Document Title	Terms of Reference – RCPI College Training Committee
Document Number	
Version	June 2021
Department	PTE Function, RCPI
Owner/Responsible for Implementation	Colm Small, Head of PTE Function
Approving Body	RCPI College Executive
Effective Date	Approved by College Executive on Friday, 11 June 2021
Next Review Date	At the end of the 12 months, the Committee will be reviewed by the Registrar with the RCPI Executive. These Terms of Reference shall be subject to review in 12 months from the date of approval of this document by the Registrar with the RCPI Executive.
Related Documents	N/A

1. Purpose

The RCPI vision is to be a globally connected community of doctors improving people's health through developing and supporting our learners, trainees, members and fellows to be leaders in healthcare delivery and transformation through training, education and advocacy.

The College is home to six Institutes and Faculties which are responsible for the delivery of post graduate training programmes.

All training programmes are assessed against the Irish Medical Council's standards and these are subject to review every five years. These accreditation reviews highlight many of the same issues for all of the RCPI's training programmes and require programmes to submit similar plans to address the issues raised.

The experience of developing, delivering, and quality assuring the RCPI's BST and HST training programmes has demonstrated the need to ensure that, where appropriate, the College develops a consistent approach with regard to training and assessment policies, procedures and supports, including: curriculum development, recruitment and selection of trainees, trainee agreements, evaluation of progress, trainee support, trainer supports, site quality assurance, health and wellbeing, equality diversity and inclusion.

The RCPI College Training Committee is being established to ensure that the College can develop a consistent approach to training, respecting that where there are legitimate reasons to adopt different approaches in specific areas, that these approaches, policies and protocols are documented and agreed.
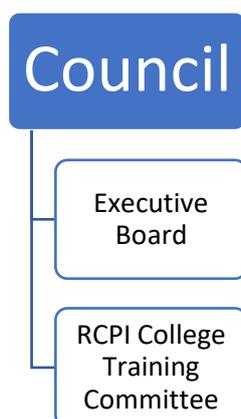
The role of the RCPI College Training Committee is to provide oversight and collaboration across the Training Bodies, including the following:

1. Site Quality Improvement (QI) Model
2. Training Post Evaluation
3. Trainer Programme
4. Health & Wellbeing
5. Programme design and curricula
6. Assessment Strategies
7. Professional Competence
8. CPD Programme and Events
9. RCPI strategy – supporting the strategic direction of the College
10. Training Policies and Protocols
11. International Programmes (sponsored programmes)

2.   Scope

Reporting in the College

This Committee reports into the College Executive, which in turn sits under Council.   The Committee may present to Council directly after having passed items through the College Executive first.   That might for example be in the form of a presentation on an initiative.

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               │ RCPI College │
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Oversight

From time to time the College Training Committee may be required to form 'working groups' to address specific issues and workstreams i.e. as part of RCPI Strategy, Clinical Leads may be appointed to lead out on specific workstreams / projects.   The key success of the delivery of these strategic Initiatives in training will be involvement from across the College, specifically Clinical Input from our Institutes and Faculties and our trainees, trainers, members and fellows, and also external stakeholders as appropriate.

Other Responsibilities

The College Training Committee will regularly review and report to the RPCI Executive on relevant metrics including but not limited to:

- Site QI process and outcomes
- Trainer Programme
- TPE response rate
- TPE trends

The Committee may from time to time present to the RCPI Council on certain topics.

Membership

Chair: Registrar, RCPI

Executive Support: Accreditation and Quality Improvement Department.

The RCPI College Training Committee shall comprise of between 8 and 16 members:

1. Director of Training, or representative, from the Institute of Medicine
2. Director of Training, or representative, from the Institute of Obstetricians & Gynaecologists
3. Director of Training, or representative, from the Faculty of Paediatrics
4. Director of Training, or representative, from the Faculty of Public Health Medicine
5. Director of Training, or representative, from the Faculty of Occupational Medicine
6. Director of Training, or representative, from the Faculty of Pathology
7. Representative from the RCPI Trainee Committee (The Chair)
8. Director of Health and Wellbeing
9. Director of Professional Competence
10. Trainee representative (domestic programmes BST / HST)
11. Trainee representative (international)

It is the responsibility of the Dean/Chair of the Faculty/Institute to nominate a representative. Alternates may be nominated by the Faculty Dean/Chair. Staff of the RCPI will also be in attendance, namely members of the Postgraduate Training and Education Function and members of the Professional Affairs Function.

Where an individual trainee may be discussed at a meeting (i.e. an appeal that ends up from a Training Body into this Committee), the trainee representatives would excuse themselves from that part of the meeting because of a potential conflict of interest as would happen in a University with their Programme Board structure.

Frequency and Nature of meetings

The RCPI College Training Committee will meet quarterly, at a minimum, during the training year which runs from July to June. Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting. Meetings are held face-to-face, by videoconference or other electronic means.

Committee Lifespan

Due to the ongoing governance change programme within RCPI, the RCPI College Training Committee will initially be established for a period of 12 months.

3. Responsibilities

1. **Site QI:**
   - Oversee the implementation of the new QI Model across all Training Bodies
   - Review and agree the processes and policies relating to these visits
   - Monitor & review the Site QI Model outputs and escalate to the relevant Training Body as necessary

2. **Training Post Evaluation:**
   - Approve the design and development of TPE questions
   - Approve the process of operational delivery of TPE
   - Review the annual TPE results
   - Produce annual TPE report
   - Agree approach to communication of TPE results to relevant stakeholders

3. **Trainer Programme:**
   - Support the development and implementation of this project

4. **Health and Wellbeing:**
   - Review reports and trends
   - Assist in long term strategy for improved health and wellbeing of Trainers and Trainees
   - Review and discuss protocols/policies to be developed and adhered to

5. **Programme design and curricula**
   - Review and advise on approaches to programme development and redesign
   - Act as an oversight group for the implementation of outcome-based education
   - Review and feedback on training programme evaluation and assessment strategies
   - Produce reports on progress
   - Discuss issues/barriers
   - Support engagement

6. **Assessment Strategies**
   - Sign off on feedback and approve assessment strategy and policy documentation

7. **Professional Competence**
   - Oversee the development and delivery of all Professional Competence Schemes within RCPI
   - Consider and advise on requirements from the Medical Council in relation to Professional Competence Scheme
   - Review reports on Professional Competence Schemes & CPD Event Approvals

8. **CPD Programme and Events**
   - Act as a forum where information can be exchanged between the College, Faculties and Institute on CPD educational needs, activities and initiatives
   - Ensure CPD programmes of education are aligned with RCPI's strategic direction, mission and values
   - Ensure responsiveness in RCPI's development and approval of educational programmes
   - Review College CPD education activity

9. **Training Initiatives that fall under the RCPI Strategy**
   - The Chair can appoint a Clinical Lead to lead out on specific training initiatives or projects as we review, innovate and develop a consistent approach to training, respecting that where there are legitimate reasons to adopt different approaches in specific areas, that these are respected and we can all work within an agreed framework.
   - Develop consistent approaches to training which can be adopted by individual Training Bodies

10. **Training Policies and Protocols**
    - Draft policies will be reviewed and endorsed by this Committee

11. **International Programmes (sponsored and scholarship programmes)**
    - Supporting the sponsored programmes as we integrate them into our BST and HST training schemes as planned for in the College strategy
    - Supporting brief for the IMGT scholarship (currently Sudan and Pakistan) programme – a partnership between the IMGTI Forum, HSE NDTP and the RCPI
    - From above, sight of curricula, new offerings, updates, training strategy