based comment upon guidelines which go out to consultation such as those published by the National Institute for Health and Care Excellence. The committee may also be required to provide input into policies relating to good clinical practice and to consider submissions for BCS endorsement.

Role responsibilities

General

The Chair of the Guidelines and Practice Committee reports to the VP for Clinical Standards. The post holder is responsible for providing leadership to the Guidelines and Practice Committee in support of its remit and purpose and in line with organisational strategy and objectives. The Chair will work with the VP for Clinical Standards and committee members (elected, co-opted, trainee, lay, and BCS ex-officio members).

Specific duties

1. To Chair meetings of the Guidelines and Practice Committee and to ensure that a programme of meetings is planned and agreed as far in advance as possible.

2. To work with the Guidelines and Practice Committee Administrator to ensure agenda, papers and minutes are prepared in support of the committee's work on a timely basis.
3. To ensure the Committee is managed in line with its defined Terms of Reference and constitutional requirements.
4. To strive to ensure that the recommendations of the committee reflect the wider membership of the Society, especially with respect to equality and diversity and patient perspectives.
5. To coordinate the endorsement process, in line with Society policy, for guidelines and related documents that the VP for CS feels should be considered by the Guidelines and Practice Committee.
6. To coordinate stakeholder responses to UK guidelines developed by national bodies that relate to cardiovascular matters. The chair should take responsibility for doing so in a timely manner. They should ensure that a record is kept of all Society responses, in liaison with the Guidelines and Practice Committee Administrator. The Chair should discuss all responses that may be considered controversial with the VP for CS before their submission to external bodies.
7. To identify individual Guidelines and Practice Committee members to undertake specific tasks or to be committee leads for specific topics.
8. To promote the experience of trainee members of the committee by active involvement in BCS guideline review.
9. To identify suitable Society members to act as expert reviewers for European Society of Cardiology clinical practice guidelines
10. To seek suitable Society candidates who may be willing to represent UK cardiologists on national committees developing guidelines, for example NICE guideline development committees.
11. To develop any other aspects of guideline and practice in collaboration with, and as requested by, the Vice Presidents and/or Executive of the British Cardiovascular Society and in line with the BCS's strategic goals.
12. To work collaboratively with the BCS Digital team to develop and update related content on the BCS website.
13. To support and facilitate interaction between the Society and its members, including the associate members linked to the affiliated groups, in relation to guideline and practice matters.
14. To provide bi-annual reports and/or presentations to the Board of Trustees of the British Cardiovascular Society through the Division of Clinical Standards on guideline-related work and proposed plans.
15. To act as spokesperson for the Guidelines and Practice Committee when required to do so.

Person Specification

Attribute or skill	Essential	Desirable
Specialist expertise in guideline appraisal and/or development	<p>Experience developing regional or national guidelines based on best available evidence.</p> <p>Experience as a member of the BCS Guidelines and Practice Committee and/or the BCS Clinical Standards Committee</p> <p>Understanding of the key principles for evidence-based medicine, including systematic review</p>	<p>Experience working with and understanding cost effectiveness models</p> <p>Experience of national guideline development through NICE or ESC.</p>
Appropriate skills	<p>Demonstrable leadership qualities.</p> <p>Ability to work well in a team and communicate effectively.</p> <p>Evidence of commitment to the NHS.</p> <p>Effective clear verbal and written communication skills.</p> <p>Good IT skills (appropriate use of email, Word, spreadsheets, version control, etc.)</p> <p>Good knowledge of the Equality and Diversity principles contained in the Equality Act 2010</p>	<p>Successful committee chair.</p> <p>Evidence of the use of initiative.</p> <p>To have completed a formal course in Equality and Diversity.</p>
Qualifications	MRCP or equivalent.	Research-based higher degree
Clinical expertise	To be in good standing with employer and GMC.	Achievement and additional contributions to specialty
Specialist representation	To be a member of the BCS.	

Roles and responsibilities set out in this document will be reviewed every 3 years