

## **RCPI Trainees' Committee – Description of Roles**

### **Role of the Trainees' Committee (TC) is to:**

- Provide a forum for the views of all trainees
- Advocate on behalf of trainees in matters relating to their selection, training, assessment, supervision and overall training and education experience
- Make recommendations regarding policy related to any training matter
- Liaise with trainee representatives across the Faculties and Institutes
- Recommend to the Executive Board (or other appropriate College Body) any new initiatives to support trainees and enhance their training experience
- Manage the selection and nomination of trainee representatives to the various College, Faculty or Institute Boards, committees and groups
- Listen to the views of others, as well as respect staff, Committee members and the capabilities and contributions of others.

### **It is requested that every member of the TC shall:**

- Make every effort to attend all meetings, with a minimum attendance of 4 out of 6 meetings, and be prepared having read any documentation in advance. Failure to do so will result in removal of the members name from the Trainees' Committee and all correspondence. This decision will be made by the chairperson.
- Be ready and willing to represent trainee viewpoints and participate actively.
- Propose a project in line with their role within the TC to be initiated during the first months of the mandated year and update on the progress of this at each TC meeting.
- Commit to represent the Trainees' Committee at events organised by RCPI including the MRCPI Conferring Ceremony
- Commit to mark the submission for the Trainee Awards during the year in addition to the bimonthly ejournal club submissions (including The Corrigan Medal, The David Mitchell Award, The William Stokes Award and the Kate McGarry Award).
- Commit to organise and actively participate in RCPI events and appointments in particular those organised by the Trainees' Committee, including the National Education Day that is held annually in spring.
- Respect every opinion expressed by members at meeting.
- Members of the TC may be asked to have photographs taken for the RCPI website.

**Role specifications:**

**Chair (HST)**

The Chair of the Trainees' Committee is responsible for operations within the committee and corresponding with its members. The Chair must have had at least one year's membership in the Trainees' Committee.

The Chair:

- Organises meetings and reports to Council.
- Coordinates the TC members' projects
- sits on the Advisory Committee, the representative group for all faculties and institutes within the college.
- advises the college on important trainee matters
- is available to the Trainees' Committee members and the site representatives to discuss issues that arise from the trainees
- is available for public representation
- writes and oversees minutes of meetings.

**Vice Chair (HST)**

The Vice-Chair assists the Chair in the activities of the committee.

The Vice-Chair must have at least one year's Trainees' Committee membership.

The Vice-Chair:

- is available in the event that the chair cannot attend or represent at meetings
- attends the advisory committee
- is responsible for the recruitment and oversight of other roles:
  - STC representatives: Any changes made at the STCs should be reported to the Trainees' Committee via the Vice-Chair and discussed at the Trainees' Committee meetings.
  - Trainee Site Representatives via the Lead Trainee Site Representatives (these positions to be filled with the help of the outgoing Lead Trainee Representatives)

**Examinations Committee Representative (HST or BST)**

This representative engages with the committee on changes to and maintenance of all RCPI examinations. The committee meets approximately four times per year.

The Examinations Representative:

- organises speakers for MRCPI conferrals.

**Library Committee & Awards Representative (HST or BST)**

The role of the Trainees' Committee library representative involves acting as a liaison between the RCPI Library Committee and the Trainees' Committee.

The Library Committee meets two to three times a year and has a variety of members, including physicians and historians who have an interest in the history of the college and the library.

The Library Committee Representative:

- is responsible for Trainee Day, including the Trainee Awards.
- helps shortlist and judge the awards. Organizing and judging the awards involve liaising with the Communication and Digital Project Representatives.

#### **Communications and Digital Project Representative (2 roles: 1 HST and 1 BST)**

The role is involved in communicating the activities of the Trainees' Committee and RCPI in matters relating to training. These representatives will play an active part in promoting and engaging with the virtual learning environment or digital education platform and willing to help the RCPI communication group to improve trainee engagement.

The Communications and Digital Project Representative

- are involved in digital initiatives including promoting the Trainees' Committee through RCPI channels
- liaise closely with the Library Committee and Awards Representative.

#### **Institute and Faculty Forum Trainee Representatives (HST or BST)**

**Paediatrics**

**Obstetrics & Gynaecology**

**Pathology (Includes all specialties in the Faculty of Pathology)**

**Public Health (HST only)**

**Occupational Health (HST only)**

The role of the Forum trainee representatives is to represent trainees at the Forum Trainee Subcommittee. They are expected to raise relevant issues at forum level and seek views on any relevant items from their trainee group or the Trainees' Committee, as appropriate.

The Forum Trainees:

- Liaise closely with the Faculty representatives of their relevant Institute/Faculty.
- Liaise closely with the STC and feedback to the Vice Chair
- report at any meeting to the TC

#### **Institute of Medicine Board Trainee Representative (HST)**

The Institute of Medicine oversees the delivery of postgraduate medical training. It covers all of the medical specialties acting as a conduit between the Trainees' Committee and the Institute of Medicine.

Ideally should have at least one year's Trainees' Committee membership.

This representative reports to the Chair and Vice-Chair of the Trainees' Committee.

The IoM Board Rep:

- Attends the Board as a representative for trainees of medicine specialities.
- Leads peer learning projects (specifically eJournal Club)
- arranges marking of submissions, publicity and improvements to such projects for the IoM.

#### **Institute of Medicine Education & Training Committee Trainee Representative (HST)**

This is the representative to the Education & Training Committee of the IoM.

The IoM Education and Training Committee Rep:

- attends the Education & Training Committee meetings as a representative for Medicine.
- Is involved in peer learning initiatives e.g. reviewing and marking submissions on a monthly basis for a BST prize and facilitating virtual journal clubs.
- reports to the Chair and Vice-Chair of the Trainee Committee.

#### **Physician Health and Wellbeing Committee Chair**

This role provides support to trainees and helps promote health and wellbeing among trainees. In recent years, this role has been supported by a Health and Wellbeing Committee. The Chair should have minimum one year's experience on the Health and Wellbeing Committee.

Health and Wellbeing:

- initiates and/or drives key projects in the H&WB area, thus, keeping it a central focus of the College's activities.
- The Health and Wellbeing Chair reports to the Chair of the Trainee Committee.

#### **BST Representatives (BST)**

- 1 – BST GIM**
- 1 - BST Obstetrics & Gynaecology**
- 1 - BST Paediatrics**
- 1 - BST Pathology**

BST Representatives:

- communicate any relevant issues within their BST Specialty to the Trainees' Committee,
- Feedback content and to seek views on any relevant items to their relative specialty, as appropriate.
- Actively promote and engage with The Physician Network.

#### **International Trainee Representative**

This role involves engaging with the other trainees on the International Residency or Clinical Fellowship programmes and reporting back to the Trainees' Committee.

- obtain feedback or disseminate important information to the International trainees.

#### **RCPI Lead Trainee Representatives (non-elected role – HST or BST year 2)**

The Lead Trainee representatives act as an interface between training at a local level and the Trainees' Committee/RCPI.

Lead trainee Reps:

Engage with the local hospital trainee reps  
communicate with representatives and obtaining relevant feedback,  
Report to the Vice Chair

May be asked to

disseminate important information to hospitals trainees.

sit on committees within RCPI and to review submissions for awards such as The Corrigan Medal, The David Mitchell Award, The William Stokes Award and Dr Kate McGarry awards.