



RCPE Trainees and Members' Committee: Information on Roles and Responsibilities

Office Bearers

Office bearers are the term given to the Chair, Deputy Chair and Vice-Chairs. All office-bearers are elected with the expectation that they will serve at least one year of a two-year term. The two-year term may only be extended by re-election. Any office-bearing role is in addition to a regional seat.

Chair

The Chair of the T&MC is the main office-bearing role. It broadly involves chairing the T&MC meetings and taking overall responsibility for the workings and output of the T&MC. The Chair is expected to lead in the identification of key work-streams and the delegation of work and roles to other T&MC members. The Chair has a seat at Council, represents the T&MC at the College Strategy Group (CSG), and is one of the two T&MC representatives on the Academy Trainee Doctors' Group (ATDG). The Chair should give 6 months' notice of their intention to step down in order that a Chair-elect can be identified, ideally from the existing committee.

Vice-Chairs (3) Education, Representation and Careers & Communications

The role of the Vice-Chairs is broadly to support the Chair and Deputy Chair in overseeing the workings of the T&MC and deputise for the Chair when required, including at Council. They are also involved with other important external committees such as Academy of Medical Royal Colleges Trainees' Committee (ATDG, see below), BMA and JRCPTB. If the Chair stands down, and a Chair-elect has not been identified from the committee, one of the Vice-Chairs would be expected to assume the role of Chair.

We have three work-streams: Education, Representation; and Careers and Communications. The meetings below fall into one of these work-streams. The T&MC members chose a work-stream they would like to be in and receive mentorship from other T&MC members established on the committee. T&MC members have the opportunity to be involved with different outputs that cross different work-streams if they have interests in several areas.

College Committees

RCPE is governed by Council and a series of topic-specific committees. T&MC involvement is hugely welcomed by these committees. The College committees vary in terms of time commitment and quantity of work between meetings which is required.

Council

The two T&MC representatives on Council are usually the Chair and one of the Vice-Chairs (attendance usually rotates between the Vice-Chairs), who are required to attend all meetings of Council, occurring 6 times a year. Video-link is available via Webex (similar to Skype/Facetime) although one should be in attendance in person. In addition, they are expected to place, and speak to, appropriate items on the agenda for Council, under the specific section for Trainees and Members' Business and the Chair must produce a report of the activities of the T&MC for every Council meeting.

College Strategy Group (CSG)

The Chair of the T&MC is expected to attend CSG, occurring 6 times a year. Here the priorities for the forthcoming Council meeting are decided and College strategic business is discussed. From a T&MC perspective, it is a useful forum for discussing documents prior to presentation at Council. Video-link/telephoning is an acceptable means of attendance. Although only one representative from the committee is required, a deputy (usually a Vice-chair) is formally identified.

Education Executive

The Education Executive Group supports the Director of Education in developing and delivering the education strategy. Discussion ensures all strands of education are integrated and that there is appropriate and affordable education available to meet the needs of Fellows, Members and Associates of the College.

The Education Executive meets five times a year. The T&MC representatives (one is required) are encouraged to be key active members of the group, contributing ideas on behalf of the T&MC, feeding back important issues to the T&MC for consideration, and assisting in the development and implementation of new projects. Recent examples of projects include mapping of the Evening Medical Update programme to the Internal Medical Training curriculum, analysis of the Part 2 written course and consideration of a PACES communications course.

Examinations Committee

The Examinations Committee oversees the delivery of the RCPE strand of the MRCP(UK) examination by the Examinations department of the College. We have two representatives for this meeting who alternate. The committee meets once a year and there is little preparation required and little email traffic between meetings.

Finance Committee

The Finance committee meets approximately four times a year. The TMC are invited along as a developmental opportunity for any members who would like to gain further insights into how large third sector finances are run.

