# TERMS OF REFERENCE

1. **Title**

Scottish Paediatric Endocrine Group (SPEG) - Nurses subgroup

1. **Reports to**

Steering Group

1. **Project Objective**

To deliver the clinical, patient and family paediatric endocrinology network objectives

1. **Roles and Responsibilities of Group**

* To share skills and knowledge across the paediatric endocrinology nursing community
* To develop clinical and patient and family information leaflets on a range of paediatric endocrinology conditions
* To scope the education requirements of the paediatric nursing community and ensure these are delivered through a range of approaches
* To liaise with stakeholders to ensure the requirements of patients and families are met
* To support the Steering Group with delivery of its network workplan

1. **Membership**

| **Name** | **Job Title** | **Organisation/Division** |
| --- | --- | --- |
| **Ava Bowie** | Paediatric Endocrine Nurse | NHS Dumfries & Galloway |
| **Roisin Boyle** | Paediatric Endocrine Nurse Specialist | NHS Greater Glasgow & Clyde |
| **Rowena Brown** | Paediatric Staff Nurse | NHS Ayrshire & Arran |
| **Hazel Dunn** | Paediatric Endocrine Nurse | NHS Fife |
| **Jill Gibb** | Paediatric Endocrine Nurse | NHS Tayside |
| **Julie Lucas** | Paediatric Endocrine Nurse | NHS Forth Valley |
| **Ruth Magowan** | Paediatric Endocrine Nurse | NHS Borders |
| **Kirstie Paterson** | Paediatric Endocrine Nurse  Specialist | NHS Lothian |
| **Jacquie Reid** | Paediatric Endocrine Nurse | NHS Grampian |
| **Jennifer Roach** | Paediatric Endocrine Nurse  Specialist | NHS Lothian |
| **Seonaid Robertson** | Paediatric Endocrine Nurse | NHS Lanarkshire |
| **Jennifer Sanderson** | Paediatric Endocrine Nurse  Specialist | NHS Greater Glasgow & Clyde |

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**

Jill Gibb.

The position of Chair will be on an annual rotational basis (every September) as

agreed by the Nurses Group.

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: | **Jill Gibb** |
| Date: | **6 September 2023** |