

Call for nominations for Leads of EFAD European Specialist Dietetic Networks for Diabetes and Primary Care

EFAD is looking for dietitians to lead the European Specialist Dietetic Networks (ESDN) for Diabetes and Primary Care.

Terms of Reference for EFAD European Specialist Dietetic Networks (ESDN)

Purpose: To contribute towards meeting and advancing the aims, missions and values of EFAD and promoting EFAD policies as described in the Strategic Plan. The ESDNs will also be used to embed European Dietetic Advanced Competences, the Lifelong Learning strategy and to take forward the work of DIETS:

1. Enable dietitians with an interest in a specialty field to exchange views and experiences
2. Progress the development of European excellence in dietetics and nutrition
3. Develop European specialist dietetic competences
4. Identify experts who can represent EFAD and dietetics in related scientific and/or professional events and in other areas as needed (press conferences/interviews etc).
5. Develop and teach Lifelong Learning courses
6. Promote an evidence-based approach to dietetics and nutrition

ESDN members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed.

Responsibilities and Duties of members of EFAD ESDNs

1. Support EFAD to achieve its mission and vision with respect to excellence in dietetic practice through encouraging an evidence-based approach to dietetics, especially in their own specialty field.
2. Give independent critical insights on strategies which EFAD wishes to initiate to increase stakeholders' knowledge about the dietitian's role in making a difference to nutritional health and reducing inequalities.
3. Contribute to the growth and development of their specialty field through:
 - development of the specific professional skills for dietitians
 - integration and development of practical and theoretical knowledge within a specialist field
 - development and teaching of Lifelong Learning courses, in liaison with the EFAD Education and Lifelong Learning Committee.
4. Identify and initiate research opportunities, in liaison with the EFAD Research Committee.
5. Actively participate in ESDN workshops during the EFAD conference and in discussions on the website.
6. Contribute to the writing of an annual report and work plan development.

7. Develop the scientific evidence and innovation for their field of interest, through literature searches, research and writing of reports and publications.
8. Assure sustainability of the ESDN, including electing a secretary and, where applicable, a treasurer, all of whom must be members of an EFAD member association.

Specific duties, responsibilities and expectations of the Lead of an ESDN

Organisational aspects

- Lead should discuss and agree with the EC the ESDN objectives for the following year (work plan including any financial commitments) and the contribution that the ESDN can make to progressing their subject with European dietitians
- The Lead will attend regular virtual meetings with other ESDN Leads and representatives of the EC
- The Lead will ensure that any sponsorship agreements follow the EFAD sponsorship guidelines and are approved by the EC
- The Lead will ensure that the ESDN Committee meets regularly (both virtually and face to face) and that written minutes of all meetings are submitted to the EC.

Documentation & Correspondence

- The Lead will ensure that all documentation and/or communications, which could be regarded as EFAD communications, have the prior approval of the EC before distribution.
- Unless otherwise agreed, the Lead will forward all correspondence to the EFAD secretariat for mailing and distribution
- The Lead will ensure that written documentation of planned deliverables and due dates is submitted to the EC before 1 February each year
- The Lead will submit a short report of the committee's activities each June, for inclusion in the final GM agenda and on the EFAD web site

Financial Aspects

ESDN Leads will not be reimbursed for their work, but any expenses previously approved by the EC incurred on behalf of EFAD will be reimbursed.

To support ESDNs EFAD will

1. Use its contacts to help the ESDNs in their work whenever possible.
2. Enable the ESDN to use the EFAD web site for internal and external communication. ESDNs will be responsible for keeping this information up to date.
3. Contribute to publicity about the ESDN through EFAD's communication platforms (website, newsletter).

Leadership of the ESDN will be for 4 years initially.

Selection Criteria

- A qualification in dietetics.
- Proven experience & competence in the specialty field.
- Willingness to actively manage and develop the role and work of the ESDN.
- Membership of an EFAD member organisation (or a Higher Education Institute eligible* for, and planning to apply for, EFAD Education Associate Membership when possible) (Note: if the supporting HEI does not join EFAD the candidate will be asked to resign their position)

Selection process

- The Executive Committee will decide which of their members will be involved in the selection panel.
- After the deadline for nominations has passed all nominations and supporting documentation will be forwarded to the selection panel.
- Their decisions will be forwarded to the Executive Committee for approval.
- The decision of the Executive Committee is final, and discussion with candidates or nominating organisations will not be entered into.
- All candidates will be informed of the decision of the Executive Committee by email.

