

TERMS OF REFERENCE

1. Scottish Paediatric Endocrine Group (SPEG) Network Transition Group

2. Reports to

Scottish Paediatric Endocrine Group (SPEG) Network Steering Group

3. Project Objective

To deliver the network objectives on transition between paediatric and adult endocrinology services.

4. Roles and Responsibilities of Group

- To develop clinical and patient and family information leaflets on transition
- To develop a Transition Framework document to support services to establish and deliver an equitable service across NHS Scotland
- To consider training requirements for transition services in Scotland and deliver as required

5. Membership

NAME:	JOB TITLES:	ORGANISATION/ DIVISION:
Mr Stephen Bowhay	Lead Clinical Pharmacist	NHS Greater Glasgow and Clyde
Dr Amalia Mayo	Consultant Paediatrician (Lead Clinician)	NHS Grampian
Dr Colin Perry	Consultant Endocrinologist	NHS Greater Glasgow and Clyde
Mrs Jennifer Roach	Paediatric Endocrine Nurse Specialist	NHS Lothian
Dr Guftar Shaikh	Consultant Paediatric Endocrinologist	NHS Greater Glasgow and Clyde
Dr Rohana Wright	Consultant Physician	NHS Lothian

The following members need not attend meetings but will be copied into all meeting papers:



Chair
 Chief Executive
 Director

Professor Elizabeth Ireland
 Colin Sinclair
 Fiona Murphy

*NHS National Services Scotland is the common name of the
 Common Services Agency for the Scottish Health Service*

NAME:	JOB TITLES:	ORGANISATION/ DIVISION:
N/A		

6. Chair

Dr Rohana Wright, Consultant Physician, NHS Lothian.

7. Decision Making

Recorded as minutes and action notes and shared at Steering Group meetings.

8. Frequency of Meetings

Three times per year

9. Papers

All papers and the agenda will be sent to members 5 working days in advance of the meetings. Agenda items/papers to be submitted to the Chair not less than 10 working days before each meeting, to enable Agenda Planning. Items of urgent business arising after this time will be accommodated with the agreement of the meeting. A minute of the meeting and action log will be issued to members not later than 10 working days following meeting.

10. Lifespan

In line with network designation.

Terms of Reference Agreed: Dr Rohana Wright

Date: 28th February 2019