

Role of the RCPI Trainee Representative

2019 - 2020

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Introduction

We value our trainees, and we recognise the challenges you face in managing your clinical workload and meeting your postgraduate training requirements.

The initial appointment of trainee representatives was in response to discussions about ways to improve feedback and communication to/from RCPI and trainees working in hospitals.

Our trainees at BST and HST are dispersed throughout Ireland in hospitals, private industries and other healthcare settings. The trainee representative roles were created so that we can continuously improve our training programmes. It is a crucial role.

Successful doctors engage with their training body and often take on formal roles relating to training and development of their profession. This role presents an ideal opportunity for trainee doctors to get involved in College life from an early stage in their careers.

Purpose of the Trainee Representative Role

The primary focus of this role is to:

- Improve communication between trainees and the RCPI
- Support effective dissemination of information about education and training from RCPI to all trainees
- Create a network of trainees that can contribute to and feedback on improvements to training delivery
- Improve awareness of RCPI and presence on training sites.

Roles and Responsibilities

Role

College Affairs

- A representative for all RCPI trainees in your training site (across BST and HST programmes including medicine, paediatrics, obstetrics & gynaecology and histopathology etc.)
- A point of contact for RCPI trainees seeking clarification or direction relating to RCPI training and education matters.

- An RCPI representative in the training site, ensuring effective dissemination of information from RCPI to trainees.
- Attendance where possible at the RCPI Hospital Inspections in your hospital sites(s).
- Attendance where possible at RCPI careers/guidance events.

Training Issues

- A point of contact to support mechanisms for feedback on issues relating to training delivery in the hospital.
- Attendance at the hospital NCHD/Junior Doctor committee meetings to identify training related issues, to advise on changes to hospital policy that may impact on training and to advocate for the continuous improvement of training at hospital level.

Support

- A point of contact for RCPI trainees who are new to the training programme or new to the site.
- Encourage and support the introduction of or improvements to educational facilities that will improve training delivery. E.g. MRCPI Tutorials, Journal Access, Journal Clubs, Internet access and Trainer Engagement.

Responsibilities

- Raise awareness of your role and continue to seek ways to improve communication links with trainees. The preferred methods of communication is through The Physician Network and by email; however it is also recommended that you use your support documentation and presentation at grand rounds or induction meetings
- Encourage open and honest feedback from trainees on their training experiences
- Keep up to date with information sent to you by RCPI and distribute to trainees in your hospital site as necessary

- Answer or direct queries from trainees to the relevant RCPI representative (e.g. National Specialty Director, BST Programme Director, BST GIM Training Leads, RCPI Medical Training department, RCPI Trainees' Committee, Trainee representative on relevant committee etc.)
- Participate at hospital site induction days to identify yourself to trainees
- Submit bi-annual reports to RCPI Medical Training department of issues/concerns dealt with during your appointment
- Participate/attend a bi-annual Trainee Representative meeting
- Liaise with other RCPI representatives in your hospital as necessary
- Liaise with other trainee representative bodies (i.e. NCHD Committee if one exists) as necessary
- Promote the use of The Physicians Network communities
- Following recruitment and selection of trainee representatives we will further select a Lead Trainee Representative who acts as a conduit between the Trainee representatives and the RCPI Trainees' Committee. The Lead Trainee Representative will chair bi-annual meetings with Trainee Representatives.

Purpose of the Lead Training Representative Role

The primary focus of this role is to:

- Improve communication between the Trainee Representatives and the RCPI Trainees' Committee.
- Support effective dissemination of information and feedback about training issues and improvements to training delivery from the Trainee Representatives to the RCPI Trainees' Committee and vice versa
- Attend bimonthly RCPI Trainees' Committee meetings.

Requirements and Appointment

Requirements

Appointment as an RCPI Trainee Representative is an opportunity to build your management skills. To be eligible for appointment you must:

- Applicant must be working as a second year SHO on the RCPI Basic Specialist Training Programme or as an SpR on the RCPI Higher Specialist Training Programme during the year of appointment as Trainee Representative
- Hold a full time 12-month training post in Ireland from July 2019 to July 2020
- Have a clear assessment training record of at least 12 months prior to your application
- Have an interest in education and training.

Appointment

Appointment will be confirmed by the office of the Dean of Postgraduate Specialist Training and representatives from the RCPI Trainees' Committee. The names of representatives will be collated by RCPI administrative staff.

Upon appointment you should expect:

- Confirmation of sites covered by your representation
- Details of the bi-annual feedback structure
- Presentation slides and documentation to be used during Hospital Inductions.
- Details of relevant RCPI contacts (RCPI staff, RCPI Trainees' Committee, Trainee Rep to STC, NSDs, Programme Directors, Deans Etc.)
- Support with documentation required to communicate your role
- Regular emails from RCPI requiring distribution and/or response
- Ongoing requests from RCPI requiring content distribution via The Physician Network
- Continued support and guidance from a dedicated RCPI Administrator
- As a gesture of thanks, all selected incoming Trainee Representatives will have their Collegiate Members subscription fees waived for the year in post.