

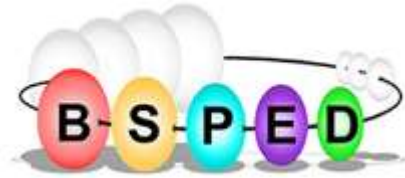


Job Description: Chair of the BSPED Clinical Committee

Job title:	Chair of the BSPED Clinical Committee
Appointment:	Nomination via membership of the BSPED and ballot by Executive Committee
Eligibility:	Must be a clinical member of the BSPED (and see essential criteria below).
Accountable to:	BSPED Executive
Term of office:	Four consecutive years. The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee. The election of a successor should be conducted at the end of the third year of office to allow for a 1 year handover of duties and responsibilities.

ROLE

1. To co-ordinate and delegate the roles and responsibilities of the BSPED Clinical Committee identified in the committee remit:
 - a. To respond and give opinions on matters in clinical paediatric endocrinology and diabetes including ethical issues, and funding of high-cost therapies.
 - b. To play an advisory role in the development of guidelines for optimal management of paediatric endocrine disorders and diabetes.
 - c. To participate in the development and maintenance of audit in paediatric endocrinology and diabetes from a national perspective.
 - d. To ensure adequate representation of paediatric endocrinology and diabetes to the media.
 - e. To increase awareness of therapeutic issues and any possible therapeutic problems, and arrange for national surveillance/audit where deemed appropriate in paediatric endocrine and diabetes practice
 - f. If required, to investigate & disseminate information on any new therapy/problem therapy to the BSPED membership.
 - g. To review and develop the provision of BSPED's information for patients.
 - h. To review the output of BSPED Special Interest Groups.
 - i. To review surveys submitted by BSPED members prior to promotion by the BSPED.
 - j. To co-ordinate peer review of the designated paediatric endocrine centres in the UK (including Northern Ireland).
2. To work with the BSPED Office to convene and report on Clinical Committee meetings, 4 times a year.
3. To attend and chair the Clinical Committee Meetings, 4 times a year.
4. To co-opt additional members of the BSPED (or in exceptional circumstances from other professional organisations) for a limited period and for specific projects only, subject to Executive approval. Input may also be sought from patient support groups.



5. To report to the BSPED Executive Committee, via minutes of the regular Clinical Committee meetings and a yearly short meeting, and present the work of the Clinical Committee and BSPED SIGs at the Annual General Meetings.
6. To participate in the BSPED Awards Committee meeting to select award winners.

ESSENTIAL CRITERIA:

- Must possess strong leadership qualities and experience
- Must possess a broad knowledge of endocrinology and diabetes
- Must have previous experience of chairing a committee
- Must be able to be available for society business and queries on an ad-hoc basis
- Must be currently employed as a senior paediatrician with expertise in paediatric endocrinology and diabetes

All papers and minutes must be treated in strictest confidence.

A committee member must act in the best interests of the BSPED. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.

Second class travel expenses and associated costs outside of the BSPED Annual Meeting will be met by the BSPED.