

CHAIRPERSON ROLE DESCRIPTION

Scottish Multiple Sclerosis Register
Steering Group
April 2015

Roles and Responsibilities of the Chairperson:

1. Communication

- To be the 'public face' of the audit and promote its activities at every opportunity;
- To be the designated spokesperson for the audit in response to enquiries from the media;
- To liaise with government and professional bodies to ensure that the audit remains aligned with national priority areas; and
- To liaise with Lead Clinicians/ MS nurses as necessary to work with them to ensure appropriate action is taken in response to audit results (at a local, regional or national level) in compliance with governance requirements and to improve performance in relation to MS care.

2. Leadership

- To lead the Steering Group in determining the strategic planning of the audit;
- To co-opt individuals as required to assist in the work of the Steering Group and Sub-groups; and
- To optimise the use of audit data by the MS community through widespread dissemination of its findings and identification of opportunities for presentation and publication.

3. Operational Role

- To provide support to the Project Central Team on an adhoc basis;
- To work closely with the Project Central Team and be available to provide expertise (in a timely manner) whenever it is requested;
- To help the Project Central Team fulfil its administrative function by responding promptly to requests for assistance;
- To oversee and contribute to the writing of the Annual National Report;
- To work with the Project Central Team in planning the Annual National Meeting; and
- To liaise with the Scottish Healthcare Audits Service Manager/ Senior Nurse and National Clinical Co-ordinator on all matters that may impact on the operational activity of the Scottish Multiple Sclerosis Register.