



### **Job Description: BSPED Diabetes Officer**

Job title:	BSPED Diabetes Officer
Appointment:	Nomination via membership of the BSPED and ballot by Executive Committee and Clinical Committee Chair.
Eligibility:	Must be a clinical member of the BSPED with an interest in diabetes.
Accountable to:	Chair of BSPED Clinical Committee
Term of office:	Three consecutive years. Term may be extended by one year at the discretion of the Clinical Committee Chair, with agreement of the Executive Committee.

### **ROLE**

1. To fulfil the role of Diabetes Officer through the following;
  - a. Respond to any diabetes related queries received by the BSPED and other organisations.
  - b. Play a leading role in the development/endorsements of diabetes guidelines, policies and audits
  - c. Sit on the BSPED Clinical Committee
  - d. Update the BSPED Clinical Committee on any projects that would be of relevance from other groups (ie. ACDC, Diabetes UK, JDRF, ABCD, national networks)
  - e. Update on projects and initiatives being undertaken by the (national) paediatric diabetes networks
  - f. Update BSPED diabetes guidelines
  - g. Respond to diabetes related policies as stakeholder
  - h. Attend APPG Diabetes on behalf of BSPED
  
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 and diabetes including ethical issues, and funding of high-cost therapies.
  - b. To play a leading role in the review and development of position statements, guidance documents and 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 and diabetes 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  
Face to face meetings and travel requirements dependant on COVID-19 restrictions.

**BSPED Secretariat**  
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Charity No: 283986

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