

The Royal College of Psychiatrists Membership Booklet



Welcome!

Now that you have achieved the MRCPsych, here is a brief guide to your Royal College. For more information and the latest developments see www.rcpsych.ac.uk.

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Also enclosed with this booklet

- Welcome letter from the Registrar
- *Good Psychiatric Practice* documents: some core guidance for psychiatrists
- Resource catalogue
- *Advances in Psychiatric Treatment* flyer
- Psychiatrists' Support Service leaflet
- RCPsych Publications catalogue
- Book token – redeemable against any RCPsych Publications (formerly Gaskell) product

Letter from the President and the Chief Executive

Dear Member

We are delighted to welcome you as a new Member of the Royal College of Psychiatrists. In this booklet we describe some of the activities and initiatives that we hope will support you and enable you through your career and development as a psychiatrist.

The Royal College of Psychiatrists prides itself on being a modern and forward-looking organisation which engages with and informs members of the many changes and developments that affect psychiatric practice and services, and you as an individual practitioner working either in the NHS or the independent sector.

The College now employs more than 190 staff, the majority of whom are based at our national headquarters in Belgrave Square in London. We also have a growing and dynamic College Centre for Quality Improvement and National Collaborating Centre for Mental Health, based in Mansell Street, close to the City of London, as well as Divisional Offices across England, Wales, Scotland and Northern Ireland.

Members often ask what the Royal College of Psychiatrists actually does. Well, the College is its members and you are now part of the College. It is an independent organisation and the Officers and staff are here to carry out the policy that you and other members of the College determine, and to support all our members in whatever way we can.

We very much hope that you will choose to play a full part in developing the College through its many committees, structures and initiatives. You will be joining a large group of colleagues in doing so – our latest research has shown that a considerable number of members are actively engaged in the work of the College.

It is important that the College and its elected Officers hear your views, and we are eager that you participate in the work of the College and help shape its future.

Sue Bailey
President

Vanessa Cameron
Chief Executive



Your Membership benefits



For many of you the most valuable benefit of Membership will be the right to use the trademark letters MRCPsych and to describe yourself as a Member of the Royal College of Psychiatrists. The other benefits of College Membership include:

- College journals – free monthly copies of the **British Journal of Psychiatry** and **The Psychiatrist** (worth over £300 a year), paper and online, and the quarterly **International Psychiatry**; free online access to **Evidence-Based Mental Health** and **Australasian Psychiatry**.
- Continuing professional development – the College’s CPD journal **Advances in Psychiatric Treatment** free* online; discounted subscription to **CPD Online**, an unrivalled educational resource developed by the College for its members; registration (at no extra cost) in the College’s Continuing Professional Development (CPD) scheme.
- Support during your period of specialist training – the Dean and the Professional Standards Department provide detailed **updates and advice** concerning changes in medical education.
- The opportunity to attend College **meetings and conferences**.
- Reduced rates for the College’s **International Congress**.
- 10% **discount on RCPsych Publications** (formerly Gaskell) books and DVDs (see catalogue enclosed with this pack).
- **Local Division membership** with the opportunity to participate in meetings and conferences.
- Affiliation to **Specialist Faculties and Sections**.
- Access to your Regional Advisor and **guidance on regional issues**.
- Opportunity to join **Special Interest Groups**.
- Opportunity to **contribute to College policy** through committees, working groups and consultation exercises.
- Opportunity to **vote in the elections for College Officers** (and to stand for College office in due course).
- Access to the **Psychiatrists’ Support Service**.
- Involvement in training and **consultant appointment** panels.
- Access to our **Library and Information Services** – the library offers members a dedicated professional information service providing literature searches and document delivery along with online access to journals, book loans and a place to work and access the internet when you are visiting the College.
- **50% reduction for private room hire** at the College between 8 am and 7 pm weekdays.
- Opportunity to purchase **College ties and other gifts**.
- Access to the **members’ area of the College website**.
- Opportunity to join the **volunteer programme**.
- **Print + online** – upgrade your free online subscriptions to print + online at a substantial discount, for *Advances in Psychiatric Treatment* (£50) and *Evidence-Based Mental Health* (£10).**

*From January 2012

**Prices for mailing addresses in the UK; rates elsewhere may vary

Your College Officers



The President – Sue Bailey (2011–2014)

Elected by the Membership for a maximum period of 3 years, the President is the public face of the College, representing the profession of psychiatry to the media, to parliamentarians, to the other medical professions via the Academy of Medical Royal Colleges and internationally. The President also chairs Council, the main decision-making body of the College.