Nomination procedure

Nominations must be accompanied by 5 documents:

- Curriculum Vitae
- Letter of motivation
- Two references confirming candidate's expertise in specialty field
- Letter of recommendation from an EFAD member National Dietetic Association or Higher Education Institute (HEI). Should an HEI's nominee be selected, that HEI will be expected to apply for "Education Associate Membership" of EFAD.

Deadline for nominations – 12 April 2018

Please send your nomination, with all accompanying documents to:

Judith Liddell
EFAD Executive Director
secretariat@efad.org

*** "Education Associate membership" is open to all Higher Education Institutions in Europe that are:**

- recognized by the NDA member(s) of EFAD in their country (where these exist)
- teaching dietitians that are recognised by the National Legal Authority
- teaching (or working towards teaching) dietetics at the level described in the following standards at point of qualification:
 - European Academic and Practitioner Standards for dietitians
 - European Practice Placement Standards for Dietetics
 - Revised Dietetic Competence and the 6 Domains of Competency
 - European Pedagogic Standards for Dietetic Practice Placement Teachers

(all above standards are available at
<http://www.efad.org/reportsandpapers/5276/5/0/80>)



Nomination for Lead of ESDN Diabetes Committee

Candidate's name: _____

Details of Nominating Association

Name of nominating Association _____

Signature _____

Name of person signing _____

Position in Association _____

Nomination procedure

Nominations must be accompanied by:

- Curriculum Vitae
- Letter of motivation
- Letter of recommendation from an EFAD member National Dietetic Association or Higher Education Institute (HEI). Should an HEI's nominee be selected, that HEI will be expected to apply for "Education Associate Membership" of EFAD
- Two references providing evidence of expertise

Deadline for nominations – 12 April 2018

Please send your nomination with all accompanying documents to:

Judith Liddell
EFAD Executive Director
secretariat@efad.org



Nomination for Lead of ESDN Primary Care Committee

Candidate's name: _____

Details of Nominating Association

Name of nominating Association

Signature

Name of person signing

Position in Association

Nomination procedure

Nominations must be accompanied by:

- Curriculum Vitae
- Letter of motivation
- Letter of recommendation from an EFAD member National Dietetic Association or Higher Education Institute (HEI). Should an HEI's nominee be selected, that HEI will be expected to apply for "Education Associate Membership" of EFAD
- Two references providing evidence of expertise

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APPENDIX 1

From **Guidelines for EFAD Committees, Networks, Experts & Representatives**

Standing Committees

Definition

The term "standing committee" in this document refers to the Executive Committee (EC), the Professional Practice Committee (PPC), the Research and Evidence Based Practice Committee (RES), the Education and Lifelong Learning Committee (LLL), the EFAD Conference Organising Committee (ECOC) and the EFAD Conference Programme Committee (ECPC).

Other "ad hoc" committees or task and finish groups may be established by the EFAD Executive Committee on a temporary basis as required.

Purpose: The role of the committees is to implement the policies and decisions of the EFAD General Meeting and Executive Committee, as described in the EFAD Strategic Plan¹, including embedding European Dietetic Advanced Competences, the Lifelong Learning strategy and taking forward the work of DIETS.

Selection of committee members is guided by the "EFAD *Policy on Selecting Representatives, Committee Members and European Specialist Dietetic Network members*"

Committee members are expected to undertake preparation and reading of papers and background documents etc. and to attend regular committee meetings.

The time commitment can be expected to be between 1 & 2 hours a week.

The work of the committees is supported by the Secretary General and administrative assistant.

Committee members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed.

Terms of Reference for Standing Committees and ESDNs

1. Hold regular (virtual) meetings, which are recorded in agendas and minutes posted on the EFAD web site
2. Provide an annual report (for inclusion in the EFAD annual report), describing their work on development of the dietetic profession in their specialist field, including any research, publications or guideline development
3. Present annual work plans, including budget, to EFAD Executive Committee for approval at least 6 months before the year commences
4. Communicate work of committee through EFAD's newsletter and EFAD website, conference and e- journal.

