



Role profile: BSPED CME Officer

Role title:	BSPED CME Officer
Appointment:	Nomination via membership of the BSPED and ballot by Executive Committee.
Eligibility:	Must be a clinical member of the BSPED and a consultant.
Accountable to:	Executive Committee and POC
Term of office:	Three consecutive years. Term may be extended by one year at the discretion of the Executive Committee.

Remit

- To organise and facilitate (supported by Professional Conference Organiser) the BSPED's annual Continuing Medical Education (CME) Day, which is held on the first day of the BSPED Annual Meeting. This day is primarily aimed at trainees, but is now attended by a variety of members with differing educational needs and is an integral part of the BSPED meeting.
- To be a member of the Programme Organising Committee for the BSPED Annual Meeting, attending quarterly meetings and developing the CME Day programme.
- To organise the endocrine component of the RCPCH meeting each year.
- To provide the Executive Committee with any relevant feedback and ideas relating to the training and development of paediatric endocrine and diabetes trainees and to meet with the Executive Committee annually.
- To report back to the Executive Committee once a year on activities, progress and discussions.
- To report back to the membership at the Annual General Meeting.

Meetings

- The Programme Organising Committee (POC Chair + Current convenor + Previous convenor + Next convenor + Nurse Rep + CME Officer + Executive Committee member) will meet monthly with the PCO via teleconference for evaluation and planning and once at the end of the conference for immediate evaluation and handover.
- One abstract marking meeting.
- Once per year for 10-15 minutes with Executive Committee.
- Other meetings with the RCPCH may be necessary.