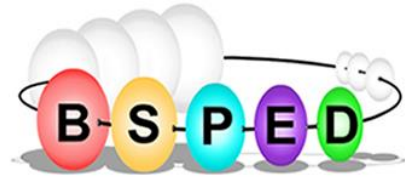


### **Job Description: BSPED Clinical Guidelines Officer**

Job title:	BSPED Clinical Guidelines 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 Clinical Guidelines Officer through the following;
  - a. Sit on the BSPED Clinical Committee.
  - b. Respond to any clinical guideline related queries received by the BSPED.
  - c. Consider and prioritise requests for new guidelines from the BSPED membership.
  - d. Oversee the development of any new clinical guidelines in paediatric endocrinology and diabetes, in accordance with the agreed BSPED policy for guideline development.
  - e. Liaise and support guideline authors and update the Clinical Committee.
  - f. Facilitate the internal and external peer review of developed guidelines according to the BSPED's policy.
  - g. Ensure the review of all BSPED guidelines every 3 years and review that guidelines are up to date on the website prior to every clinical committee meeting held every 3-4 months.
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.

Applicants should send their CV including photo, together with a 200 word covering letter supporting their suitability for the position. All documents should be submitted electronically to the [BSPED Office](#) by **15 February 2024**.