

## Federation Lay Representative

### About the role

Lay involvement in the management and organisation of our work is essential. Lay representatives act as a 'critical friend', contribute experience from outside the professional group and provide an external, non-medical perspective to the decision-making process. Successful applicants will become full members of the respective boards and committees and will actively participate in their work and projects. We are seeking lay representatives for various Specialist Advisory Committees (SACs) and Management and Policy (MaP) Boards.

### Key role responsibilities:

- 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.
- 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.

### Essential attributes:

- Have experience of international development training and assessment, policy, ethics, or quality assurance.
- Have the time available to take part in Federation 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.
- Be able to look at a situation from a variety of perspectives, not purely from own experience, and be objective.
- Have good communication and teamwork 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.

### 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 specialty.
- 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.

## The work of Management and Policy Boards (MaP)

Management and Policy (MaP) Boards are accountable to the Senior Leadership (SLT) team and through them to the Federation Board. The Management and Policy (MaP) boards are responsible for the following areas of Federation activity.

- **MRCP(UK)** – Develop and deliver postgraduate medical examinations around the world.
  - Membership of the Royal Colleges of Physicians (UK) Diploma consists of the MRCP(UK) Part 1, MRCP(UK) Part 2 Written and PACES examinations. It is designed to test the skills, knowledge, and behaviour of doctors in training.
  - Specialty Certificate Examinations (SCEs) – Physicians in UK training must pass the appropriate SCE, in addition to successfully completing an approved specialty training programme, in order to gain admission to the GMC Specialist Register. Success in the SCE certifies physicians as having sufficient knowledge of their specialty to practise safely and competently as consultants.
- **JRCPTB** – JRCPTB improves patient care by setting and maintaining standards for the highest quality of physician training in the UK. Activities and services include curriculum design and implementation, certification of trainees, development of the ePortfolio, gathering and providing evidence to the GMC to enable it to award a CCT and approving overseas training programmes.
- **CPD** – The CPD team deliver the CPD diary and Physicians' CPD app resources for over 19,000 Consultant/SAS grade Physicians as membership benefits for the three Federation Colleges. Once a trainee reaches their CCT (Certificate of Completion of Training) and becomes a consultant, they are expected to shift towards self-directed learning. These CPD resources assist clinicians in being able to record their educational activity, reflect on its' relevance to their scope of practice and produce a report to aide their appraisal. The CPD department also oversee the CPD approval of around 4,500+ activities per year (including live events and e-learning modules).

## Requirements

It is a requirement for all lay representatives to:

- Provide a current CV including relevant experience and interest in the role.
- Provide evidence of equality and diversity training or be willing to undertake training as instructed by the Chair.
- Attend other relevant training activities or events in the Federation.
- Be prepared to travel to the colleges in London, Glasgow or Edinburgh to attend meetings. Otherwise meetings will be held virtually. Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

## Time Commitment

- Be able to remain on the JRCPTB committees for 3 years. Lay representatives will normally remain on an individual Board with the Federation initially for one year in the first instance.
- You will be required to attend meetings throughout the year. This number is dependent on the number of committees you are an active member of.
  - For the SACs, you will be required to attend a minimum of three meetings per year.
  - For the Management and Policy Boards, you will be required to attend a minimum of three meetings per year.
  - The minimum meeting attendance requirement is fixed to each committee and is not reduced if a lay representative participates in more than one.
- The dates for future meetings of the SAC will be provided in an official confirmation four months in advance.

- You will be emailed the agenda and relevant papers approximately two weeks before the meeting date in order for you to prepare for meetings.

## **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.

## **Equal Opportunity Statement**

The Federation of the Royal College of Physicians is committed to ensuring a diverse board and committee membership. We positively encourage applications for suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

## **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.

## **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)**