# TERMS OF REFERENCE

1. **Title**

Scottish Paediatric Endocrine Group (SPEG) – Clinical Guidelines subgroup

1. **Reports to**

SPEG Steering Group

1. **Project Objective**

To develop and review SPEG network clinical guidelines ensure the delivery of evidence-based practice and equity of access to high quality care across the paediatric endocrine community in NHS Scotland to reduce harm and unwarranted variation.

1. **Roles and Responsibilities of Group**
* To develop clinical guidelines to ensure best practice and standard treatment across the paediatric endocrine community
* To review and amend clinical guidelines as appropriate, in line with the National Services Division guidance on clinical guidelines
* To scope emerging requirements and develop new guidelines as required
* To collaborate with relevant networks and organisations in the joint development of clinical guidelines
1. **Membership**

| **Name** | **Job Title** | **Organisation/Division** |
| --- | --- | --- |
| **Jill Gibb** | Paediatric Endocrine Nurse | NHS Tayside |
| **Sabine Grosser** | Consultant Paediatrician | NHS Forth Valley |
| **Sarah Kiff** | Consultant Paediatric Endocrinologist  | NHS Lothian |
| **Jane McNeilly** | Clinical Biochemist | NHS GG&C |
| **Harriet Miles** | Consultant Paediatric Endocrinologist | NHS Lothian |
| **Guftar Shaikh** | Consultant Paediatric Endocrinologist | NHS GG&C |

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

| **Name** | **Job Title** | **Organisation/Division** |
| --- | --- | --- |
| **N/A** |  |  |
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1. **Chair**

Dr Sarah Kiff

1. **Decision Making**

Recorded as an action note and updates provided at Steering Group meetings.

1. **Frequency of Meetings**

Three times per year.

1. **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.

1. **Lifespan**

In line with network designation

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| --- | --- |
| Terms of Reference Agreed: | **14/09/23** |
| Date: |  |