

## **RCPI Trainees' Committee – Description of Roles**

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

### **Chair (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 may also be invited to sit on the Advisory Committee, the representative group for all faculties and institutes within the college. The Chair may be called upon to advise the college on important trainee matters and be available for public representation. Duties 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 (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 the recruitment and oversight of other roles:

- STC representatives: Any changes made at the STCs should be reported to the Trainees' Committee via the Vice-Chair and discussed at the Trainees' Committee meetings.
- Trainee Representatives via the Lead Trainee Representatives (these positions to be filled with the help of the outgoing Lead Trainee Representatives)

The Vice Chair must have at least one year's Trainees' Committee membership.

### **Examinations Committee Representative (HST or 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 & Awards Representative (HST or 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. This role is an interesting and novel role for a trainee.

The Library Committee Representative role is also responsible for Trainee Day, including the Trainee Awards. This requires the Trainees' Committee members to help organise the event with the chair. The representative helps shortlist and judge the awards. Organisation and judging of the awards involves liaison with the Communication and Digital Project Representatives.

### **Communications and Digital Project Representative (2 roles: 1 HST and 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 the virtual learning environment or digital education platform. Ideally representatives should be enthusiastic social media users and willing to help the RCPI communication group to improve trainee engagement. These roles will include involvement in digital initiatives and will involve close liaison with the Library Committee and Awards Representative.

### **Institute and Faculty Forum Trainee Representatives (HST or BST)**

**Paediatrics**  
**Obstetrics & Gynaecology**  
**Histopathology**  
**Public Health**  
**Occupational Health**

The role of the Forum trainee representatives is to represent trainees at the Forum Trainee Subcommittee. They are expected to raise relevant issues at forum level and seek views on any relevant items from their trainee group or the Trainees' Committee, as appropriate. They should seek feedback from the STC representatives of their relevant Institute/Faculty. They report to the Vice-Chair of the Trainee Committee.

### **Institute of Medicine Board Trainee Representative (HST)**

The Institute of Medicine oversees the delivery of postgraduate medical training. It covers all of the medical specialties. This role involves acting as a conduit between the Trainees' Committee and the Institute of Medicine. As this role involves a significant input into medical training, the representative will also attend Forum as a representative for trainees of medicine specialties. Ideally this representative should have one year of Trainees' Committee membership. The role includes leading on peer learning projects (specifically eJournal Club) to arrange marking of submissions, publicity and improvements to such projects for the IoM. The alternate for this position is the Lead Trainee Representative chosen from a medical specialty. This representative reports to the Chair and Vice-Chair of the Trainee Committee.

### **Institute of Medicine Education & Training Committee Trainee Representative (HST)**

This is the representative to the Education & Training Committee of the IoM, and therefore the representative should ideally be engaged in a dual HST programme. This role involves representing views of trainees at this important committee. This representative will also attend the Forum meetings as a representative for Medicine. A component of the role is involvement in peer learning initiatives e.g. reviewing and marking submissions on a monthly basis for a BST prize and facilitating virtual journal clubs. This representative reports to the Chair and Vice-Chair of the Trainee Committee. A member of the Trainee Committee can be co-opted as alternate for this position.

### **Institute of Medicine NSD and RPD Representatives**

The NSD Committee is charged with oversight of the current STC committees. The NSD Trainee Representative will be co-opted from active STC representatives at the time. The NSD Reps should take

feedback from all IoM STCs. The Lead Trainee Representative who is a HST medical trainee will provide alternate cover.

The RPD committee is charged with oversight of BST training in Acute Medicine. The elected GIM BST representative from the Trainee Committee will attend these meetings.

These representatives will report to the Vice-Chair of the Trainee Committee.

#### **Physician Health and Wellbeing Committee Chair**

Recognising the stresses that trainees face, this role provides support to trainees and help promote health and wellbeing among trainees. They do so by initiating and/or driving key projects in the H&WB area, thus, keeping it a central focus of the College's activities. In recent years, this role has been supported by a Health and Wellbeing Committee. The Health and Wellbeing Chair reports to the Chair of the Trainee Committee. The Chair should have minimum one year's experience on the Health and Wellbeing Committee

#### **BST Representatives (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.

#### **RCPI Lead Trainee Representatives (non-elected role – HST or BST year 2)**

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. You may be asked to sit on committees within RCPI and to review submissions for awards such as The Corrigan Medal, The David Mitchell Award, The William Stokes Award and Dr Kate McGarry awards. One Lead Trainee Representative must be drawn from an internal medical specialty at HST level, who will act as alternate to the IoM Board Trainee Representative. The Lead Trainee Reps report to the Vice-Chair of the Trainee Committee.

- **All members 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.**