

# Roles for Lead and Deputy Leads of Sub-specialty Interest Groups (SSIG)

Amended Jan 2016, to be reviewed Oct 2019 – P Magennis Chair BAOMS

Just completing the first cycle of appointments, the lead and deputy leads will continue to have a key role in how the roles develop. The following are areas in which BAOMS would like the lead and deputy leads to be active.

Performance to be reviewed annually by the Chair of BAOMS Council against this list of roles and responsibilities. Where a lead/ deputy lead fails to engage with BAOMS Council or members of the group, they will be asked to demit office.

## 1. BAOMS Council

- a. To be a point of contact for members of their group
- b. To be a point of contact for BAOMS Council to that group
- c. May be asked to represent BAOMS at meetings relevant to their SSIG.
  - i. Every effort will be made to give sufficient notice for these meetings, but short notice meetings are all often called by organisations outwith the control of BAOMS.

## 2. Engagement with their Sub-Specialty Interest Group – main role is to engage with their SSIG

## 3. Website with Web Editor

- a. General Discussion forum moderator
- b. Case discussion forum (when set up)
- c. Professional information and links
- d. Patient information and links

## 4. Clinical effectiveness

- a. Attend meetings of CEC (usually 3 days per year)
- b. Audits and Guidelines - update/develop national audits for revalidation and guidelines.
- c. Patient information leaflets – maintain and update
- d. Commissioning -
  - i. Collect and collate information within their SSIG
  - ii. Represent BAOMS, when asked, on and regional bodies in their SSIG

## 5. Public, Professional and Media Communications Sub-committee

- a. News Monitoring
- b. Engage with any PR campaigns

## 6. Continuing Professional Development and Education - collate/generate/publicise resources esp. website

## 7. Consultant and Specialists Group - Provide support and advice for colleagues

## 8. Research – Work with BAOMS research lead and NFORC/Saving faces