



## ROLE DESCRIPTION

### COMMITTEE MEMBER & CHAIR, TRAINEES COMMITTEE

#### **Background**

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

#### **The Committee**

The Trainees Committee takes a perspective on policy issues relating to postgraduate medical education and training in pharmaceutical medicine and represents trainees on all committees with responsibility for postgraduate education and training, including the FPM's Education and Standards Committee (ESC), the Specialist Advisory Committee (SAC) of the Joint Royal Colleges of Physicians Training Board (JRCPTB), and the Academy Trainee Doctors Group, and with other stakeholder groups as required.

The Committee's principal responsibilities are to:

- Advise the Education and Standards Committee (ESC) on matters relating to specialty training in pharmaceutical medicine, with particular emphasis on trainee issues
- 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
- Represent FPM on appropriate external groups such as the Trainees' Committee of the Academy of Medical Royal Colleges
- Facilitate communication between trainees and between FPM and trainees
- Contribute and participate in wider FPM activities with the chairperson also being a member of FPM's Executive Committee
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct
- Report annually to the Board on the activities of the Committee and bring to the Board's attention matters requiring the Board's approval.

#### **The role: Committee members**

Trainees Committee members are expected to contribute to the work of the committee.

Key responsibilities include:

- To attend Committee meetings (minimum of twice a year).
- To actively contribute to the work of the Committee in the areas described above, drawing upon their experiences as a current trainee to inform and support planning and delivery.
- To contribute to discussions between formal meetings of the Committee (inc. online, by email, phone etc), as required.
- To advise on and support new appointments to Committee and, when requested by the Chair, to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To be proactive in raising awareness of current issues that impact upon the trainee experience.
- To undertake other activities on behalf of the Committee and FPM as agreed with the Chair.
- To elect the Committee Chairman as required to represent the Committee in other fora.

### **The role: Committee Chair**

The Committee Chair is elected by Committee members as required from time to time.

Key additional responsibilities include:

- To lead the work of the Committee and encourage Committee members to be proactive in raising awareness of issues that impact upon the trainee experience.
- To attend and chair Committee meetings, working with staff to ensure the schedule of dates is agreed and circulated to all members, that meeting agendas are produced and circulated in a timely fashion and that accurate written records of proceedings are agreed and shared.
- To represent the Trainees Committee by attending meetings of the Education and Standards Committee (ESC), the Executive Committee, and of the Specialty Advisory Committee (SAC) for specialty training, and attending other meetings as required.
- To work with the Specialty Training Manager in producing regular communications and/or written reports on Committee activities as required.
- To advise on and support new appointments to the Committee and to identify individual Committee members to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To act as spokesperson for the Trainees Committee, undertake other activities on the Committee's behalf when required, and/or act as represent FPM in other fora upon request.
- To ensure that the Committee's Terms of Reference (ToRs) are current and understood by all Committee members, and to advise on any potential changes to ToRs as and when appropriate.

The holder of the role of Committee Chair may be required to participate in virtual or other meetings with staff, volunteers or others between Committee meetings as required.

### **All: other responsibilities**

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values

### **Time commitment**

The Committee will meet virtually a minimum of twice a year. Committee meetings will normally be held online.

Committee members, including the Chair, will automatically demit if they have completed specialty training; have resigned or been removed from the programme; or are not able to attend meetings or contribute satisfactorily to the Committee's work. The maximum term of office is three years.

## PERSON SPECIFICATION

### COMMITTEE MEMBER & CHAIR, TRAINEES COMMITTEE

#### Professional

##### *Essential:*

- GMC registered with a licence to practise and in good standing.
- A current trainee on Specialty Training in Pharmaceutical Medicine (PMST)
- Holds a national training number (NTN) in pharmaceutical medicine.

##### *Desirable:*

- Committed to the development and promotion of the specialty of pharmaceutical medicine.
- An understanding of and an interest in contributing to the education and training activities of FPM.
- Committed to continuing professional development.

#### Personal

##### *Essential:*

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a mixed team of Committee members, staff and others.
- Willing to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

##### *Desirable:*

- Successful membership of a committee demonstrating positive contribution.
- Evidence of achievement in an activity or activities relevant to the work of the Committee.

#### Additional requirement for the Committee Chair:

##### *Desirable:*

- Experience of chairing and/or leading formal meetings within a professional environment.

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