



General Terms of Reference for the BSPGHAN Working and Professional Groups

Working groups (WGs) and Professional Groups (PGs) may be established subject to Council approval with Terms of Reference to be finalised and agreed by Council. The Chair of the WG will be appointed by Council at creation of the working group, if necessary, by a confidential vote following an open call for a chair. The appointed Chair will hold office for 3 years and a subsequent Chair will be decided by the membership of the Group subject to agreement by Council. Members of the Group will be selected by the Chair initially. Working Groups will normally be time limited (maximum 5 years) with any subsequent extension having to be justified and approved by Council.

The BSPGHAN working and professional groups will be formed of society members only. In rare exceptions a non-member may be asked to attend by invitation when such expertise cannot be provided by any members of the BSPGHAN. Non-member attendees at group meetings will not be eligible for reimbursement of expenses and will be time limited for a maximum period of 6 months which is non-renewable. The composition of the Groups will usually comprise no more than 6 medical personnel and 4 AHPs.

All Group members must declare any Conflict of Interest on joining the group. Conflicts of Interest must be documented in minutes and reviewed annually.

Where appropriate one member of the Group may be from a PPP organisation.

The Group chair must seek permission in writing from the council for non-members to attend Group meetings.

Current Working Groups / Professional Groups are as follows

BSPGHAN Working Groups

- Endoscopy
- Gastroenterology (Subgroups comprise Coeliac, IBD, Motility, and EoE WGs)
- Nutrition
- Research
- Quality Standards
- Pancreatitis

BSPGHAN Professional Groups

- Associate Members
- Trainees
- Hepatology (Subgroup Pancreatitis)
- PeGHANS
- Education

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- Propose and execute small projects for groups and produce and publish local guidelines and other objectives as agreed by the WG with the agreement of Council. ALL groups are required to submit to Council a detailed plan of aims and objectives on a rolling 5 yearly basis to justify their existence.
 - Provide written feedback and appraisal of guidelines, Quality Standards (eg NICE, RCPCH, NHS England) and other documents sent to BSPGHAN for consultation.
 - 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.
 - Any such guidelines produced by the group must be evidence based where possible.
 - Evaluate published guidelines by other societies (eg ESPGHAN, NASPGHAN) and provide commentaries on these to facilitate publication on the BSPGHAN website.
 - To provide progress reports to the nominated Council member for inclusion in agenda of Council meetings and to prepare annual report each November outlining aims, of group with timelines and achievements.

Group Membership will be defined by Chair and will be formed as follows:

- Chair – elected initially by members of Council following an open call to serve a term of no more than three years. Roles and responsibilities for Chair of Group are defined in their Job Description
- Members and roles of the group will be determined by chair as appropriate but must include representatives from
 - PeGHAN
 - Trainee Member
 - Associate Member
- Maximum number of members of a WG will be 10 including the Chair. (Where appropriate PPP rep will be included in maximum number of members for the group)

Members of the Group will usually serve for three years. Vacancies to be advertised to all members asking for nominations to serve on group. Chair of the working group will decide group membership.

Working and Professional Group Meetings:

Working and Professional Groups to organise:

- Open face to face meeting at the BSPGHAN Annual Meeting (Travelling/subsistence expenses etc for attendance are not reimbursable by the Society for this meeting).
- One or two other face to face or virtual meetings throughout the year, Dates and venues to be decided by the group. Any other meetings to be by teleconference/video link etc.
- Online meetings as required are encouraged either via your own Teams account or to contact the BSPGHAN Admin to set up a Zoom meeting.
- Maximum budget for all meetings (including travel, room rental and refreshments) will be limited to £2000 pa.

Minutes of each meeting will be circulated to the working group members; convenor and BSPGHAN administrator

Council and other meetings:

Chair of the working group or their nominated representative (for example Gastroenterology Rep for the Coeliac, IBD, Motility and EoE subgroups) to attend up to 4 council meetings annually. Chair may nominate a deputy to attend council meeting on their behalf.

Group Chair or other appointed person to sit on other groups as appropriate e.g. Quality Standards; BAPEN; IBD; Research

Budget:

Chair will be responsible for submitting budget proposal to Council annually which is subject to approval in advance at each March Council Meeting and will not normally exceed £2000 pa).

Expenses will be reimbursed in accordance with BSPGHAN Expenses Guidelines dated May 2020

Handover of Chair

Chair of the Working and Professional groups will have designated generic e-mail address that will be handed over to new incoming chair. Outgoing chair to ensure that e-mails with important documents are stored on the e-mail server.

Outgoing chair will handover electronically all important documents to the incoming Chair and the Convenor using suitable media.

Specific ToR for BSPGHAN Education Group

1. The chair of the working group will be elected by consensus of BSPGHAN Education Group and ratified by council following successful societal vote. The chair will serve on the council of BSPGHAN for three years.
2. The membership of the group will include representation from members of BSPGHAN including Paediatricians with an expertise in Gastroenterology, Associate Members, Trainees and the public (PPP).
3. Aims:
 - To support members, associate members and trainee members of BSPGHAN in achieving lifelong learning and continuing professional development.
 - To coordinate, develop and deliver and advertise educational meetings for members
 - To facilitate access to education and information for patients and their families.Objectives:
 - To develop shared education and new learning resources for members eg promote web-based resources and e-learning.
 - To support annual training days and educational meetings and initiatives
 - To assist in the development of the BSPGHAN Website in liaison with the technical and non-technical BSPGHAN website masters
 - To liaise with CSAC and PMETB to advise on standards of training and assessment of competency of trainees in Gastroenterology and Hepatology.
 - To develop revalidation tools
4. The chair and a minimum of four representative from the Group will be required to form to host a group meeting
5. A minimum of two full meetings will be held each year, one being during the BSPGHAN Annual meeting.
6. A programme of work will be agreed by the group, and individual members will be informed of agreed responsibilities by action points from the minutes of meetings.
7. The chair may nominate and designate members of the group to represent BSPGHAN on other groups as required.
8. The group will advise the BSPGHAN Council and work in partnership with council to advise on standards of service delivery and training.
9. The chair will prepare a report on behalf of the group for the council (for each meeting) and the society for the AGM.

Terms of Reference BSPGHAN Professional/Working Groups updated October 2024

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