

**APPLICATION FOR AFFILIATION APPROVAL BY THE SOCIETY FOR ENDOCRINOLOGY**

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| Patient Support Group name: |  |
| Registered Charity No: (if applicable) |  |
| Applicant name: |  |
| Position held: |  |
| Email: |  |
| Phone no: |  |
| To qualify for support by the Society (see Guidelines), the Patient Support Group must meet all of the following criteria:  Please explain and provide evidence where possible. | |
| Have a clear endocrine remit: must be actively catering for patients with Endocrine conditions **Y/N**  Must be providing patient support and information (e.g. informative website, patient information resources, telephone helpline etc.)**Y/N**  Must be in alignment with National/International Guidance and Society for Endocrinology policies (<https://www.endocrinology.org/about-us/our-policies/> ) **Y/N**  Must have less than 10 full time staff (or 10 full time equivalent) **Y/N**  Have evidence of a constitution and, where practical, charity registration. Recently established organisations should supply details of their plans to set up a constitution and, if appropriate, to apply for charitable status. **Y/N**  Demonstrate evidence of good practice, particularly in regards to training, quality control and governance processes such as confidentiality, secure networks and managing complaints. All Patient Support Groups will be expected to have a governing document. **Y/N**  Evidence of adherence to GDPR e.g. data protection policy in place and adherence to the Charity Commissions regulations (if registered as a charity).**Y/N**  Have good productivity in terms of the type and quantity of support provided compared to the size of the organisation **Y/N**  Have an annual income of less than £1,000,000 **Y/N**  Have a national remit to offer patient support over the whole of the UK **Y/N**  Have a named medical advisor(s) who is a Society Member, and/or be approved by the Society’s Clinical Committee **Y/N** | |

Signed …………………………………………………….. Date …………………

(On behalf of the Patient Support Group)

**Please note**: All applications will require approval by the Society’s Clinical Committee. The decision of the Clinical Committee is final and not subject to appeal. In the event of your application being unsuccessful, we are unable to provide feedback.

Please email your completed form to [psg@endocrinology.org](mailto:enquiries@endocrinology.org)