Becoming a member of a Specialty Advisory Committee

From the 1 January 2017 Specialty Advisory Committees (SACs) will replace the current FECC structure.

SACs will report to their Faculty and the College's Education and Training Committee and provide input into the Curricula and Assessment Committee for both core and higher training matters.

1. SAC key activities

The role and remit of SACs is described and detailed as part of the terms of reference, Appendix I. These committees are responsible to the Education and Training Committee (ETC) and the Faculty for monitoring and improving training and assessment within the specialty and advising on related issues. They will also contribute to workforce and recruitment issues for the Faculty as required.

The **SAC Chair** is a joint appointment by the Faculty and ETC to ensure appropriate educational and specialty experience.

Candidates will be interviewed jointly by the Faculty Chair and the Dean (or their representatives); the role and responsibilities of the Chair is described and detailed in Appendix II.

SAC committee members will be nominated by the following methods

- By the chair of the committee
- By existing members of the committee
- By a retiring member
- By members of Faculty
- Self-nomination

2. Appointments

The appointment of new members will be ratified once nominations are received by the relevant College committees[1], considered and (if appropriate) confirmed.

Appointment of SAC Chair

- Applicants to submit supporting documentation no later than the **16 January**[2]
- Short listed applicants will be interviewed by the Faculty Chair and the Dean (or their representatives) thereafter
- Chairs are expected to be in post no later than the 2017 AGM
- Term of office is four years, in line with other College appointments (see Appendix III).

Appointment of SAC committee members

Current members should confirm their interest in writing to Nikki Cochrane, to be reviewed by the Dean and Faculty Chair.

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[1]Associated Faculty, Curricula and Assessment Committee, Education and Training Committee

[2] To Nikki Cochrane, Head of Training and Workforce Operations, RCPsych

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- The nominations process will remain open throughout **February and March 2017**
- Nominations to be received and considered by the relevant committee
- The committee will submit its recommendations for membership to the Faculty, Curricula and Assessment Committee and the Education and Training Committee
- It is anticipated that SAC membership will be renewed by the 2017 AGM
- Term of office is four years, in line with other College appointments (see Appendix III).

3. Workplan

Each SAC committee will produce a work plan which will be monitored by the Curricula and Assessment Committee. SAC work plans will outline priorities, streamline workloads and resources, and monitor output for committee members and external (relevant) committees.

On-going concerns, forming the essence of the work plan such as curriculum reviews, dual-mappings, executing relevant GMC policy etc, should be delegated to committee members to lead on, as outlined under 'Membership' Appendix I.

4. Policies and procedures

Additional polices related to the organisation and maintenance of SACs are detailed in Appendix III.

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Appendix I

SAC terms of reference

1. Role and Remit

Specialty Advisory Committees (SAC) are sub-committees of the Royal College of Psychiatrists (RCPsych) Education and Training Committee (ETC). The role of the SAC is to contribute to the development of training to standards set by the GMC and RCPsych and the Specialty Faculty in a number of areas.

Specific functions:

- To advise on all training matters pertaining to speciality training
- To work with the other SACs, non-CCT Faculties and Special Interest Groups to determine the competencies required of the trainees and advise on curriculum change as appropriate at ST4-6
- To set standards for the provision of specialty education and training by evaluating, monitoring and improving the curriculum in conjunction with the Curricula and Assessment Committee, the Quality Assurance (QA) Committee and Heads of Postgraduate Schools of Psychiatry, including reviewing ARCP data, GMC Survey data
- To work with deaneries via Heads of Schools (HofS) and Training Programme Directors (TPDs) and other stakeholders to assess and ensure the quality of training and appropriate support for trainees
- To work with deaneries via HofS and TPDs to gain a national picture of posts and programmes, workforce planning and training vacancies
- Establish and maintain a communication network with TPDs
- To consider and approve training programmes and OOP requests
- To oversee the implementation of the assessment programme and criteria for certification of a specialty trainee
- To assist the Quality Assurance Committee to ensure that the College has processes in place to quality assure its training activities and contribute to the GMC quality framework guidelines
- To compile and submit information for the GMC Annual Specialty Report to the QA Committee
- To contribute to the development of methods of assessment and criteria for certification as a specialist; this will include specialty specific workplace based assessments
- To assist the RCPsych Careers Strategies in the promotion of careers in psychiatry through preparation of content and attendance at promotional events
- To work with the Academic Training Committee to promote and safeguard all aspects of academic psychiatry
- To develop resources to provide advice and support for trainees who wish to train or actively train within the specialty, and act as a source of information and support for both trainees and trainers
- To liaise with, and provide a resource for, the College and Faculty where activities may be related to specialty training and assessment e.g. workforce planning, clinical standard setting and National Recruitment and Selection
- To represent the College/Faculty at intercollegiate committees when necessary

2. Membership

- 1 x Chairperson
- 2-4 x Consultant Training Advisors
- 1 x Academic Representative
- 1 x Chair of Faculty
- 2 x Trainee representatives (1 representing PTC and 1 representing Faculty)
- 1 x representative from each non-CCT specialties (GAP only)

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Ex-officio:
- RCPsych Dean
- RCPsych Specialty Curriculum Advisor
- RCPsych Head of Training and Workforce Operations
- Training and Workforce administrative support
- Other staff and officers to be invited to attend or report

Roles to be allocated:
- Curriculum - curriculum review and development
- Assessment - assessment engagement and development
- Workforce - gain a national picture of posts and programmes, recruitment successes and concerns, other workforce developments
- Quality Assurance - called on for OOPs requests/reviews when required and lead on quality analysis

Length of service:
Committee members will serve for four years; a maximum of eight years continuous service on one committee is permitted, four years as a member and four years as chair. The only exception to this is the trainee representative who can serve for four years or until point of CCT or exit of training.

