

Nurse Committee remit – updated 2009, 2010, 2012, June 2013, July 2014, July 2015, June 2016

Three meetings per year

Composition

Chair:	The Chair is either a member or a past member of the Nurse Committee, elected via committee member nominations and committee ballot, ratified by Council.
Full members:	Up to nine, recruited from the nurse membership via member nomination and committee ballot and representing a good spread, where possible, of therapeutic areas.
Ex officio members:	One member of the Clinical Committee
Co-opted members:	The Chair may co-opt additional members for a limited period and for specific projects only or to represent related areas subject to Council approval. Input may be sought from the Royal College of Nursing
Quorum:	4 Full members

Duration of service

Chair:	4 years
Full members:	4 years
Ex officio members:	Co-terminal with term of office
Co-opted members:	Duration of specific project as agreed by Council (see above)

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 SfE Programme 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 play a leading role in the development of the existing SfE Certificate of Adult Endocrine Nursing into a University accredited, level 7 work-based learning module (WBL) and to provide continuing expert advice as required.
 - e. To support endocrine nurses with portfolio development for the WBL module
 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 Board

Secretariat

Research & Professional Practice Manager
 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
- 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
- Ex officio members on this committee have full voting rights

- 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 nomination form should encourage members in under-represented areas to apply