

Co-Chair

Role	Clinical Co-Chair of the British guideline on severe asthma
Summary	<p>To work with the SIGN Team, BTS and members of the Guideline Development Group to develop a new guideline on severe asthma.</p> <p>Applicants will have gained relevant leadership experience through working with multi-professional committees and/or working groups at a national or regional level. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Applicants will preferably have experience of guideline development processes, with an understanding of systematic reviews, critical appraisal methods and the role of health economics. A commitment to evidence-based practice is essential.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Co-Chair the Guideline Development Group to: <ol style="list-style-type: none"> 1.1. scope and prioritise areas of the guideline for update 1.2. provide a multi-professional and patient overview of the guideline in its entirety and to revisions 1.3. review progress against production schedule 1.4. resolve issues arising from discussion within the Guideline Development Group 1.5. agree the dissemination plan and educational strategy with BTS and SIGN colleagues. 2. Work with the SIGN Programme Manager and SIGN staff to plan meetings. Co-Chair meetings in accordance with the principles of the Governance Arrangements. 3. Attend all Guideline Development Group meetings. These are online meetings that take place approximately 6 times over an 18-month period. 4. Ask for Declarations of Interests from members at each meeting, identify any conflicts and handle these as they arise in line with SIGN's policy 5. Ensure that meetings achieve their aims by keeping to the agenda and fulfilling the agreed objectives 6. Involve all members in discussion and decisions and encourage all members to express their views 7. Assist in resolving concerns or disagreements between members

	<ol style="list-style-type: none"> 8. Sign-off all minutes once approved by the Guideline Development Group 9. Work with SIGN Team, BTS colleagues and the Guideline Development Group key question leads to scope and prioritise areas of the guideline for update 10. Take responsibility with the Co-Chair, SIGN Programme Manager and Guideline Development Group for approving the drafts of the guideline 11. Advise on responding to stakeholder comments on the draft guideline 12. Be a source of clinical advice to the SIGN Team in the identification and review of the evidence 13. Work with the Programme Manager and SIGN Team to ensure deadlines are met 14. Be a champion for the guideline after publication and undertake activities to promote its implementation, such as talking to the press and professional conferences and publishing guideline related articles in accordance with BTS and SIGN publications policies.
Conditions	Reasonable and necessary expenses will be met in accordance with the SIGN policies for those based in Scotland, and by BTS for those based in the rest of the UK.
Experience	<ol style="list-style-type: none"> 1. Senior healthcare professional from the NHS 2. Developing evidence-based guidelines 3. Chairing a multi-professional group 4. Working on national or regional committees or working groups 5. Working with patient/carer representatives
Skills	<ol style="list-style-type: none"> 1. Group management, leadership and facilitation skills 2. Excellent verbal and written communication skills 3. Critical appraisal of research evidence
Knowledge	<ol style="list-style-type: none"> 1. NHS structure and current service delivery 2. In depth understanding of evidence-based medicine and commitment to guideline development