

Clinical Update Lead Convenor job description

Clinical Update is an annual three day residential event aimed at specialist registrars and newly appointed consultants. The Lead Convenor has a key role in working with the Clinical Update strand convenors to organise and deliver the scientific programme.

Over a three-year period, the programme delivers lectures and interactive workshops and covers the endocrinology components of the national curriculum in endocrinology and diabetes issued by the Joint Royal Colleges of Physicians Training Board. It provides excellent preparation for the Federation of Royal Colleges of Physicians' Specialty Certificate Examination in Endocrinology and Diabetes and focusses on discussing best clinical practice based on day-to-day case scenarios.

The event runs as part of the Society for Endocrinology Endocrine Academy and parallel to Endocrine Nurse Update. Nurse delegates join Clinical Update delegates at plenary lectures and during catering breaks. During the workshops, nurses attend their own parallel sessions.

Term of office: 3 years (3 events)

Key responsibilities:

- Take overall academic responsibility for the programme setting process each year. The programme comprises lectures and interactive workshops with the latter being organised by the strand convenors.
- Before the event, work with the strand convenors to select suitable cases for presentation during the workshops; the cases are submitted by prospective delegates and should consist of regularly encountered issues.
- Workshops are for around 50 delegates, each targeted to a specific topic on the curriculum. They are repeated 5 times over 3 days and should be as interactive as possible.
- Contribute to wider Society discussions about the development of the event and the wider portfolio of training offered to members.

Required input

- Attend the whole event and its associated social events to enable networking
- Provide a short introduction and closing talk at the beginning and end of each Clinical Update programme
- Chair the plenary lectures or select an alternative

- Chair 1-2 meetings of the programme organising group promoting full participation of convenors (these meetings are normally held during Clinical Update or online).
- Respond in a timely manner to Clinical Update business conducted by email.
- Promote and act in the best interests of the Society at all times.
- Attend 2 meetings of the Events and Training Committee to contribute to the development of the wider portfolio of training offered to members

Required skills

- Understanding of the challenges faced by clinical members of the Society.
- Understanding of the national curriculum in endocrinology and diabetes.
- Ability to effectively lead small-group case-led teaching workshops
- Ability to listen to different perspectives and to challenge ideas constructively.
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity and unconscious bias.

Relationship to Society office

The office handles all the administration associated with event and its scientific programme.

The Society will cover the costs associated with your registration and accommodation and economy travel to and from the event. Reimbursement of your economy travel to and from the event will be made upon submission of an expense claim form with associated receipts.