

## GPICS DIVERSITY AND INCLUSIVITY LEAD ROLE PROFILE

<b>Role</b>	Diversity and Inclusivity Lead for the Guidelines for the Provision of Intensive Care Services (GPICS)
<b>Organisation</b>	The Faculty of Intensive Care Medicine (FICM) and Intensive Care Society (ICS)

### ROLE DESCRIPTION

<b>Summary</b>	<p>The Diversity and Inclusivity Lead will join the Editorial Board and will be expected to advise on any matters related to diversity and inclusivity as relevant to GPICS. The Diversity and Inclusivity Lead will work in collaboration with the GPICS Editorial Board (EB), and staff at the FICM providing administrative support.</p> <p>Applicants will have experience of working with multi-professional committees or working groups. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Applicants will ideally have an understanding of diversity and inclusivity, particularly in relation to guideline development processes, working in committees and critical appraisal methods.</p>
<b>Appointment</b>	<p>The Diversity and Inclusivity Lead will be appointed via open recruitment. To make the process proportionate and transparent applicants will be assessed against this Role Profile and will be asked to submit a short expression of interest form with evidence of previous work/ track record of delivery.</p>
<b>Responsibilities</b>	<p>The Diversity and Inclusivity Lead will be supported by the FICM administrative team and the Lead Editors, who are responsible for the overall project management.</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Work with the Editorial Board to ensure diversity and representation among Chapter Authors.</li> <li>• Complete a 'Declaration of Interests' form.</li> <li>• Advise the Editorial board on any matters related to diversity and inclusivity.</li> <li>• Be an active member of the GPICS Editorial Board.</li> <li>• Determine relevance of existing chapters within sections and work with the Editorial Board to identify new chapters.</li> </ul> <p><b>Recommendations and Standards Development</b></p> <ul style="list-style-type: none"> <li>• Review chapter development by the Chapter Authors.</li> <li>• Ensure standards and recommendations are as inclusive as possible.</li> <li>• Provide reasoning for rejecting a proposed change from consultation.</li> <li>• Review the final version of the chapter before sign-off by the GPICS Editorial Board.</li> </ul>

<b>Conditions (e.g. time commitments, length of appointment)</b>	<p><b>Chapter Development</b></p> <ul style="list-style-type: none"> <li>• The Diversity and Inclusivity Lead are expected to attend meeting of the GPICS Editorial Board. <ul style="list-style-type: none"> <li>○ It is expected that the work of the Editorial Board will usually be conducted electronically or occasionally if necessary, meeting in person. In-person meetings will be agreed in advance by the FICM and ICS.</li> <li>○ Once a project is initiated, it is expected that the EB will meet monthly. It is expected that meetings will be held virtually, both for convenience and for sustainability reasons, unless agreed in advance.</li> </ul> </li> </ul> <p><b>Post Publication (Annually)</b></p> <ul style="list-style-type: none"> <li>• Decide whether the recommendations and standards that were originally made are still valid in light of any new evidence uncovered.</li> <li>• Review and sign off suggested changes to GPICS.</li> </ul>
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## PERSON SPECIFICATION

	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Intensive Care as a practising health care professional or experience of health care commissioning (dependant on role in the group).</li> <li>• Experience of being involved in diversity and inclusivity developments and initiatives, especially as it relates to intensive care practice in the United Kingdom.</li> <li>• Credible level of experience of expert committee work or standards setting work in a relevant setting.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Evidence of excellent verbal and written communication skills.</li> <li>• Evidence of time management and working to deadlines.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A detailed knowledge of intensive care and/or intensive care-related health expertise (dependant on role in the group).</li> <li>• Knowledge about health inequalities.</li> <li>• A knowledge of diversity and inclusivity developments and initiatives, especially as it relates to intensive care practice in the United Kingdom.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Clear reasoning for any suggestions made during the chapter development process.</li> <li>• Demonstratable interest for promoting diversity and inclusion.</li> </ul>