

JD and Spec for Chair of the Nasogastric Tube SIG

Job Title: Co Chair NGSIG

Reports to: BAPEN Exec

Other regular relationships:

Purpose of the role: To lead the NGSIG in its mission to improve patient safety in nasogastric tube care. NG Special interest group (NGSIG) is a special interest group within BAPEN. This multidisciplinary forum for professionals aims to review national and local data including approaches in managing nasogastric tube therapy for the purpose of providing nutrition, hydration and or medication; for example NGT Never Events, policies, protocols and resources.

Once BETA (British Enteral Tubes Alliance) is formed November 2024, NG SIG will report to BETA.

Main duties:

- To provide an opportunity for members to raise awareness of NG safety, debate complex issues and advance practice by collaborative working, research, audit, and engagement with industry.
- 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

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-declaration-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

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 hour per week

Benefits of undertaking the role:

- Develop core skills as a chair
- Develop collaborative working at a national level within an expert group
- Opportunity to influence changes to policies at a national level

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: October 2024

Date for review: October 2027