



### **Role profile: BSPED Digital and Information Officer**

Role title:	BSPED Digital and Information 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.
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 Chair with agreement of the Executive Committee.

### **ROLE**

1. To fulfil the role of Information Officer through the following;
  - a. Sit on the BSPED Clinical Committee
  - b. Develop the presence of the BSPED across the BSPED X (Twitter) and Facebook social media platforms and post timely updates as appropriate, including information regarding committee vacancies.
  - c. Review the BSPED website and Explain.me.uk from time to time to ensure that the content is accurate, up-to-date and appropriate for its audience, liaising with the BSPED secretariat at least bi-annually to make any updates
  - d. Manage the BSPED's involvement in public engagement events should the need arise.
  - e. Meet with the BSPED Executive Committee at the Annual Meeting to update them on activities and for their oversight of the role.
  - f. Be required on occasion to respond to media enquiries or public enquiries, in liaison with the Executive Committee or on their behalf in their absence.
2. To contribute to 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 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).
- 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.