

## **Research and Service Improvement Projects Working Group Remit**

November 2024

### **Purpose of the group**

To ensure that all aspects of Clinical Research and Service Improvement Projects for the Society are discussed and actions are developed to continue the work of the Clinical Committee outside the three annual meetings.

### **Objectives**

Identify short and medium-term specific outcomes, including milestones, that the working group should set out to achieve

Expert opinion on the necessary Society activities that fall under this remit, maximising impact with the available resource.

Identify long terms outcomes relating to research and service improvement projects (with measures) that the Clinical Committee should be striving towards

### **Outcomes**

- To facilitate better oversight of the research and service improvement projects within the Society
- To give underrepresented areas of Endocrinology the opportunity to have a voice in relation to research and service improvement
- To utilise expertise outside of the Clinical Committee membership

### **Composition**

- Chair 1-2 members of Clinical Committee.
- Members: Up to 10 of the Society, including at least 1-2 other members of Clinical Committee, recruited via an open call to the Society's membership. The composition of this group will be balanced in terms of geographical location, gender and professional expertise. Included within this group should be representatives of all four nations, plus at least two members who work in DGH locations. All members of this group should be current Society members, including the 1-2 other members of the Clinical Committee.

### **External advisors:**

Additional expertise may be sought from other professionals as required.

### **Duration of service**

Chair(s) will serve for the duration that they are on Clinical Committee, and will have the opportunity to continue as a member for 2 additional years following this.

Members will serve on the working group for 3 years.

### **Reporting**

The Working Group will report its working to Clinical Committee via the chair through a written and verbal report at each Clinical Committee meeting

### **Meetings:**

Virtual meetings held 2 times per year for 1-2 hours at the discretion of the Chair(s) in May and September (prior to Clinical Committee Meetings)

### **Remit**

The group should address, but not be limited to, the following areas:

- Review Research Project and/or Service Improvement Project Proposals
- Society's Real World Data Registry projects
- Review surveys application forms from the membership for distribution of their survey via the Society
- Review the ongoing projects of the Society to ensure goals and milestones are met
- Propose new research or collaboration projects for the Society to undertake
- Provide additional support for any of the Project Steering Groups if required

### **Expected outputs**

A report summarising findings and recommendations to be delivered to Clinical Committee prior to each meeting.

### **Secretariat**

Clinical Programme Manager, SfE

Clinical Programme Officer, SfE

### **Additional notes**

- The group should consult as broadly as they feel necessary e.g. across the whole membership or with expert individuals
- All papers and minutes must be treated in strictest confidence
- All members must act in the best interest of the Society; any potential conflicts of interest should be declared.