

# Call for nominations for Lead/member of EFAD European Specialist Dietetic Networks for Diabetes

EFAD is looking for dietitians to lead/member the European Specialist Dietetic Networks (ESDN) for Diabetes from 2023 to 2027.

## 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, 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
3. Develop European specialist dietetic competences
4. Identify experts who can represent EFAD and dietetics
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. Only expense claims complying with the EFAD policy on Claiming Reimbursement will be reimbursed.

## ESDN leads and ESDN Committee Members

**To lead an ESDN or be a member of an ESDN committee a candidate must**

1. Have a qualification in dietetics
2. Have at least 5 years of experience (practical and/or research) in the specialist field. An advanced practitioner/specialist may also be considered an expert

3. Be able to demonstrate advanced competence in the specialist field (see EDAC for definitions and competences)
4. Be supported by two referees to provide further evidence of expertise

## 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 and EFAD Project Manager.
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, socials).

Leadership of the ESDN will be for 4 years initially.

### **Selection Criteria**

- ▲ A qualification in nutrition and 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<sup>1</sup> 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 determine the selection panel from existing committee members
- ▲ Following the close of nominations, the selection panel will review and assess each nomination and supporting documents. Committee membership is limited to no more than two members coming from the same country.
- ▲ The selection panel decisions will be forwarded to the Executive Committee for approval.
- ▲ The Executive Committee decision is final and no further discussion with candidates or nominating organisations will be entered into.
- ▲ All candidates will be informed of the decision of the Executive Committee by email.

### **Nomination procedure**

Nominations must be accompanied by:

- ▲ Curriculum Vitae
- ▲ Letter of motivation
- ▲ Name of two referees 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
- ▲ List of skills that the applicant will contribute to EFAD and the ESDN Diabetes

*\*Please note that your application needs to be endorsed by a full member of EFAD (i.e. a National Dietetic Association)! Even though Education Associate Members can also endorse and propose committee applicants, you should always make sure that you have the endorsement of your NDA.*

### **Deadline for nominations – 28 February 2023**

Please send your nomination, with all accompanying documents to:

[secretariat@efad.org](mailto:secretariat@efad.org)

### **<sup>1</sup>"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 recognized 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





# Nomination for Lead/member of the ESDN Diabetes Committee

Name of nominee: \_\_\_\_\_

Details of Nominating Association or Education Associate Member

Name of nominating Association or Education Associate Member: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Position in Association/Education Institute \_\_\_\_\_

Nominations should be submitted on this form, with following accompanying documentation (all documentation to be written in English)

1. Curriculum vitae
2. Letter of motivation
3. List of skills that applicant will contribute to EFAD and ESDN Diabetes committee
4. Letter of recommendation from EFAD member (Full, Affiliate or Education Associate) with endorsement of a Full member
5. Two references providing evidence of expertise

**Deadline for nominations – 28 February 2023**

Please send your application, with all accompanying documents to [secretariat@efad.org](mailto:secretariat@efad.org)

Wineke Remijnse  
EFAD Executive Director

