

Nurse Committee remit

Updated July 2015, June 2016, September 2019, December 2021, June 2023, July 2024

Up to three meetings per year

Composition

Chair:	<p>The Chair is a 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. All applicants must meet most or all of the job description essential requirements.</p>
Elected members:	<p>Up to 10, recruited from the membership via application and committee ballot and representing a good spread, where possible, of therapeutic areas.</p>
Ex officio members:	<p>1 member of the Clinical Committee</p> <p>Early Career Events and Training Lead</p>
Co-opted members:	<p>The Chair may co-opt up to 3 additional Society members by invitation only for a limited period and for specific projects only or to represent related areas subject to Council approval. The Chair may invite additional stakeholders if and when additional external expertise is required subject to Council approval.</p> <p>Input may be sought from the Royal College of Nursing</p>
Quorum:	<p>4 Elected members</p>

Duration of service

Chair:	<p>4 years. The first year of which shall be in a 'Chair-elect' capacity, during which they have full voting rights.</p>
Elected members:	<p>4 years</p>
Ex officio members:	<p>Co-terminal with term of office</p>
Co-opted members:	<p>Duration of specific project as agreed by Council (see above)</p>
Career breaks:	<p>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.</p>

Reporting

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

Remit

1. Clinical Practice

- a. To play a leading role in the development of guidance and competency frameworks to raise standards and deliver optimal care to patients with endocrine disorders
- b. To support endocrine nurses with NMC revalidation
- c. To raise the standard of clinical care through research and audit; by acting as a resource, encouraging participation of the nurse community in research, and identifying research funding sources.
- d. To play a leading role in pharmacovigilance and the reporting of pharmaceutical drug supply and related issues
- e. To provide a reference source for medical and nursing colleagues

2. Clinical Training and Education

- a. To run a programme of national nurse educational meetings, including the annual Endocrine Nurse Update meeting and the nurse sessions at the SfE BES conference
- b. To provide input to the Events and Training Committee
- c. To play a leading role in international nurse education by providing input into the programmes of international endocrinology meetings (e.g. ICE, ECE, ENDO) and via founding membership of F.I.N.E. (Federation of International Nurses in Endocrinology) and via collaborations with paediatric nurse networks
- d. To assess endocrine nurses' needs at different career stages and provide topic and speaker suggestions for virtual Society events

3. Raising the Profile of Endocrine Nursing

- a. To play a leading role in the promotion of endocrine nursing; i) to nurses, as an attractive career pathway and ii) to NHS Trusts, as an essential position for recruitment within the clinical team
- b. To be ambassadors for the Society for Endocrinology and play a leading role in encouraging nurses to become Society members and to attend Society events
- c. To maintain and further develop the nurse area of the Society's website; providing the go-to place for endocrine nurse networking, news and professional support
- d. To submit nominations/applications on behalf of individuals and teams to Nursing and Healthcare Awards (e.g. Nursing Times Nurse of the Year and Team of the Year Awards)
- e. To encourage and support the endocrine nurse community to publish research and opinion articles in journals and to present at conferences.
- f. To provide articles and opinion columns for the Nurses News section of The Endocrinologist magazine

- g. To represent the Nurse Committee's interests on the Society's Clinical and Public Engagement Committees and the Corporate Liaison Committee

Secretariat

Clinical Programme Officer

Clinical Programme Manager

Director of Membership Engagement (as required)

Chief Executive may attend meetings

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
- New committee members 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
- 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.