

Federation Lay Representatives Job Description

The work of Specialist Advisory Committees (SACs)

The work of the SACs is evolving, following the recent revision of its responsibilities. The current terms of reference are:

- To advise Federation on all training matters pertaining to its speciality
- To write the specialty training curriculum for submission for approval to the General Medical Council (GMC)
- To review the curriculum regularly, ensuring its currency and validity to the specialty's needs
- To work with specialist societies and others to determine the competencies of specialists in the future
- To develop methods of performance assessment and criteria for certification as a specialist
- To oversee trainee assessment (e.g. performance and knowledge based assessments)
- To provide advice on other specialty matters for the Federation
- To provide an evaluation of doctors' applications for direct entry to the specialist register (as required by the GMC)
- To work with deaneries and other stakeholders to assess and ensure the quality of training and appropriate support for trainees
- To act as an advocate for specialist registrars in medicine, monitoring their training, ensuring the delivery of the curriculum and making recommendations to the GMC for the award of CCT

Lay representatives will:

Take an independent overview on the general proceedings and bring an external, non-clinical viewpoint to the development of the policies and processes of Federation.

Provide additional independent input into the external quality assurance of Federation delivery.

Support the officers of Federation in delivering and meeting the requirements set by the regulatory body; the General Medical Council (GMC).

Attend all meetings of the relevant board or committee and engage with the development of Federation.

Support Federation, including reviewing documents and participating in academic hearings.

Have experience of international development training and assessment, policy, ethics or quality assurance

Have the time available to take part in RCP activities and prepare appropriately.

Have the ability to understand patient and carer concerns.

Have self confidence in a mixed group of professionals, and take an active part in meetings.

Demonstrate a balanced, broad view of matters relating to healthcare.

Put views across clearly, constructively and sensitively, taking into account responsibilities and expertise of others.

Be able to look at a situation from a variety of perspectives, not purely from own experience, and be objective.

Have good communication and team work skills.

Be able to listen to, read and assimilate information and weigh evidence.

Demonstrate tact, discretion and maintain confidentiality.

Have a willingness to become familiar with medical language

Requirements

It is a requirement for all lay representatives to:

Provide a current CV including relevant experience and interests and confirm that they have received equality and diversity training or be willing to undertake training as instructed by the Chair.

Lay representatives will normally remain on the JRCPTB committees for 3 years.

Lay representatives are invited to participate in an induction day, and may be asked to attend other relevant training activities or events.

Lay representatives should be prepared to travel to London to attend meetings (please note that attendance via video or teleconference can be arranged on request).

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

Time Commitment

As part of your role:

- You will be required to attend approximately 3 x2 SAC meetings throughout the year. If there are any changes to the dates of future meetings you will be notified in advance.
- The dates for future meetings of the SAC will be provided in an official appointment letter.
- We rely on your attendance at these meetings to enable us to fully debate and discuss the issues at hand.
- You will be emailed the agenda and relevant papers approximately two weeks before the meeting date in order for you to prepare for meetings. Lay representatives will normally remain on an individual Board with the Federation initially for one year in the first instance.

Salary

As this is a non-salaried position, all reasonable standard travel costs and expenses will be reimbursed in line with the expenses policy of which includes travel and accommodation.

Confidentiality

It is the responsibility of the lay representative to ensure that the confidentiality of information is respected at all times.

Conflict of interest

Should a conflict of interest or potential conflict of interests arise, it is the responsibility of the individual to inform the respective Medical Director of JRCPTB, MRCP(UK), and CPD.

Federation of the Royal Colleges of Physicians of the United Kingdom

Copyright:

Although the following statements are unlikely to apply to the work of lay representatives, all those working with the Federation are required to assign the copyright of the material to the Federation.

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Signature _____ **Date** _____

Name _____

(Appointee)