

BSHI Guidelines Review and Writing

The following document outlines the management of BSHI guidelines and indicates roles and responsibilities:

BSHI Chair:

At the start of their term of office the BSHI Chair may ask the Professional Advisory Group (PAG) chair to convene a writing committee to update (or produce) guideline/s for professionals working within the field of H&I. The BSHI chair may appoint a representative to review the status of specific guidelines to determine if a revision is required during their term of office.

BSHI PAG Chair

The BSHI PAG chair will convene and chair a writing committee to produce guidelines or seek an alternative writing committee chair with expertise within the subject area as required. An appointed writing committee chair must be a BSHI member.

Writing Committee Membership

The writing committee may be formed of both BSHI members and BSHI non-members who have relevant experience in the guideline subject matter. BSHI appointed members of specialist advisory groups and societies will be included and/or consulted within the writing process as appropriate.

BSHI Research Executive

The BSHI RE may convene special interest group (SIG) meetings to facilitate the writing of the guidelines.

Guideline review

To ensure peer review the BSHI Chair and PAG Chair will identify reviewers with appropriate experience. The reviewers should include clinicians with relevant experience.

Joint Guidelines

BSHI may write guidelines in collaboration with other societies – the BSHI chair will determine the suitability of any collaboration and joint guidelines.