



THE BRITISH THORACIC SOCIETY

CHAIR, STANDARDS OF CARE COMMITTEE 2025 – 2028

Professor Adam Hill will come to the end of his period of office as Chair of the BTS Standards of Care Committee in November 2025. The Society invites members to apply for this important role. The successful applicant will take over from Professor Hill at the Annual General Meeting in November 2025 and serving for three years until November 2028.

Scope and Requirements of the Post

The BTS Standards of Care Committee has responsible for the development and oversight of a core part of the Society's work:

- Development of BTS Guidelines. This involves the development and maintenance of robust systems for the production of the Society's own Guidelines, from assessing the need for a Guideline to the submission for publication, in line with BTS procedures .
- Production of Quality Standards, based on BTS Guidelines, which aim to provide clinicians, commissioners, planners and patients with a guide to the standards of care that patients with a particular disease/condition should expect, together with measurable markers of good practice.
- Production of Clinical Statements to complement the portfolio of guideline and quality standards. Clinical Statements provide a summary of knowledge and best practice in a particular clinical area, together with a series of clinical practice points.

The Chair of this important committee is responsible for oversight of the Society programme of guidance production, working with a multi-disciplinary Committee.

The Chair is responsible for the direction, conduct, moving forward and completion of Committee business, both during Committee meetings and between the meetings. In this task s/he is supported by the Society's staff (who provide a full secretariat service) and other members.

The Chair of the Committee also serves as a Trustee of the Society during the time s/he is in post. S/he is therefore the main link between the development and execution of the Society's strategic objectives (as summarised in the Strategic Plan) and the detailed work of the Committee.

Together with other Committee members, the Chair oversees the preparation of an explicit strategy for the Committee and an accompanying workplan to ensure its work supports overall BTS strategy. The Chair will report to the BTS Board of Trustees annually.

The Chair will approve the Committee agenda and draft minutes, which are prepared by BTS staff. S/he will also prepare and/or commission papers from others and will chair the formal meetings of the Committee and any ad-hoc meetings.

BTS staff will produce follow up actions, correspondence and deal with queries arising from the work of the Committee on an operational level from day to day, but it is anticipated that the Chair will

provide advice on content and professional issues involved and, in particular, deal with peers and external organisations in relation to all areas where clinical leadership is required.

Before a Chair is appointed, s/he will be asked to submit an updated Declaration of Interest form, if this is not already available. This will be submitted to the Chair of the Executive Committee (the Trustees) and Honorary Secretary for approval before the appointment is confirmed.

The Chair has an important role in ensuring that Declaration of Interest forms from all Committee members are scrutinised and any issue of concern discussed with the individual concerned and/or the Honorary Secretary. S/he must also ensure that at the beginning of each meeting members are asked to declare any additional recently acquired interests and is expected to exercise judgement in the conduct of Committee business in the event of any potential conflicts of interest.

Succession planning for the Chair of the Committee will take place as follows. In the spring of the year when the Chair's 3-year term in office is due to end, the Society will advertise that a vacancy for the Chair of that Committee will be coming up. Further details on the recruitment process are set out in the Committee constitution.

The Chair also represents the Society at the following meetings held by external organisations:

- Meetings with NICE and SIGN as part of the steering group for the joint BTS/SIGN/NICE asthma guideline (approx. 2 per year) – this work continues following the publication of the joint guideline;
- Ad hoc meetings with other organisations as required .

The Constitution for the Committee is available <https://www.brit-thoracic.org.uk/about-us/committees-and-advisory-groups/standards-of-care-committee/>.

Time commitment

The Society's Board meets 4-5 times a year. The Standards of Care Committee holds 3 or 4 meetings per year with some work between meetings to facilitate publication processes plus a number of ad hoc meetings as may be required for specific projects.

The work involved in undertaking this role is in the region of 2-3 hours per week, although this varies depending on the time of year and if there are any special pieces of work following Board or Committee meetings.

Any member who wishes to know more should contact Sally Welham by email (via sally.welham@brit-thoracic.org.uk.)

How to apply

Members wishing to be considered for the post should apply in writing by email to sally.welham@brit-thoracic.org.uk no later than **Monday 28 April 2025**.

It is recommended that any member considering applying for this post discusses it with their Trust/employer to gain approval prior to application.

Revised by Chief Executive March 2025

Next review: March 2028