

## **BTS Guideline Development**

### **Role of the co-chairs of BTS Guideline Development Groups**

BTS Guideline Group Co-chairs are expected to:

- Draft a detailed scope, based on the initial proposal document, for presentation to the BTS Standards of Care Committee (SOCC).
- Adhere to the Society's policy for declarations of interest and manage declarations of interest and potential conflicts of interest of group members in line with the stated policy.
- Provide advice in relation to the recruitment of members of the Guideline Development Group (GDG). All advertisements and any subsequent interviews will be organised by BTS, and co-chairs will be actively involved.
- Chair all GDG meetings and read meeting papers in advance of meetings working with Head Office staff in relation to agenda planning.
- Encourage constructive debate among all group members during meetings.
- Lead the GDG with support from BTS Head Office and the BTS SOCC.
- Facilitate the process of the guideline development within the framework of agreed BTS methodology following the AGREE II criteria, following the processes contained within the BTS Guideline Production Manual.
- Ensure equality of input from all GDG members.
- Keep to the scope – manage the ambition of the GDG, and adhere to parameters for length, content and production schedule as agreed with the SOCC.
- Participate in guideline development training as appropriate and engage with the relevant software that BTS encourages GDG to utilise.
- Work with BTS Head office staff and group members as required during and between meetings to identify key issues, formulate clinical questions for review, review evidence tables, and draft recommendations.
- Provide progress reports to the BTS SOCC as required.
- Attend 3 agreed SOCC meetings (at the start of the process, after 12 months and then to present the draft guideline before public consultation).
- Lead the write up of the draft document (in line with BTS template and with the support of Head Office staff)
- Work with the GDG and BTS Head Office staff to write and edit drafts of the guideline.
- Lead the GDG in considering and addressing stakeholder comments on the draft guideline.
- Support the dissemination and implementation of the guideline - be a champion for the guideline after publication and undertake activities to promote its implementation, such as talking at professional conferences and participation in the production of publishing guideline-related articles in accordance BTS policy.

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