



Role of the RCPI Trainee Representative

2025 - 2026

Introduction

We value our trainees, and we recognise the challenges you face in managing your clinical workload and meeting your postgraduate training requirements.

The initial appointment of Trainee Representatives was in response to discussions about ways to improve feedback and communication to/from RCPI and trainees working in hospitals.

Our trainees at BST and HST are dispersed throughout Ireland in hospitals, private industries and other healthcare settings. The Trainee Representative roles were created so that we can continuously improve our training programmes. It is a crucial role.

Successful doctors engage with their training body and often take on formal roles relating to training and development of their profession. This role presents an ideal opportunity for trainee doctors to get involved in College life from an early stage in their careers.

Purpose of the Trainee Representative Role

The primary focus of this role is to:

- Improve communication between Trainees and RCPI
- Support effective dissemination of information about education and training from RCPI to all trainees
- Create a network of Trainees that can contribute to and feedback on improvements to training delivery
- Improve awareness of RCPI and presence on training sites.

Roles and Responsibilities

- Raise awareness of your role and continue to seek ways to improve communication links with Trainees
- Encourage open and honest feedback from trainees on their training experiences

- Keep up to date with information sent to you by RCPI and distribute to trainees in your hospital site as necessary
- Answer or direct queries from trainees to the relevant RCPI representative (e.g. National Specialty Director, BST Programme Director, BST GIM Training Leads, RCPI Medical Training department, RCPI Trainees' Committee, Trainee Representative on relevant committee etc.)
- Participate at hospital site induction days to identify yourself to trainees
- Submit bi-annual reports to RCPI Training & Faculties Office of issues/concerns dealt with during your appointment
- Participate/attend a bi-annual Trainee Representative meeting
- Liaise with other RCPI representatives in your hospital as necessary
- Liaise with other Trainee Representative bodies (i.e. NCHD Committee if one exists) as necessary
- Following recruitment and selection of Trainee Representatives, we will further select two Lead Trainee Representatives who act as a conduit between the Trainee representatives and the RCPI Trainees' Committee. The Lead Trainee Representatives will chair bi-annual meetings with Trainee Representatives.

Lead Training Representative Role

The primary focus of the Lead Training Representative role is to:

- Improve communication between the Trainee Representatives and the RCPI Trainees' Committee.
- Support effective dissemination of information and feedback about training issues and improvements to training delivery from the Trainee Representatives to the RCPI Trainees' Committee and vice versa
- Attend bi-monthly RCPI Trainees' Committee meetings.

Requirements for Appointment

Appointment as an RCPI Trainee Representative is an opportunity to build your management skills. To be eligible for appointment you must fulfil the following criteria:

- Applicants must be working as a second year SHO on the RCPI Basic Specialist Training Programme or as an SpR on the RCPI Higher Specialist Training Programme during the year of appointment as Trainee Representative
- One Lead Trainee Representative will be drawn from an internal medical specialty at HST level, and will act as alternate to the Institute of Medicine Board Trainee Representative
- Applicants must hold a full time 12-month training post in Ireland from July 2024 to July 2025
- Have a clear assessment training record of at least 12 months prior to your application
- Have an interest in education and training.

Upon Appointment

Appointment will be confirmed from the RCPI Trainees' Committee and the Postgraduate Training & Faculties Office. The names of representatives will be collated by RCPI administrative staff.

Upon appointment you should expect:

- Confirmation of sites covered by your representation
- Details of the bi-annual feedback structure
- Details of relevant RCPI contacts (RCPI staff, RCPI Trainees' Committee, Trainee Rep to STC, NSDs, Programme Directors, Deans Etc.)
- Support with documentation required to communicate your role
- Regular emails from RCPI requiring distribution and/or response

- Continued support and guidance from a dedicated RCPI Coordinator
- As a gesture of thanks, all selected incoming Trainee Representatives will have their Collegiate Members subscription fees waived at the end of their year in post.