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2. To work with the Guidelines and Practice Committee Administrator to ensure agenda, papers and minutes are prepared in support of the committee's work on a timely basis.

Person Specification

Attribute or skill	Essential	Desirable
Specialist expertise in guideline appraisal and/or development	Experience developing regional or national guidelines based on best available evidence. Experience as a member of the BCS Guidelines and Practice Committee and/or the BCS Clinical Standards Committee	