

Role Description for Programme Committee Member (Nurse)

About the role

As a Nurse member of the Programme Committee, you will play a key role in shaping and delivering a high quality, inclusive and innovative Annual Scientific Meeting (ASM). This role ensures that the nursing perspective is embedded throughout programme development, helping to create multidisciplinary content that is relevant, balanced, and reflective of real-world haematology practice.

Collaborating with fellow committee members, BSH staff and the Professional Conference Organiser, you will contribute your professional insight, ideas, and experience to support the Committee's strategic aims and the ongoing development of the ASM.

Strategic aims of the Programme Committee

The Programme Committee works collectively to:

1. Develop a robust, engaging and forward thinking Annual Scientific Meeting programme, held each April, in collaboration with BSH staff and the Professional Conference Organiser.
2. Create a programme that supports high quality scientific education and enables meaningful learning for all professionals across haematology.
3. Identify and contribute to speakers, sessions, Meet the Expert discussions, timeslots and social activities that form the overall programme.
4. Promote collaboration, knowledge exchange, and professional development across the multidisciplinary haematology workforce.

Key responsibilities

As a Programme Committee member, you will represent and champion the nursing perspective within programme development, helping shape inclusive, high quality multidisciplinary content. This includes:

- Participating in discussions on programme planning
- Recommending speakers and session leads
- Reviewing overall programme balance across haematology themes
- Developing nurse specific content including programme sessions and other ASM content

Desirable attributes

- Experience or a strong interest in medical education.
- Ability to commit sufficient time to fulfil the role effectively.
- Clear and confident communication skills
- Strong organisational skills and the ability to manage agreed actions and deadlines.

Time commitment

- Appointment for a three-year term (renewable once)
- 4–6 virtual meetings per year
- Additional time commitment will vary depending on involvement in specific sessions or programme activity.

Committee members expectations

- Prepare for and actively participate in committee meetings, reviewing agendas, papers, and communications in advance.
- Attend meetings wherever possible or notify the Chair and designated BSH support officer if unable to attend and provide comments as required.
- Contribute positively and constructively to discussions, offering clear and concise feedback.
- Identify and declare any potential conflicts of interest.
- Take ownership of agreed actions, which may include planning, developing, delivering, and attending ASM sessions.
- Provide updates on progress for any assigned responsibilities.
- Maintain confidentiality and support a respectful, inclusive committee environment where all contributions are valued.
- Draw attention to any potential conflicts of interest as they arise during discussions.
- Take responsibility for agreed actions, which may include planning, developing, delivering, and attending an ASM session.
- Provide updates on progress for any assigned tasks when required.
- Maintain confidentiality where appropriate.
- Support a respectful, inclusive committee environment where individual contributions are recognised and valued.