



## **BSPED Paediatric Endocrine Nurses Representative**

Job title:	BSPED Paediatric Endocrine Nurses (PENS) Representative
Appointment:	Self-nomination or via member of the BSPED and ballot of the Executive Committee and incumbent Nurse Rep
Eligibility:	Must be a paediatric endocrine nurse member of the BSPED
Accountable to:	Chair of the BSPED Executive Committee and Chair of the Programme Organising Committee
Term of office:	Three consecutive years. Term may be extended by one year at the discretion of the Executive Committee.

**Note: this role can be shared between two representatives.**

### **Role:**

- To be responsible for the content of the Nurses programme at the BSPED Annual Meeting, selecting relevant topics and speakers.
- To be responsible for the Endocrine Nurses' AGM, held on site at the BSPED Annual Meeting.
- To contribute to the assessment of abstracts for the BSPED Annual meeting.
- To be responsible for the BSPED Paediatric Endocrine and Diabetes Nurse and Allied Health Professionals Award, ensuring it is fit for purpose and that applications are assessed fairly and appropriately.
- To be a central point of contact for the PENS community, keeping nurses updated on key information from the BSPED and other relevant bodies, including providing relevant content for the BSPED newsletter and website.
- To report back to the Executive Committee once a year on activities, progress and discussions.
- To update BSPED members at the BSPED AGM.

### **Meetings**

The Programme Organising Committee (POC) will meet monthly with the Professional Conference Organisers via teleconference for evaluation and planning and it is hoped that the PENS Rep can attend approximately half of these meetings. The POC also meets once face to face at the end of the conference or afterwards virtually, for immediate evaluation and handover. There will also be one abstracts marking meeting to attend.