¹ EFAD Strategic plan: <http://www.efad.org/everyone/2847/5/0/32>

5. Follow the EFAD publishing policy and use the EFAD logo on all publications and documents
6. Only enter into collaboration agreements which are in line with the “EFAD [policy for sponsorship and collaboration with industry](#)”²
7. Ensure that consultation procedures for external enquiries are simple and transparent
8. Maintain a list of members on the EFAD web site
9. Monitor and evaluate the work of the committee against EC approved performance indicators
10. Set-up small task and finish groups as appropriate to support the development and delivery of the committee’s work plans

Guidelines for Standing Committees and ESDNs on reporting and quality assurance

1. Publish the agenda for each meeting, with all accompanying documentation, on the EFAD web site at least one week before the meeting
2. Inform all committee members where the agenda and supporting documents can be accessed at least one week before the meeting
3. Inform all committee members of the date and time of each meeting four weeks before the meeting
4. Publish the minutes for each meeting on the EFAD web site no more than two weeks after of the meeting
5. Submit a report on how the committee is meeting its deliverables to the Executive Committee each month
6. Submit a report for inclusion in the EFAD Annual Report each year
7. All documents must contain the EFAD logo and show the date of preparation.

Responsibilities and Duties of EFAD Standing Committee and ESDNs Members

The duties and obligations of committee members and co-opted committee members are to:

1. Implement the Strategic Plan³ and Annual Work Plans⁴ as directed by the Executive Committee
2. Develop policies/strategies and procedures

² EFAD Policy for Sponsorship and Collaboration with Industry available on <http://www.efad.org/downloadattachment/4105/12335/EFAD%20guidelines%20for%20sponsorship%20and%20collaboration%20with%20industry%202014.pdf>

³ EFAD Strategic Plan available on <http://www.efad.org/aboutefad/2847/5/0/80>

⁴ EFAD Annual Work Plans available on <http://www.efad.org/aboutefad/2578/5/0/80>



3. Participate actively in all Committee meetings. There will normally be a maximum of two face-to-face meetings a year, of up to 2 days duration and a short virtual meeting in each month that does not have a face-to-face meeting
4. Contribute to the GM, EC & own committee agendas, identify and propose areas of work and direction of the committee, guided by the work plans
5. Respond quickly to enquiries from the committee chair and other committee members
6. Ensure that deadlines are met
7. Represent EFAD when asked to do so by the committee chair or the Executive Committee and report back to the Executive Committee
8. Liaise with other Committees of EFAD to ensure a seamless and transparent approach to effective use of resources and implementation of initiatives.
9. Committee members who are also the delegates for their association should continue to carry out the duties and responsibilities described for EFAD Delegates

APPENDIX 2

Additional Terms of Reference for EFAD European Specialist Dietetic Networks (ESDN)

Purpose: To contribute towards meeting and advancing the aims, missions, values and Strategic Plan of EFAD and promoting EFAD policies. The ESDNs will also be used to embed European Dietetic Advanced Competences and the Lifelong Learning strategy

1. Enable dietitians with an interest in a specialty field to exchange views and experiences
2. Progress the development of European excellence in dietetics and nutrition and especially in the speciality area e.g. through research, evidence based practice and development of policy and other guidance documentation
3. Develop and embed European specialist dietetic competences
4. Identify experts who can represent EFAD and dietetics in related scientific and/or professional events and in other areas as needed (press conferences/interviews etc).
5. Develop and teach Lifelong Learning courses
6. Promote an evidence-based approach to dietetics and nutrition

ESDN members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed.

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1. Support EFAD to achieve its mission and vision with respect to excellence in dietetic practice through encouraging an evidence-based approach to dietetics, especially in their own specialty field.
2. Give independent critical insights on strategies and policies which EFAD wishes to initiate to increase stakeholders' knowledge about the dietitian's role in making a difference to nutritional health and reducing inequalities.
3. Contribute to the growth and development of their specialty field through:
 - development of the specific professional skills for dietitians
 - integration and development of practical and theoretical knowledge within a specialist field
 - development and teaching of Lifelong Learning courses, in liaison with the EFAD Education and Lifelong Learning committee.
4. Identify and initiate research opportunities, in liaison with the EFAD Research committee.
5. Actively participate in ESDN workshops during the EFAD conference and in discussions on the website.
6. Contribute to the writing of an annual report and work plan development.
7. Develop the scientific evidence and innovation for their field of interest, through literature searches, research and writing of reports and publications.
8. Assure sustainability of the ESDN, including electing a deputy lead and appointing minute-taker for each meeting from the ESDN committee.