

SSG Associate Representative

For SSG council, there will be two Associate representatives sharing the responsibilities listed below.

Each position will be held for 2 years. We aim for the appointments to be staggered for the continuity of duties however in the event that these terms of office are not then a comprehensive handover will be completed. This can include attendance of newly elected representatives attending meetings prior to them officially starting their role.

Ideally these roles will be appointed from different areas of Scotland to ensure good geographic representation.

Person specification

1. Open to all those Allied Health Professionals including dieticians & specialist nurses – liver Band 6 & above, Luminal & endoscopy– Band 7 & above
2. Dedicated and organised
3. An active and paid up member of the SSG

Job descriptions:

1. Organise SSG nurse day x2 per year (administration duties delivered by 3rd party). These will rotate between liver, luminal and endoscopy.
 - a. Draft programme including proposed speakers to be proposed to council at least 6 months in advance
 - b. Based upon current and relevant topics to nurses in that specialism
 - c. Formal invite to speakers
2. Update and review training & nurse & AHP web pages on SSG website
3. Attend SSG council meeting x 4 per year (teleconferencing facilities are available for some meetings)
4. Keep communication with all nurses and allied health professionals in Scotland
 - a. Advertise opportunities
 - b. Promote SSG courses