Trainees’ Committee – Description of Roles

AGM – 21 June 2017

Please note in most cases members can apply for MORE THAN 1 role

Chair (1 elected role - HST)
The Chair of the Trainees’ Committee is responsible for operations within the committee and corresponding with its members. The Chair organises meetings and reports to council. The chairperson also sits on the advisory committee, the representative group for all faculties and institutes within the college and attends the Forum Trainee Subcommittee. The chairperson may be called upon to advise the college on important trainee matters and be available for public representation. Duties may also involve writing and overseeing minutes of meetings. The Chair must have had at least one year’s membership in the Trainees’ Committee.

Vice Chair (1 elected role - HST)
The Vice Chair assists the chair in the activities of the committee and also attends the advisory committee. The Vice Chair is available in the event that the chair cannot attend or represent at meetings. The Vice Chair is also responsible for Trainee Representatives. The Vice Chair must have at least one year’s Trainees’ Committee membership.

Examinations Committee Representative (1 elected role – HST/BST)
This representative engages with the committee on changes to and maintenance of all RCPI examinations. The committee meets approximately four times per year. The examinations representative may be called upon to organise a speaker for MRCPI conferrals.

Library Committee Representative (1 elected role – HST/BST)
The role of the Trainees’ Committee library representative involves acting as a liaison between the RCPI library committee and the Trainees’ Committee. The library committee meets two to three times a year and has a variety of members, including physicians and historians who have an interest in the history of the college and the library. There are also sub committees including the Duns working group that involve development of the Duns library at RCPI and the Trainees’ Committee library representative could also be part of this committee. This role is an interesting and novel role for a trainee who will be made to feel welcome at the library meetings.

The Library Committee Representative role is also responsible for Trainee Day, including the Trainee Awards, which take place as part of St Luke’s Symposium. This is an important event in the Trainees’ Committee calendar. This requires the Trainees’ Committee members to help organise the event with the chair. The representative helps shortlist and judge the awards. This role would suit a more experienced trainee who has engaged in research previously.

Communications and Digital Strategy Representative (2 elected roles – HST, 1 BST)
The role is involved in communicating the activities of the Trainees’ Committee and RCPI in matters relating to training. These representatives will play an active part in promoting and engaging with

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The Physician Network. Ideally representatives should be enthusiastic social media users and willing to help the RCPI communication group to improve trainee engagement.

**ICHMT Representative (elected role - HST)**
The ICHMT is one of the accredited postgraduate training bodies in the RCPI, and as such oversees the delivery of postgraduate medical training through the college. This covers all of the medical specialties, and the national specialty directors of each are on the committee. The scope of the ICHMT is broad and includes curricular oversight, supervision and inspection of training sites, and management of training structure and trainee progression. As the trainee representative on the ICHMT, your role is to ensure that the trainee perspective is heard when discussing the business of the ICHMT. This role also involves acting as a conduit between the Trainees’ Committee and ICHMT, relaying relevant information as agreed at committee. The schedule can vary but over the last year has met every eight to twelve weeks. This role is an excellent opportunity to represent trainee interests at one of the highest levels of training delivery & management. Ideally this representative should have one year of Trainees’ Committee membership.

**Forum Representatives (elected roles - HST)**
- 2 – Medicine (1 ICMHT and 1 STC)
- 2 – Paediatrics
- 2 - Obstetrics & Gynaecology
- 2 – Histopathology
- 1 - Public Health
- 1 - Occupational Health

The role of the trainee representative on the Forum Trainee Sub Committee is to represent their relative College/Faculty trainee committees on relevant issues and feedback content and seek views on any relevant items to their relative College/Faculty trainee committee or trainee group, as appropriate. They are expected to regularly attend the Forum Trainee Sub Committee meetings which meet at least four times each calendar year. In previous years, the Forum has been actively involved in issues related to consultant contracts and the MacCraith review.

**Internal Acute Medicine (IAM) STC Representative (non-elected role – HST/BST)**
This is the representative to the specialist trainee committee (STC) of internal acute medicine (IAM) and therefore the representative should be engaged in a dual HST programme. This role involves representing views of trainees at this important committee, which is undergoing significant change. This position has a two year tenure, and is available for 2017-2019.

**RCPI Hospital Trainee Leads (non-elected role - HST)**
These roles involve engaging with the local hospital trainee reps and therefore representatives act as an interface between training at a local level and the Trainees’ Committee/RCPI. This would involve communicating with representatives and obtaining relevant feedback, which should be reported to the Trainees’ Committee. You may also be asked to disseminate important information to hospitals trainees.

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STC Lead (non-elected role - HST)
Each HST specialty must have a specialist training committee (STC) and each STC should have trainee representation. The STC lead would be responsible for communicating with the STC representatives on matters related to training. Any changes made at the STCs should be reported to the Trainees’ Committee via the STC representatives and discussed at the Trainees’ Committee meetings.

Physician Health and Wellbeing Leads (non-elected – BST/BST)
Recognising the stresses that trainees face this new committee endeavours to provide support to trainees and help promote health and wellbeing among trainees.

BST Representatives (non-elected - BST)
1 – BST GIM
1 - BST Obstetrics & Gynaecology
1 - BST Paediatrics
1 - BST Histopathology

The role of the BST representative is to communicate any relevant issues within their BST Specialty to the Trainees’ Committee, to feedback content and to seek views on any relevant items to their relative specialty, as appropriate. These representatives will play an active part in promoting and engaging with The Physician Network.

- All members elected must attend meetings regularly, failure to do so will result in removal of the members name from the Trainees’ Committee and all correspondence. This decision will be made by the chairperson.
- Members must be ready to represent trainee viewpoints and participate actively.
- Opinions expressed by members at meeting must be respected.
- You may be asked to have your photograph taken for the RCPI website.