Myre Sim Bequest Committee

The Myre Sim Bequest Committee was set up to fairly distribute bursaries from Myre Sim. It awards yearly grants for Fellows and Collegiate Members of RCPE or medical graduates of Edinburgh University to assist individuals in 'furthering professional competence and research activities'. There are twice yearly meetings in May and November. In addition, work outwith meetings centres on co-ordinating the shortlisting of applications for the Collegiate Members' prize (which is done by all T&MC members). One representative attends the Myre Sim Bequest meetings.

Recently Appointed Consultants' Committee

This Committee supports consultants within 10 years of their first appointment. A T&MC rep is required to attend each meeting supporting the Committee on their events and projects throughout the year. This Committee meets four times a year.

Symposium Committee

The Symposium Committee reviews the progress of currently planned symposia and assists with implementation when required. It also reviews proposals for future symposia. The T&MC representative is the link with regard to the T&MC symposium (Medical Trainees Conference) held annually in January. They are expected to be involved with the planning of this event and be on the Education work-stream group. They should present the programme for the Medical Trainees Conference as well as the Careers Symposium to the Symposium committee. The Symposium Committee meets every 4 months and each meeting lasts 2-3 hours. In addition, the T&MC representative is required to pay careful attention to the streamlining of the Evening Medical Update programme with College educational events to avoid topic clashes or speaker-fatigue.

External Committees

Academy Trainee Doctors' Group

The Academy Trainee Doctors' Group (ADTG) has been established to represent trainees of all the Royal Colleges and Faculties. All members are expected to contribute to the functioning of the ADTG, but only two representatives (Chair and Vice-Chair) attend the ADTG meetings, the central roles of which are:

- To represent the College and Faculty trainee committees on issues relating to training. The ADTG will predominantly focus on generic issues that span all specialties but may also include specialty specific issues that require representation via committees on which the ADTG has a seat.
- To assist the Academy in its objectives by providing a cohesive view from junior doctors who are registered

with the Colleges and Faculties.

- To disseminate relevant information to specialty trainees through their constituent bodies.

The T&MC provides 2 representatives to ATDG, one of whom is usually the Chair. The second representative, by the nature of their lesser commitment to the internal workings of the T&MC, is expected to contribute in a significant and sustained way to the work of the ATDG and would normally be expected to serve on ATDG for a period of two years. This is normally a Vice-Chair. The ATDG has its own Chair and two Vice-Chairs, appointed annually. The Chair of ATDG must be an ex-Chair, but not a current Chair, of a College or Faculty trainees' committee.

There are 4 meetings per annum although recently held by video conference these meetings are usually held in London (travel paid by T&MC) and the T&MC would expect to be represented in person at every meeting by at least one of the two representatives. In addition to meetings, the ATDG communicates regularly via email and messaging app. All ATDG members are expected to contribute to email and app discussions to ensure the ATDG view is representative. The T&MC expects that any email communication (except that designated as 'not for discussion') is fed back to the T&MC by email or at T&MC meetings, depending on the appropriate timescale.

The Scottish Academy of Medical Royal Colleges Trainee Doctors' Group (SATDG)

Its role and remit are similar to the ATDG but the committee is Scotland specific. It meets three times a year in Edinburgh. It is usually possible to video-link. The T&MC provides a minimum of two representatives, but more often more.

Scottish Junior Doctors Committee (BMA Scotland), Junior Doctors Committee (BMA London) and Junior Doctors Committee (BMA London) Specialty Working Group

The T&MC has combined the above roles so the representatives are familiar with both meetings. The committees seek to represent all junior doctors (in Scotland for SJDC and the UK for JDC London) and look after matters affecting training grade doctors in hospital-based practice. JDC London meets 4 times a year in London, usually on Friday or Saturday (travel paid by T&MC). SJDC meets 4 to 5 times a year in Edinburgh, usually on a weekday. We send a representative to the JDC in London when the agenda will allow representatives to the BMA to attend (some meetings have 'in house' discussions which only the Junior Doctors Committee of the BMA can attend). We also send a representative to the BMA Specialty Working Group (SWG) meeting in London which meets several times a year. This is an important meeting for us. This meeting consists of all different college representatives, along with some specialty representatives, and is a meeting directly with the chair of the BMA JDC. This meeting is normally attended by our Vice-Chair for Representation.