The Registrar – Laurence Mynors-Wallis (2010–2015)

Elected by the Membership for a maximum period of 5 years, the Registrar is the chief administrative officer of the College, responsible for the Psychiatrists' Support Service, external relations, policy, and liaison with patients and carers. The Registrar is also responsible for the membership register, may deputise for the President, when relevant, and may be called upon to represent the College's views to the media.



The Dean – Robert Howard (2008–2013)

Elected by the Membership for a maximum period of 5 years, the Dean is the principal academic officer of the College. Responsible for the management of the MRCPsych examinations, the Dean also oversees postgraduate training, among other educational, research and academic responsibilities.



The Honorary Treasurer – Nick Craddock (2011–2016)

Elected by the Membership for a maximum period of 5 years, the Treasurer is the principal financial officer of the College and is tasked with ensuring the ability of the College to fund its charitable objectives in the short and the longer term.

Other [College Officers](#) and [Office Holders](#) include the Chief Examiner, the Editor, College Leads, Associate Registrars and Associate Deans, all with specific responsibilities. Some of these positions are elected by ballot of the Membership; others, by interview following advertisement in the e-newsletter and on the College website.

For further details about any of these positions, contact infoservices@rcpsych.ac.uk.

The Specialist Training Unit, Professional Standards Directorate

There are many benefits to registering as a Member of the College, especially if you plan to enter advanced training in the UK leading to the award of a Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration via a combined programme of training and experience (CESR CP).

The Specialist Training Unit of the College is responsible for a range of activities in relation to training, curriculum development, quality assurance and GMC Specialist Registration.

The main responsibilities of the Specialist Training Unit are:

- Offering advice to trainees on all training issues, including confirmation of enrolment into either a CCT or CESR CP programme.
- Offering advice to trainers, Programme Directors and other local educational providers on all training issues.
- Offering career advice to specialty doctors and doctors in non-training posts, including advice on GMC Specialist Registration.
- Registering training posts at advanced and core training level.
- Registering doctors appointed to locum approved for training (LAT) appointments and Fixed Term Specialty Training Appointments (FTSTA) posts.
- Monitoring and tracking the progress of all trainees from CT1 to ST6 level, including those appointed to stand-alone training posts.
- Calculating CCT/CESR CP dates.
- Maintaining records of all Deanery trainee registration forms and Deanery ARCP forms.
- Recommending Certificates of Completion of Training (CCTs) to the GMC.
- Recommendation of Certificates of Equivalence for Specialist Registration (CESR).
- Recommendation of Certificates of Equivalence for Specialist Registration, Combined Programme (CESR CP)
- Provision of support for trainee out of programme experience towards a trainee's CCT/ CESR CP via the Quality Assurance Committee.

Once you have registered as a College Member, the Specialist Training Unit will be able to monitor your training and offer advice on a wide range of training issues. Even if you decide not to seek GMC Specialist Registration via the CCT or CESR CP route at this stage, the specialist training unit is happy to give advice on a wide range of career issues.

Appointment and enrolment into an advanced training programme in psychiatry

Once appointed to an advanced training programme in psychiatry via open competition leading to award of a CCT or CESR CP, you will be required to register with your postgraduate deanery by completing a Form R. Your postgraduate deanery will issue you with a national training number and give you a CCT date.

Once you have completed your registration with the postgraduate deanery, you will need to send your enrolment form to the Specialist Training Unit of the College. The STU will then confirm that you have been appointed to the correct programme based on information we already hold on file or that you provide.

If you have any queries related to training, including taking time out of programme, or queries related to CCT or CESR CPs, please e-mail: SpecialtyTraining@rcpsych.ac.uk

For specific queries about registration of your training and enrolment into advanced training, please e-mail: Claire Drummond, Specialist Training Manager at cdrummond@rcpsych.ac.uk

Your Membership services



Membership Data Office

The Membership Data Office will work to keep your personal information up to date, but for this we rely upon you to update us when your circumstances change. This enables us to deliver your key services (such as your journals and Faculty or Division mailings) to the right place and to send you information appropriate to your particular career point and path. It is particularly helpful if you can keep us up to date with an email address – the College sees email communication as the most efficient and effective in most cases, and we are also conscious that keeping postal costs down makes the best use of your College subscriptions.

