



EUROPEAN
FEDERATION OF
THE ASSOCIATIONS
OF DIETITIANS

Call for nominations for Chairs of EFAD European Specialist Dietetic Networks for Diabetes, Oncology, Primary Care and Education

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

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 Chair of an ESDN

Organisational aspects

- Chairperson 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 Chairperson will attend regular virtual meetings with other ESDN Chairs and representatives of the EC
- The Chairperson will ensure that any sponsorship agreements follow the EFAD sponsorship guidelines and are approved by the EC
- The Chairperson 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 Chairperson 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 chairperson will forward all correspondence to the EFAD secretariat for mailing and distribution
- The Chairperson will ensure that written documentation of planned deliverables and due dates is submitted to the EC before 1 February each year
- The Chairperson 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 chairs 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).

Chairmanship 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 – 30 March 2016

Please send your nomination, with all accompanying documents to:

Judith Liddell
EFAD Secretary General
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
 - European Dietetic Competences and their Performance Indicators
 - European Pedagogic Standards for Dietetic Practice Placement Teachers

(all above standards are available at <http://www.efad.org/everyone/2417/5/0/32>)