JD and Spec for Chair British Intestinal Failure Alliance (BIFA)

Job Title: Chair of British Intestinal Failure Alliance (BIFA)
Reports to: BAPEN Council/Executive
Other regular relationships: The Chair (or secretary) of the group will liaise closely with the Chair of the Intestinal Failure (IF) Registry. As appropriate they will attend the Home Parenteral Nutrition (HPN) network, NHS IF/HPN, BAPEN programs committee and BAPEN council meetings.
Purpose of the role: To provide guidance on the optimal management of patients with short, medium, and long-term IF throughout the UK.
Add overview of this role
BIFA is a multiprofessional special interest group within BAPEN interested in acute and chronic Intestinal failure (IF) and IF services. It consists of healthcare professionals involved or interested in all types of intestinal failure and home parenteral support (HPS).
Main duties:

- Provide an annual report of activity to the relevant Executive Officer
- Promote the role of BAPEN and relevant core groups and SIGs work and support delivery of BAPEN key strategies
- Work with the Comms Officer to support social media and other relevant comms activity as required
- Attend and contribute to all meetings unless attendance is not possible due to exceptional circumstances
- To declare any conflicts of interest prior to committee or SIG meetings in relation to the agenda
- To ensure declarations of interest are made annually as required
- To write/edit recommendations, position papers, guidelines and Top Tips with the help of the BIFA committee.
- To organise 1-2 sessions at the BAPEN Conference.

Expectations:

- This is a voluntary role with no payment
- Abide by all of BAPEN's policies and guidance. Of specific note for are:
    - Equality, Diversity and Inclusion Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf
    - Declarations of Interests Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-delaration-of-interests-policy-updated-october-2020.pdf
- Requests for agreement to travel and expenses will be made in writing to the relevant Executive Officer or Chair of Committee or SIG prior to any expenditure. Agreement will be made in writing. Expenditure will be reimbursed in accordance with BAPEN's Guidance on Expenses for Meetings and Conferences available at https://www.bapen.org.uk/pdfs/policies-and-procedures/expenses-entitlement-04-019.pdf

Eligibility to apply:

- A registered healthcare professional or patient, a BAPEN member and member of one of BAPEN's core professional groups
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the ED&I policy
- ***Specific criteria required for the role***
- The applicant needs to be clinically managing patients with IF.
- The applicant needs to have experience in writing/publishing scientific articles.

Tenure:
The position is for a 3-year term. On discussion with the relevant BAPEN Executive member and with mutual agreement this may be extended for another 1 tenure. Identification of a deputy to deputise and shadow the role for the last year of tenure is encouraged to provide resilience, succession planning and sustainability of the committee/group.

Time commitment:
1-5 hours/week mainly editing documents.

Benefits of undertaking the role:
It provides an exciting opportunity through multidisciplinary working to improve the care of patients with IF (includes parenteral nutrition) in the UK. It allows the chair to be involved in BAPEN council discussions and decision making.

Process of application:
Expressions of interest will be asked from the membership through the Secretariat and Comms Officer. Applications will be considered by the relevant Executive Officer(s), Chair and other officers of the Committee or SIG as appropriate.

Date prepared: September 2024
Date for Review: October 2027