



TRAINEES COMMITTEE

APPOINTED MEMBERS

Role Description and Person Specification

ROLE CONTEXT

The Terms of Reference of the Trainees Committee are:

- To advise the Education and Standards Committee on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues
- To advise the Specialist Advisory Committee on Pharmaceutical Medicine (of the JRCPTB) on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues
- To represent FPM on appropriate external groups such as the Academy Trainee Doctors Group
- To facilitate communication between trainees and between FPM and trainees
- To contribute and participate in wider FPM activities with the chairperson also being a member of FPM's Coordination Committee

The terms of reference of FPM committees may be reviewed by FPM's Board of Trustees from time to time.

COMMITTEE MEMBERSHIP

Members of the Trainees Committee will include a chairperson and approximately nine FPM members who will normally be enrolled in Pharmaceutical Medicine Specialty Training (PMST). The membership will include as far as is possible trainees from different stages of training and different training locations.

MAIN RESPONSIBILITIES OF COMMITTEE MEMBERS

- To attend committee meetings
- To actively contribute to the work of the committee in the areas described above
- To participate in communications by email / telephone in between meetings as required
- To undertake other activities on behalf of the committee and FPM as agreed
- To act in compliance with FPM's governing documents and procedures
- To follow the guidance set out in FPM's committee guidance document
- To act in compliance with FPM's policies including its equal opportunities policy.

APPOINTMENT

The method of appointment of committee members will be open advertisement from the membership of FPM. A person specification is provided below. Applications will be reviewed by an appointment committee; selection for membership of the Trainees Committee will normally take place through a paper-based exercise.

TENURE

Appointed members normally serve for a period of three years or until their training has been completed. Members may be asked to step down from the committee if they are not able to attend meetings or contribute to the work of the committee satisfactorily.

CONFIDENTIALITY

Information relating to FPM business must be kept confidential unless otherwise agreed by FPM.

EXPENSES

FPM will reimburse reasonable travel and subsistence costs arising from attendance at FPM events under the terms of FPM's expense claim policy.

TIME COMMITMENT

It is anticipated that there will be at least two half-day meetings of the committee each year. There will be additional time commitments involved in supporting the work of the committee and FPM in between committee meetings but it is difficult to be prescriptive about the extent of this.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional	GMC registered with a licence to practise and in good standing Holds an national training number (NTN) in pharmaceutical medicine A member (all categories) of FPM in good standing and normally a current trainee	Evidence of continuing professional development. Evidence of achievement and contributions to the specialty of pharmaceutical medicine
Attitudes	Ability to work effectively within a team Evidence of commitment to the specialty of pharmaceutical medicine Evidence of the use of initiative	Successful membership of a committee demonstrating positive contribution

Attributes	Essential	Desirable
Attitudes	Willingness to devote the necessary time and effort to fulfil the requirements of the role	
Specific Expertise	An understanding of and an interest in developing the education and training activities of FPM	Evidence of achievement in an activity or activities relevant to the work of the committee