



British Society of Paediatric Gastroenterology Hepatology and Nutrition

BSPGHAN Council Member – Paediatrician with an Interest in Gastroenterology, Hepatology and Nutrition (PeGHAN)

Job description

Council Members should:

1. Hold full membership of the Society (except Council member for Associate Members and BAPS Representative) and shall serve on Council for a period of 3 years
2. Uphold the aims of the Society which are the advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition and ensure that the rules and regulations of the society are adhered to
3. Attend every Council Meeting, of which there are usually four each year. If a council members attends fewer than two meetings in a year, Council shall normal consider their membership of Council to have ceased.
4. Have Terms of reference and submit an Annual Action Plan. The AGM reports will be principally against this action plan.
5. Set an annual budget and ensure adherence to budget
6. Maintain the financial viability of the society
7. To take part in formulating and regularly reviewing the Society's strategy

Council Members Shall:

1. Prepare a report for each Council meeting in advance of the meeting
2. Prepare an annual report which must be received by the Convenor of the Society at least 21 days before AGM
3. Be point of contact with Patient and Family Partners and representatives of other professional societies
4. Provide written feedback and appraisal of guidelines, Quality Standards (eg NICE, RCPCH, NHS England) and other documents sent to BSPGHAN for consultation. Council members may take responsibility for collating feedback on behalf of Council and submitting the response.

Other Duties and Responsibilities:

1. Council members will lead on review of NIHR CSG and other research and grant related reviews appropriate to their sub-speciality area
2. Council members shall liaise with the web administrator and populate the relevant area of the BSPGHAN website and provide an annual update of their specific web area

BSPGHAN Chair PeGHAN Group

Administrator: Mrs Carla Lloyd, 5 Woodthorpe Drive, Pedmore, Stourbridge, DY9 7JX
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**Specific role and responsibility for Council member representing the
General Paediatrician with an interest in Gastroenterology , Hepatology
and Nutrition(PeGHAN)**

1. Keep close liaison with the network centres (DGH)
2. Keep a register of paediatricians with an interest in Gastroenterology in each DGH up date with the administrator.
3. Help the council to draw up any service requirements of network centres
4. Draw up curriculum and training requirements of SPIN in Gastro in liaison with the RCPCH.
5. Work with the RCPCH PGHAN CSAC Chair to approve rotations and sign off SPIN Module training.
6. Send delegate representative to different core groups of BSPGHAN e.g. Endoscopy working group, Education working group etc.
7. Chair the PeGHAN Meeting at Annual General Meeting
8. Maintain a up to date list of all PeGHAN members. (With the BSPGHAN administrators' support)

This job description will be reviewed regularly and may change following consultation with BSPGHAN Council and Post holder

The post holder should work flexibly and together with all council members, society members and industry partners.

Health and Safety

The post holder has a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions

Author: Dr Anna Pigott, Chair of PeGHAN Group 2015 - 2018
Date of Review: July 2017
Date of next review: July 2020