

## **Clinical Interdepartmental Peer Review Lead role description**

**Term of Office:** four years (including first year as Chair-Elect)

**Reporting to:** Clinical Committee

### **Responsibilities**

- The Clinical Lead has a key role in ensuring strategic planning / regularly reviewing the scheme, standards, processes, roles and responsibilities to ensure the maximum efficiency/impact, drawing in expertise of other members when required via working party if necessary
- The Clinical Lead will work closely with the Society's Peer Review Lead to deliver the Peer Review's strategic aims –to raise the standard of patient care and to promote good clinical practice in all centres across the UK.
- Ability to network across the UK to promote the purpose and importance of the Peer Review programme
- Approach prospective centres, as the lead clinician to confirm the requirements from a clinical point of view and hold conversations with prospective centres that have approached SfE to be review to ensure that the Peer Review process is the right decision for the centre and networked with other appropriate centres.
- Undertakes to respond to Peer Review related emails in a timely way so as not to delay decisions/process and to copy relevant Society staff in on any emails sent direct from their email account
- Be an advocate for and represent the Society at external meetings and events where they are talking about Peer Review

### **Required input**

- Work together with Society staff to agree forward planning and action points to ensure a minimum of 3 peer reviews per annum are complete
- Be available for email consultation, and regular (4-6 weekly) discussions with Society staff
- The Clinical Lead role is a co-opted member of the Clinical Committee and as such reports into the Clinical Committee and is required to attend at least one Clinical Committee meeting per annum
- Update the committee regarding all peer review business either verbally or by written report to all meetings of the clinical committee
- Advise Clinical Committee regarding peer review, including proposing policies and implementation of approved activities
- Promote and act in the best interests of the Society at all times
- Ensure that Clinical Committee is kept informed and is consulted where appropriate

### **Required skills**

- Understand the entire Peer Review process, and be familiar with Peer Review Standards, Clinical reviewer & Nurse reviewer responsibilities
- Be an experienced endocrinologist with established experience as a predominantly endocrine focused consultant
- Additional experience in service development roles or networking roles is desirable
- Have experienced and have been actively involved in the Peer Review process within a reviewed centre
- Ability to listen to different perspectives, challenge ideas constructively and make timely decisions that support the development of Peer Review and the Society's objectives.
- Be impartial (when appropriate), fair, seek a range of opinions and respect confidences
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity and unconscious bias