

JOB DESCRIPTION:
International Medical Graduate (IMG) Representative
MEMBER OF THE PSYCHIATRIC TRAINEES' COMMITTEE



The IMG Rep is an elected member of the Psychiatric Trainees' Committee (PTC) and will serve for a period of two years. As part of their role, the IMG Rep is expected to attend PTC meetings three times per annum, including one combined induction and annual meeting. There will also be digital meetings arranged throughout the year either by the PTC Officers or the College. In addition, the IMG Rep will be a co-opted representative of the PTC on the Trainee Support Group to ensure IMG trainee issues are discussed and actions fed back to the PTC and vice versa.

Elected members may serve two elected periods of two years in duration. The term starts and ends at the College's International Congress. Co-opted members may be selected as required and serve a maximum of five years (Up to 1 year as a co-opted rep and 2 consecutive terms of 2 years as an elected rep). Consistent attendance over two years is essential to sustain project work and to enable contributions over time to other College committees and outside bodies. All PTC members are expected to represent the PTC on at least one other College Committee, which will meet regularly throughout the year (usually a maximum of 3 times per annum).

It is essential that all members, elected or co-opted, are committed to active participation at meetings and to tasks delegated to subgroups or individuals. In general, elected members failing to attend two consecutive PTC meetings with apologies or one meeting without apologies will receive a letter from the Chair seeking affirmation of their commitment to continue as a committee member. Failure to attend a third consecutive meeting will normally result in the reluctant decision to ask the member to stand down, although consideration will be given for exceptional circumstances. If the person next in line at the most recent election missed election by a narrow margin, they may then be invited to assume that committee position until the next election. The vacancy may otherwise be filled by means of co-option until the next election. Those who know they would be able to attend only twice a year or who do not wish to become involved in a wide range of College policy, often between meetings, should not put themselves forward for election.

Key Responsibilities

1. To attend the PTC committee meetings (three times per annum (usually to be held at the Royal College of Psychiatrists), including one induction & annual meeting (usually held at another venue in the UK, pending approval by the Treasurer). *Please note all meetings are currently held virtually in line with COVID-19 national guidance.*
2. Subscribe and engage regularly through Workplace, an online forum, and digital meetings. Unless agreed, membership of Workplace is compulsory for all PTC members.
3. To represent the interest of all International Medical Graduates at PTC meetings.
4. To undertake active communication with trainees in their area, reporting matters of significance to the committee.
5. To represent the PTC on other College committees and at outside organisations.
6. To respond to administrative requests for reports and agenda items for PTC meetings, as far in advance of the next meeting as possible, or at least by the stated deadline.
7. To produce reports for the PTC meeting on any work undertaken on behalf of the PTC between the meetings.
8. To respond to new policy or other documentation on behalf of the PTC, sometimes at short notice.
9. To attend or find volunteers to attend career fairs and Choose Psychiatry events in their local area and as required nationally.

Person Specification

1. The successful applicant will be a dynamic communicator with fellow trainees, clinicians, within committees and other professional bodies.
2. Able to manage projects within College frameworks across organisations and geographically.
3. Excellent organisation skills, including the ability to respond in a timely fashion to PTC and College communications.
4. Ability to cultivate and call on network of professional contacts for information, opinion, and advice.