



### **Job Description: BSPED Nurse Officer**

Job title:	BSPED Nurse Officer
Appointment:	Nomination via membership of the BSPED and ballot by Executive Committee
Eligibility:	Must be a nurse member of the BSPED.
Accountable to:	Chair of the BSPED Clinical Committee
Term of office:	Three consecutive years. Term may be extended by one year at the discretion of the Clinical Committee Chairman with agreement of the Executive Committee.

#### **ROLE**

1. To fulfil the role of Nurse Officer through the following;
  - a. Sit on the BSPED Clinical Committee
  - b. Represent nurses in the development and review of guidelines
  - c. Provide input into the peer review programme
  - d. To help in the development of any relevant clinical resources (e.g. patient information leaflets)
  
2. To undertake the responsibilities of the BSPED Clinical Committee identified in the Terms of Reference:
  - a. To respond and give opinions on matters in clinical paediatric endocrinology including ethical issues, and funding of high-cost therapies
  - b. To play a leading role in the development of guidelines for optimal management of paediatric endocrine disorders.
  - c. To participate in the development and maintenance of audit in paediatric endocrinology from a national perspective
  - d. To work with BioScientifica to ensure adequate representation of paediatric endocrinology to the media
  - e. Increase awareness of therapeutic issues and any possible therapeutic problems, and arrange for national surveillance/audit where deemed appropriate in paediatric endocrine practice
  - f. If required, investigate & disseminate information on any new therapy/problem therapy to the BSPED membership through the BSPED Office.
  
3. To attend Clinical Committee meetings, 4 times/year. Committee members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any committee member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances.

All papers and minutes must be treated in strictest confidence

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

Second class travel expenses and associated costs will be met by the BSPED.