

## Nurse Committee

### Committee Composition

Chair: A nurse member of the European Society of Endocrinology, designated by the Nurse Committee and ratified by the Executive Committee.

Full members: Typically, between 5- 7 members, but with the flexibility to increase to 10 members if required.

An open call for available Committee positions will be advertised. ESE members can apply themselves or nominate someone else. Current Committee members can also make nominations. This Committee will review and vote on the applications/nominations received. The Committee Chair will then propose the new member(s) to the Executive Committee, who will ratify the new member(s).

Members should be actively involved in promoting the role of the Endocrine Nurse and have a track record of close working relationships with their national endocrine Nurse groups. Membership of the Nurse Committee should be geographically balanced.

Ex-officio members: None stated.

Co-opted members: An Endocrine Nurse from the ECE hosting country to assist with the ECE Nurse Programme. Duration of Service – 1 year.

Representative to/from the UK Nurse Committee (reciprocal agreement).

### Quorum

Fifty percent (50%) of Full Members (including the Chair) +1.

### Duration of Service

Chair: Four years.  
Due to the potential limitation in the availability of experienced senior endocrine nurses in Europe with leadership and management skills and qualifications necessary for this post, the Chair of the Nurse Committee will have the option to extend for a further 1-2 years in order to support the appointment of suitable Chair and ensure that the activities and functions of the Nurse Committee continue without interruption. The need for extension should be ratified by the Executive committee.

Full members: Four years.

Ex-officio members: Co-terminous with office.

Co-opted members: Not more than two years.

### Reporting

The Committee reports to the ESE Executive Committee through the Nurse Committee Chair.

### Meetings

One face-to-face meeting during the annual ECE and three video/teleconferences per year.

The work of the committee is very important. Committee members are expected to attend all committee meetings and to participate in committee related email communications.

Committee members who do not attend three consecutive meetings (or one meeting in a year if meetings are held annually) will be asked to step down, other than in exceptional circumstances.

## **Remit**

### **1. Clinical Practice and Research**

- a) To promote advanced endocrine nursing practice in key areas of endocrinology including nurse-led clinics, case/care management, endocrine testing, education and research.
- b) To play a leading role in the development of clinical guidelines, policies, protocols and procedures relating to endocrine nursing practice including nurse-led clinics, endocrine testing, patient and staff education.
- c) To play a leading role in developing evidenced-based competency frameworks to help endocrine nurses develop and advance their clinical practice taking into account the local and regional variations and limitations in practice in Europe.
- d) To raise the standard of clinical care by promoting holistic and innovative patient-centered endocrine nursing practice taking into account the regional and local variations in practice in Europe.
- e) To lead, coordinate and support local, European wide and international research and audit projects relating to Endocrine nursing practice.
- f) To actively take part in the development of ESE clinical guidelines by identifying and nominating nurse representatives (when requested).

### **2. Education and Training**

- a) To develop education and training programmes for Endocrine Nurses including the annual ECE Nurse Programme, local/regional Endocrine Nurse meetings, online/web-based modules/programme, information leaflets, Endocrine Nurse exchange programme, mentorship and supervision.
- b) To play a leading role in developing and delivering the dedicated Nurse Programme at the annual ECE.
- c) To contribute to the development of international nurse education programmes by providing input (when requested).
- d) To support Endocrine nurses across Europe in developing their competencies through mentorship, supervision and sign posting.
- e) To act as key sources of information for Endocrine nurses across Europe regarding education and training opportunities, resources, funding opportunities as well as providing professional advice on matters relating to professional and personal development needs.

### **3. Leadership**

- a) To advocate for the interest and needs of Endocrine nurses across Europe.
- b) To be ambassadors for the European Society of Endocrinology and play a key role in promoting Society's membership and encouraging Endocrine nurses to attend Society's events.
- c) To establish relationships with endocrine and diabetes Nurse groups in Europe and internationally.

- d) To raise the profile of Endocrine nurses as vital members of the multidisciplinary team throughout Europe.
- e) To provide a community and forum for endocrine nurses where expertise can be shared, ideas can be explored and supported, support network can be established and mentorship/supervision can be provided.

### **Additional notes**

- The Chair should either be a current member or previous member of the Nurse Committee/ Working Group.
- All Committee members need to be paid up members of the European Society of Endocrinology.
- The Committee will liaise with other ESE Committees as appropriate and other Committee Chairs can be called upon to attend meetings, if needed.
- The President and/or President-Elect can be invited to attend or choose to attend a meeting – either in full or for a specific agenda item.
- All papers and minutes must be treated in strictest confidence.
- Minutes of meetings will be sent to the President/ President-Elect when circulated to the Committee members. Minutes will also be circulated to the Executive Committee.
- The use of an AI ‘otter’ to join meetings/take notes at a committee meeting is not permitted unless expressly authorised by the Chair.
- All Committee members must act in the best interest of the Society.
- Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee.
- The Society is committed to equal opportunities and the promotion of equality, diversity and inclusion and where possible this committee should follow the principles of [ESE’s Equality, Diversity and Inclusion Policy](#).
- Committee membership should represent the key areas of interest; geographical spread; and gender considerations.

ESE Team member responsibility: Head of Scientific Programmes.

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