



BSG Elected CSSC Regional Representative Job Description

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1 Committee Description

British Society of Gastroenterology (BSG) Clinical Standards & Services (CSSC) consists of chair, deputy chair, BSG secretary, BSG president, BSG Workforce lead and all BSG regional representatives.

The CSSC is responsible for the promotion of the practice of clinical gastroenterology. The committee agenda includes several regular items, including service and regional issues, workforce issues, guidelines, feedback from other bodies (e.g. Revalidation and Endoscopy Users Groups) and regional representative reports. The CSSC has also taken the lead in developing the BSG Quality Improvement agenda.

Any important matters being considered by the various BSG section committees are usually referred through to the CSSC for further discussion. The committee therefore acts as an important forum for consideration of important topics relating to Gastroenterology and Hepatology.

2 Committee Objectives

To act as the primary point of contact and conduit for information between CSSC and the regional membership on a range of clinical and service priorities of the BSG; the regional representative reports twice yearly to the chair of the CSSC who in turn reports to the BSG Executive Committee.

3 Key Objectives

- It will be the responsibility of the regional representative and their deputy to bring together the local clinical networks in order to:

- Update members on the key clinical priorities of the CSSC at local Gut club meetings, via email circulars, social media or other informal networks.
- Encourage the nomination of individuals to act as local BSG clinical representatives at each hospital who could then report back to the regional rep on CSSC priorities and key clinical governance issues.

- Advise on the quality and scale of gastroenterological and hepatological services including workforce (e.g. appointments/ expansion plans, estate), service development and key clinical governance issues that are part of the CSSC priorities, such as 7-day services and 24/7 bleed services.

- Report to CSSC on local/ regional issues to update the Society's understanding of mapping of services.

- Comment on draft BSG guidelines
- The role of Royal College of Physicians (RCP) Regional Specialty Adviser (RSA) has been devolved from the RCP to the BSG regional representative. Roles of the RSA include:
 - Advising the RCP on matters such as Consultant job descriptions and suitability of candidates for Fellowship of the College.
 - May be asked to review/ approve job descriptions on behalf of RCP
 - May be asked, or nominate others, to sit on Consultant Appointment Committees.
- Other matters as determined from time to time by the region concerned or by BSG Council or CSSC.

4 Eligibility to apply and election process

Only BSG Members can apply for CSSC regional representatives roles. BSG regional representatives are elected for each of the regions within England for a period of three years every Spring. The English regions are currently based on the 2006 SHA map of England.

Representatives will be appointed by a ballot of all BSG members. The BSG uses a company called [Civica Election Services](#) to administrate elections. Members will be sent communications about upcoming elections when available.

5 Time Commitment

Normally there will be three meetings per year between the regional representatives and the officers of the CSSC. It is essential that either the lead or its deputy (if in post) attends these meetings. In addition, there may be ad-hoc meetings between the chair of CSSC and regional representatives to discuss regional issues.

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7 Support and expenses

These are un-remunerated posts within the BSG and local arrangements (study or professional leave) should be negotiated at a local level. Reasonable expenses incurred through the role will be reimbursed for any F2F committee meetings outside of BSG Annual Conference.

Requests for funds to carry out projects may be submitted to the CSSC and for more substantial projects to BSG Executive.