



Job Description: BSPED Peer Review Officer

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| Job title: | BSPED Peer Review 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 Peer Review Officer through the following;
 - a. Sit on the BSPED Clinical Committee
 - b. Advise on the strategy for the Peer Review process and lead on its implementation
 - c. Provide direction and guidance for administrative support team and organise 3-4 peer reviews each year
 - d. Liaise with lead reviewer to review and approve final review reports.
 - e. Recruit reviewers, provide guidance and training to new reviewers and the centres being reviewed
 - f. Update peer review documentation as required
 - g. Work with the secretariat to ensure results of peer review added to members area of website
 - h. Prepare and present report to executive committee and at BSPED AGM

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 development of and consultation on guidelines and standards 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 work with BSPED Office to ensure adequate representation of paediatric endocrinology and diabetes to the media.
 - e. To work with BSPED Office and ensure that the relevant sections of the website are kept up to date, including the patient resources sections.
 - f. 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
 - g. If required, investigate & disseminate information on any new therapy/problem therapy to the BSPED membership.
 - h. Review the SIG reports annually and summarize their activities as part of the Clinical Committee report to the AGM. Any reporting concerns can be escalated to the Executive Committee.
 - i. Have oversight of the BSPED peer review programme, via the Peer Review Officer.



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, but most meetings are conducted online.