

Society-Affiliated Patient Support Groups

Affiliate approval policy

Updated February 2024

The Society for Endocrinology is a UK-based membership organisation representing a global community of scientists, clinicians, nurses and associated professionals who work with hormones. As well as educating scientists, clinicians, nurses and associated professionals, we take an active interest in the welfare of patients with endocrine conditions, and in ensuring that those who support them, whether Healthcare Professionals or Patient Support Groups, have access to high quality training and information.

Society-affiliated Patient Support Groups

The Society supports a number of affiliated Patient Support Groups to carry out their work, in a number of ways:

- **Regular virtual meetings** to facilitate sharing of ideas and good practice between groups
- **Listing on Society webpages** to raise the profile of the Group amongst Society members
- **Free exhibition stand at selected Society events (subject to availability)** - to facilitate communication between Healthcare Professionals and affiliated Patient Support Groups. *(More details below).*
- **Eligible to apply for a Society Outreach Grant.** Competitive grant funding for members and patient support groups for outreach activities aimed at patients or the public. *(More details below).*

Patient Support Groups may apply to become an affiliated Group if they can demonstrate that they meet the following eligibility criteria:

- Have a clear endocrine remit; must be actively catering for patients with endocrine conditions
- Have a national remit to offer patient support over the whole of the UK
- Have a named medical advisor(s), who is a current Society Member, and/or one which is approved by the Society's Clinical and Nurse Committee
- Must be in alignment with National/International Guidance and Society for Endocrinology policies (<https://www.endocrinology.org/about-us/our-policies/>)
- Must be providing patient support and information
- Must have less than 10 full time admin staff (or 10 full time equivalent)
- 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.
- Have evidence of good practice, particularly as regards training and 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.
- Have good productivity (type and quantity of support provided) compared to the size of the organisation
- Have an annual income of less than £1,000,000

Applications for affiliated status, are subject to Clinical and Nurse Committee review and approval. In the case of disagreement a closed ballot will be held and a majority vote will be needed for approval. The decision is final and not subject to appeal. Affiliated Patient Support Groups will be asked to review their applications and apply for renewal of their affiliated status every three years. Details on how to apply for affiliated status can be found online <https://www.endocrinology.org/outreach/patient-support/>

Guidelines for Society-Affiliated Patient Support Groups at Society Events

One of the Society's long-term objectives is to facilitate communication between affiliated Patient Support Groups and Healthcare Professionals. To do this, the Society offers a number of exhibition spaces free of charge at Society events to affiliated Patient Support Groups.

Events currently included are:

- Society for Endocrinology BES conference
- Society for Endocrinology Endocrine Academy (Clinical Update and Endocrine Nurse Update)
- Society for Endocrinology National Clinical Cases Meeting

Procedure for allocation of free stands

At each Society event there is limited exhibition space. Exhibition space is in high demand and priority must be given to sponsoring organisations according to their level of sponsorship.

Affiliated Patient Support Groups will be invited to attend Society events as follows:

1. A schedule of events over the calendar year will be distributed to Patient Support Groups via email
2. A reminder will be sent out prior to each event to all Patient Support Groups who will be requested to express their interest in exhibiting at the event to the events team
3. Patient Support Groups may provide inserts in delegate bags at events (excluding SfE BES) provided materials are received by the specified date. Inserts should normally consist of a single booklet or 2 sides of A4. Please note that the Society cannot assist with printing and postage costs. Inserts must be received at the Society office two weeks before the start of the event
4. The Event Managers will allocate exhibition space for sponsoring and affiliated organisations, and Patient Support Groups. If the number of Groups who would like to exhibit is higher than the number of stands available, Groups will either be asked to share stands, or attend on different days of the event, depending on the best solution for each individual event
5. The Events Team will advise Groups on their allocated space one month before the event, together with other logistical details. The standard terms and conditions for exhibitors will apply.

Procedure for sponsoring sessions at the SfE BES conference

Patient Support Groups are eligible to sponsor sessions at the Society for Endocrinology BES conference at no charge and will be acknowledged in the programme book. Please be aware that Patient Support Groups have no control over the content or the speakers for their allocated session. The procedure for sponsoring sessions is as follows:

1. Patient Support Groups will be invited to choose a maximum of three sessions they would like to support.
2. From the replies received, the Society will allocate sessions accordingly. Each Patient Support Group will be allowed to support a maximum of one session (which may be jointly sponsored). The Society's decision is final and will also take into account any commercial sponsorship a session has attracted, which may exclude it from affiliation with other organisations.
3. If feasible, the Patient Support Group may be allocated a table outside the room where the session is taking place to display literature and a roll-up banner if desired.
4. Patient Support Groups will be acknowledged on a holding slide within the session venue. The session Chair will also be asked to acknowledge the supporting group in the opening address

Attending scientific sessions at the SfE BES conference

At the SfE BES conference, Patient Support Group representatives are welcome to attend any session as a guest of the Society with observer status. This means that they are only able to contribute to appropriate discussion if invited by the Chair.

Society Grants (NEW)

As part of the Society for Endocrinology's 2023 strategic review, we have adapted our grants portfolio to ensure that we are effectively meeting the funding needs of our members post-pandemic, supporting members at all career stages, and operating a transparent application and award process. Our new grants portfolio has 4 grant types and **affiliated Patient Support Groups are eligible to apply for the Outreach Grant**.

A new dedicated Grants Panel will mark applications and award grants based on merit, within the financial parameters set by the Society's Council of Trustees.

There will be three deadlines per year and applications for all four grant types will be accepted at each deadline. **Grants will not be awarded retrospectively**. Applicants will be informed of results approximately 7 weeks after the application deadline.

Brief details of the Outreach Grant are below, but for up to date information and deadlines, please refer to the website <https://www.endocrinology.org/grants-and-awards/grants/outreach-grant/>. If you have questions or would like to discuss your application in advance, please email grants@endocrinology.org

Outreach Grant

Scope

Funding is available for Society members and **Society affiliated patient support groups for outreach activities aimed at the public or patients to help to engage more people with endocrinology and its impact**. The scope for this grant is wide. For example, applications could be for funding to support public engagement activities and resource development; **patient engagement and support activities**; scoping Public and Patient Involvement (PPI) before a research study; for Endocrine Ambassadors to pay for speaker travel expenses for a member recruitment event; **for affiliated Patient Support Groups to travel to exhibit at a Society event**. Society members and Society affiliated patient support groups may submit joint applications, if desired.

Indicative values

It is anticipated that the maximum award would be for small grants of up to £750, however, requests for smaller amounts are actively encouraged as these enable more initiatives to be supported (e.g. travel expenses which may be under £100).