Co-opted members:
The SAC shall be able to co-opt members who are involved in leading in an area of work relevant to the work of the Committee. Formal approval must be sought from the Head of Training and Workforce Operations.

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SAC Chair

Role description

The Chair will be required to (may delegate responsibility for some tasks as necessary and appropriate):

- Chair and lead the SAC meetings, delegating to individuals or subgroups as appropriate and approved and ensure follow up of work streams
- Act as a representative (or identify another member of the committee to deputize) and articulate the views of the SAC at the Curricula and Assessment Committee
- Keep all SAC members up to date with items discussed at the Curricula and Assessment Committee
- Support the College's Specialist Curriculum Adviser and relevant Faculty to undertake reviews of their curriculum and assessment methodology to ensure they are fit for purpose and continue to conform to the needs of both the profession and the regulatory requirements of the GMC
- Coordinate the voice of TPDs and feeding this back to the relevant Committees
- Develop a strong working relationship with the Faculty Chair and the College's Adviser for the Curriculum
- Undertake periodic reviews of the SAC membership to ensure appropriate engagement and skill diversity
- Respond to new policy or other documentation on behalf of the SAC Input into National Recruitment specialty specific selection design as required
- Report regularly to the Education and Training Committee
- The SAC chair will be a member of the Faculty Executive and report regularly on training matters
- The term of office is 4 years in line with other College appointments.

Role specification

The Chair will:
- be a Consultant in the related specialty with a commitment to the continual improvement of training in line with College and Faculty strategy;
- have wide experience in related specialty and a demonstrated expertise and experience in postgraduate medical training and education, ideally having undertaken an educational role within medical education.

Essential:
- Able to demonstrate experience as an educational supervisor
- Able to demonstrate an enhanced educational leadership role within their own Deanery/LETB
- Working in a substantive consultant role
- Have current equality and diversity training
- Have detailed, up to date knowledge of the requirements of postgraduate training
- Able to demonstrate appropriate resource management skills
- Able to demonstrate positive and effective communication skills
- Be in good standing with RCPsych
- Demonstrate an awareness of standards, behaviors and attitudes of "promoting excellence" in medical education and training (GMC, 2016)

Desirable:
- Evidence of committee work
- Awareness of RCPsych and College/Faculty structure and function
- Experience as a Chair of a committee or working group

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Appendix III

SACs policies and procedures

Terms of office
The term of office for a Committee Chair/Member is four years; a maximum of eight years continuous service on one committee is permitted, four years as a member and four years as chair.

The only exception to this is the trainee representative who can serve for four years or until point of CCT or exit of training.

Co-option
The SAC shall be able to co-opt members who are involved in leading in an area of work relevant to the work of the Committee; formal approval must be sought from the Head of Training and Workforce Operations.

Good Standing
All committee members must be, at the time of their election and subsequently in Good Standing with the College

Demitting Office
All committee members and Chairs must demit office at the expiry of the specified term. Any member or chair may resign at any time by giving notice in writing to the Exec Chair and Head of Training and Workforce Operations. ETC or the Faculty Executive may direct that a committee member cease to be a member if:

- the committee member subsequently ceases to be a member or fellow of the College
- ceases to be in good standing
- fails to attend 2 consecutive committees
- Council determines that the committee member is unfit to exercise his or her duties

Frequency of meetings
Two meetings per year; additional meetings will need to be approved by the Head of Training and Workforce Operations and Faculty, with additional resource agreed.

Additional consultations can be carried out by email and/or teleconferencing; additional activities that require additional funding will be subject to approval from the Head of Training and Workforce Operations.

Quorum
A quorum will be four members. A decision taken by Committee which is not quorate must be approved by Education & Training Committee or at a subsequent quorate meeting of the Committee.

Authority and Accountability
- The Committee is authorized by ETC and their Faculty to investigate any activity within its terms of reference.
- The Committee is authorized to task working groups to undertake specific remits of the quality agenda subject to the approval of the Head of Training and Workforce Operations and availability of appropriate resource.
- After each Committee meeting, and on behalf of the Committee, the Chair will provide a report to the subsequent Faculty Executive and Education and Training Committee sitting on ETC as the Faculty representative if required
- The Committee will provide representation on the Curricula and Assessment Committee
- The Committee will provide representation on the Quality Assurance Committee when required
- The Committee will provide input into the National Recruitment Board as requested
- The Chair of the Committee will be a co-opted member of the Faculty Executive

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- The Chair will agree any planned additional expenditure in advance with the Head of Training and Workforce Operations in line with College Policy; College budgets are set up to one year in advance of the calendar financial year (1st January – 31st December)

Expenses

Chairs and members can claim expenses in line with College policy.

Support

Support will be provided via the Training and Workforce Unit:

- Producing a schedule of meetings in conjunction with the Chair
- Drafting and circulation via email of agendas and supporting papers and reports. All agenda items will be submitted for the approval of the Chair before the meeting
- Administrative attendance at the meeting, taking minutes and ensuring the completion of all appropriate follow up actions identified
- Administrative assistance in the development and circulation of training programmes and curriculum as appropriate
- Maintaining Committee membership on the College database
- Collating and forwarding expense claims

Reports and publications

Any proposed publications by SACs are first approved by ETC. This applies to papers submitted by a committee for publication in a journal as well as those submitted for publication as RCPsych documents. Reports produced by committees and working parties are also subject to the commissioning and approval processes for College published material.

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