Joint Royal College of Physicians Training Board (JRCPTB)

The JRCPTB functions on behalf of the Federation of the Royal Colleges of Physicians (the three physician Colleges in the UK). There are three trainee representatives on JRCPTB. One is from RCP London and previously the second seat was alternated annually between the Scottish colleges. However, given the expansion in the work of the JRCPTB and the new proposed Internal Medicine Curriculum, it is only fair that all trainees are represented by their respective trainees and members' committee. Therefore, there are two additional trainee seats – one for our representation as RCPE and one for representation from RCPSG.

JRCPTB, like ATDG, is an extremely important external committee which should have consistent and reliable T&MC input in terms of a dedicated representative. There are many meetings with JRCPTB. The Management and Policy (MaP) Meeting is monthly and attended by the Chair (the Vice-Chairs deputise for the Chair).

A large part of the JRCPTB work currently is working on the roll out and evaluation of the Internal Medicine (IM) curriculum. With the development of the Internal Medicine Curriculum there are several meetings which different T&MC representatives attend.

The T&MC representative must ensure good communication of JRCPTB business to the T&MC as a whole but in particular to the T&MC office bearers. In addition, the office bearers must ensure that the T&MC JRCPTB representative is aware of senior College views expressed at Council and PAG so that if any conflict with senior College view is envisaged, the issue can be discussed beforehand amongst the T&MC.

There are also two JRCPTB Development Days a year which are attended by the Chair and Vice-Chair for Representation. The JRCPTB Specialty Advisory Committee (SAC) Chair's Meeting has trainee representation from the T&MC with attendance by the Vice-Chair.

The JRCPTB also have different projects that develop, most recently the JRCPTB Quality Criteria for the Medical Registrar. These involves 3-4 meetings a year and additional work discussing the quality criteria. This is attended by the Vice-Chair or Chair and fed back to the T&MC who all contribute to the development of this document.

There are often additional meetings which we are asked to attend with the JRCPTB to give a trainee's voice. These meetings vary depending on the projects currently under development. Currently these include:

- Curriculum Development Committee (CDC)
- CMT/IM Special Advisory Group
- GIM Special Advisory Committee
- GIM/Registrar Quality Criteria Oversight Group

General Internal Medicine (GIM) Speciality Advisory Committee (SAC)

The RCPE T&MC sends a representative to the GIM SAC which to represent trainees' opinions of general medicine training. This meets throughout the year at the JRCPTB in London with opportunities to video-link in from across the UK.

Physician Specialty Recruitment Office (PSRO) Advisory Group

The physician specialty recruitment office (PSRO) team based at Health Education England coordinates recruitment to UK medical specialty training programmes. The PSRO advisory group works to improve the application and recruitment process for higher specialty training. The RCPE T&MC sends a representative to the PSRO advisory group to represent trainee's view on higher speciality recruitment and applications.

Working Groups

General Medicine Symposium

A group of 5-6 members who organise the annual trainees' symposium (Medical Trainees' Conference) with support and input from the rest of the committee and support from Steph Hough at the College.

Evening Medical Updates (EMU)

2- 3 members devise and co-ordinate the programme, including suggested speakers and chairs for each EMU, with administrative support from Kate Hollier at the College.

Online Survey

We organise surveys specific for trainees and members when we need additional feedback on important training related topics. Our recent survey we designed was the 'Acting up as the Medical Registrar' and distributed via JRCPTB to all trainees. We also arrange surveys specific to our RCPE trainees and members. Normally a group of 2-3 members devise this survey in collaboration with the Head of Global Engagement at the RCPE and with whole committee input. The surveys are responsive to current training and education issues so can vary from 1-2 a year.

Careers Website

A group of 3 - 4 co-ordinate the maintenance and ongoing development of our careers guidance web resource.

Additional groups

Intermittently we have additional groups that we are asked to take part in including. These often require 1-2 representatives and will be allocated to interested T&MC members when we are first invited onto the groups.

April 2024