



Trainees Committee Terms of Reference

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.

Purpose

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 Education and Standards Committee (ESC), the Specialist Advisory Committee (SAC) of the Joint Royal Colleges of Physicians Training Board (JRCPTB), the Academy Trainee Doctors Group, and with other stakeholder groups as required.

Principal responsibilities and outputs

The principal responsibilities of the Committee 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
- Support the Education and Standards Committee in reporting annually to the Board on Committee activities and bringing to its attention matters requiring Board approval.

Membership of the Committee

Membership of the Committee will comprise a minimum of six current trainees drawn from FPM's specialty training programme, supported by the Specialty Training Manager and the Deputy Chief Executive. The Committee Chair will attend meetings of the ESC and SAC and will represent FPM on external groups as described above.

Meetings of the Committee will be considered to be quorate if 50% of members are in attendance.

Meeting frequency and location

The Committee will meet a minimum of twice a year. Committee meetings will normally be held online. Committee members and staff will also provide additional input on specific matters between meetings as required.

Reporting and authority

The Trainees Committee will report to the Education and Standards Committee (ESC).

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