



Specialty and Specialist Doctors' Committee Job Description

DEVOLVED NATION'S REPRESENTATIVE

TERM OF OFFICE: 4 years

COMMITMENT: Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty and Specialist Doctors of the Devolved Nations at the Specialty and Specialist Doctors' Committee (SASC) and at the relevant Devolved Nation's Executive Committee (DNEC) meetings.

KEY RESPONSIBILITIES:

1. Attend the Devolved Nation's Executive Committee (4 per year) and the College Specialty and Specialist Doctors' Committee (SDC) meetings (3 per year). It is expected that representatives will attend at least 2 of each meetings each year. If attendance is not possible, apologies should be submitted.
2. Represent the SASC on other College committees and outside organisations. Representatives are expected to provide feedback from the DNEC / Devolved Nation (either in person or in writing) to the SASC.
3. Respond to administrative requests for agenda items for DNEC meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Devolved Nation liaising with the SASC as required.
5. Respond to new policy or other documentation on behalf of the Devolved Nation, sometimes at short notice liaising with the SDC as required.
6. Undertake active communication with the Devolved Nation's SDC/Affiliate members and report matters of significance to the Executive.



Specialty and Specialist Doctors' Committee Job Description

DIVISION REPRESENTATIVE

TERM OF OFFICE: 4 years

COMMITMENT: Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty and Specialist Doctors, in the relevant Division, at the Specialty and Specialist Doctors' Committee (SASC) and the Division's Executive Committee (DEC) meetings.

KEY RESPONSIBILITIES:

1. Attend the Division's Executive Committee meetings (3 or 4 per year) and the College SASC meetings (3 per year). It is expected that representatives will attend at least 2 of each meeting each year. If attendance is not possible, apologies should be submitted.
2. Represent the SASC on other College committees and outside organisations. Representatives are expected to provide feedback from the DEC to the SASC.
3. Respond to administrative requests for agenda items for DEC and SASC meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Division liaising with the SASC as required.
5. Respond to new policy or other documentation on behalf of the Division, sometimes at short notice, liaising with the SASC as required.
6. Undertake active communication with the Division's Specialty Doctors/Affiliate members and report matters of significance to the Executive.

April 2023

**Specialty and Specialist Doctors' Committee
Job Description**

FACULTY REPRESENTATIVE

TERM OF OFFICE: 4 years

COMMITMENT: Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty and Specialist Doctors in the Faculty at the Specialty and Specialist Doctors' Committee (SASC) and the Faculty Executive Meeting.

KEY RESPONSIBILITIES:

1. Attend the Faculty Executive Committee meetings (3 per year) and the SASC Meetings (3 per year). It is expected that representatives will attend at least 2 of each meeting, each year. If attendance is not possible, apologies should be submitted.
2. Represent the Faculty in all matters related to SAS Doctors. Representatives are expected to provide feedback from the Faculty Meetings to the SASC.
3. Represent the views of the SASC at Faculty meetings.
4. Assist the SASC in carrying out its duties. This includes providing input to other College committees, liaising with external agencies where appropriate and working with college colleagues. The representative is expected to liaise with the SASC as required.
5. Undertake active communication with Specialty Doctors/Affiliate members working within the specialty.
6. Representatives may have the opportunity to participate in other college committees. If this additional role is undertaken, there is an expectation that representatives will attend at least half the meetings each year. If attendance is not possible, apologies should be submitted at the earliest opportunity, so a deputy may attend. Representatives are expected to provide feedback to the SASC.

Recruitment Process

Application Process

If you are interested in taking a vacancy on the committee, please submit your CV and an expression of interest to specialtydoctors@rcpsych.ac.uk

Once you have submitted your application, it will be assessed by the Chair of the SAS Committee. If multiple applications are received for the same position, short interviews will be arranged. If there is a single applicant, an informal meeting may be set up between you and the committee chair.

If your application is accepted, you will be appointed to the RCPsych SAS Committee – the committee manager will notify your Devolved Nation Manager/Division Manager/Faculty Manager of your appointment.

Complaints

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback

- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

Internal College Contacts
Department: Professional Standards
Section/Project: Training and Workforce - SAS
Name: Dr Lily Read, James Compagnone
Job Title: Committee Chair, Workforce Manager

April 2023