

## Clinical Committee remit

Updated July 2014, January 2015, May 2019, December 2021, June 2023, July 2024

**Up to three meetings per year**

### Composition

Chair:	<p>The Chair is a clinical member of the Society for Endocrinology, elected via application and membership ballot</p> <p>The Chair is, ex officio, a member of Council</p> <p>Vacancies will be openly advertised to all Voting Members; If the number of applications exceeds the number of vacancies, an election is held within the membership. At the annual general meeting the names of the duly elected candidates is declared.</p>
Elected members:	<p>Up to 14 in total, of which 2 are trainee members</p> <p>Recruited via application and committee ballot to include:</p> <ul style="list-style-type: none"><li>• clinically and scientifically active members who are interested in the endocrine community, including consultants and trainees (2), from all locations</li></ul>
Ex officio Members:	<p>Nurse Committee Representative</p> <p>Early Career Events and Training Lead</p>
Co-opted members:	<p>Up to 3 Awardees on the Leadership &amp; Development Awards Programme</p> <p>The Chair may co-opt additional members for a limited period and for specific projects only or to represent related areas in paediatrics, clinical biochemistry, NIHR, , CRG liaison, Peer Review Lead, representative from the UEMS and Society representative to the JRCPTB (SAC) Endocrinology and Diabetes, subject to Council approval. Input may also be sought from patient support groups.</p>
Quorum:	9 Elected members
<b>Duration of service</b>	
Chair:	4 years. The first year of which shall be in a 'Chair-elect' capacity, during which they have full voting rights.
Elected members:	4 years

Ex officio members:	Co-terminal with office
Co-opted members:	Duration as agreed by Council (see above)
Career breaks:	All members of the Committee will have the option to automatically extend their term to make up any time they have had away from the Committee due to a career break.

## Reporting

The Clinical Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

## Remit

### 1. Clinical Practice and Governance

- a. To respond and give opinions on matters in clinical endocrinology including ethical issues and funding of high-cost therapies
- b. To play a leading role in the development of guidelines for optimal management of endocrine disorders
- c. To participate in the development and maintenance of audit in endocrinology from a national perspective
- d. To support development of patient information leaflets
- e. To develop position statements to support clinical management

### 2. Clinical Research

- a. To support the Society's research, service provision and real world data registries programme; recommending which project(s) should be officially adopted as Society for Endocrinology project(s) and to monitor their progress
- b. To support clinical and translational research activities of SfE members by encouraging collaborative clinical research networks to enhance chances for endocrine research projects
- c. To increase the competitiveness of endocrine researchers in obtaining major national and international grant funding
- d. To highlight endocrine-focused grant opportunities and calls for clinical/translational endocrine research

### 3. Clinical Education, Training and Career Development – Recruit and Retain the Best

- a. To inspire and attract undergraduate and early postgraduate students and trainees to a career in Endocrinology
- b. To encourage clinical trainees to undertake research training and support the career development of young clinical academics
- c. To ensure appropriate clinical training and education in endocrinology and diabetes by providing input and representation to the SAC of the JRCPTB and the Events and Training

#### Committee

- d. To provide input on symposia and other conference sessions to the Programme Committee (including the secondment of a Programme Advisor to the SfE Programme Committee) and suggestions for other Society events and training, via the Events and Training Committee
- e. To make nominations for the Society's medals and for the CEJF Lecturer and CEJF Visiting Professor

### **Secretariat**

Clinical Programme Manager

Director of Membership Engagement as required

Chief Executive as required

### **Additional notes**

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this committee should follow the principles of the Society's Diversity policy
- 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
- Each new committee member will be issued with a job description and remit of the committee, together with the last three sets of meeting minutes
- All committee members need to be paid up members of the Society
- All papers and minutes must be treated in strictest confidence
- All committee members must act in the best interest of the Society. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion
- Expenses cannot normally be claimed if a committee meeting is held adjacent to, during or on the same day as an SfE event. Ex officio members on this committee have full voting rights. Co-opted members shall not be entitled to vote
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council
- Wherever possible, retiring committee members should not stand for immediate re-election
- Committee membership should represent key areas of interest and geographical spread; the application form encourages members in under-represented areas to apply
- Vacancies are publicised to all Society members. If the number of applications exceeds the number of vacancies, a ballot is held within the committee
- Committees should ensure they are meeting their remits and are monitoring effectiveness
- Committees should define the skills they require from Committee members and strive for increased

diversity to maximise effectiveness

- Positive action should be used to recruit underrepresented groups into shortlists (e.g. geography, member type, type of institution, particular skills)
- The Committee may convene time-bound sub-groups (known as 'working groups') to further investigate areas within the Committee's remit. Any such group will have separate, specific remits and will report directly to the Committee. Working groups are composed of members of the parent committee.