You can contact us at any time by telephone, post or email, but you may find it easier to use your access to the secure members' area of the College website to update your key details online. You will find an increasing amount of information within this area and we hope you will register as a user as soon as possible.

For further details or any help in accessing your College benefits and services, contact the Membership Data Office: membership@rcpsych.ac.uk.

The Library and Information Service

The Library and Information Service is available to members. The Library itself provides broadband internet, wireless connection, access to email and literature search databases, and coffee and tea facilities. Trained Information Officers are on hand by email or telephone to provide all members with free literature searches and free photocopying from Library journals. Contact infoservices@rcpsych.ac.uk.

Psychiatrists' Support Service

The Psychiatrists' Support Service, launched in June 2007, is a free dedicated, confidential support and advice service to psychiatrists (at all levels) who are College members. The service can also put doctors who contact them in touch with a psychiatrist colleague to discuss the issue over the telephone. Further details are provided in a leaflet included with this pack. Contact the Psychiatrists' Support Service Manager at psychiatristssupportservice@rcpsych.ac.uk or phone directly on 020 7245 0412.

Your online and printed College resources



Your online services

You are probably already familiar with our award-winning website, which reflects all aspects of College activity, and provides information to members, other mental health professionals and the general public. Recent initiatives include monthly podcasts for download and the President's page, which reports on topical matters and viewpoints. A book review section has also been developed.

As an MRCPsych you now qualify to receive the monthly e-newsletter and associated resources via the secure area of the site (if you were previously a Pre-Membership Psychiatric Trainee, you may already be familiar with these services). Forthcoming events and notices are listed on the site and may be submitted and posted free of charge. You can also browse the membership list online to contact colleagues and friends, and update your own details on our database, register for College conferences, search the book catalogue and buy books, respond to online surveys ... and much more. You can also follow us on Twitter and join our ever-expanding Facebook group.

CPD Online is our online learning resource (www.psychiatrycpd.co.uk), available to members at a substantial discount – we hope you will benefit from this later in your career.

Your journals

Your Membership includes free subscriptions to the College's journals.

- 1 The *British Journal of Psychiatry* – one of the world's foremost publications for research in psychiatry, as well as editorials and reviews. As an MRCPsych, your free print + online subscription saves you £250 each year. Be sure to activate your online access (see p. 11) to make full use of this resource.
- 2 *The Psychiatrist* – publishes original research and expert comment on mental healthcare service delivery, as well as education and training and current practice in psychiatry. Contributors to *The Psychiatrist* are usually members of the College – see the website (<http://pb.rcpsych.org>) for instructions on how to submit your work for publication.
- 3 *Advances in Psychiatric Treatment* – as of January 2012, the College's CPD journal is free online to all members. You may upgrade your subscription to print + online for a discounted fee.
- 4 *Evidence-Based Mental Health* – the quarterly digest of the best research, is copublished with the British Psychological Society and the BMJ group. It is free online to all members (upgrade to print + online for a small fee).
- 5 *International Psychiatry* – a quarterly journal, published since 2003, intended primarily as a platform for authors from low- and middle-income countries, sometimes writing in partnership with colleagues elsewhere. Submissions from authors from International Divisions of the Royal College of Psychiatrists are particularly encouraged.

Members also get free access to the online version of *Australasian Psychiatry*.

Your books and reports

College Reports – often explaining College policy in specific areas – are available free of charge on the website (printed copies may also be purchased). Members may find these useful when seeking guidance in their practice or when campaigning for resources locally.

Our book publishing programme delivers about a dozen new titles each year. We have been publishing books under the Gaskell imprint for over 20 years, but since spring 2007 all new books have been under the RCPsych Publications umbrella. Decisions about which books to publish are made first and foremost with our members in mind, and you will receive a 10% discount on all purchases. Also, you should find a £5 book token in this welcome pack, redeemable against any book on our list (www.rcpsych.ac.uk/publications/books.aspx).

The Psychiatric Trainees' Committee

Josie Jenkinson, Chair (2010–2011)



I would like to take this opportunity to explain how trainees are represented in the College via the Psychiatric Trainees' Committee. You can also follow us on Twitter [@RCPSychTrainees](#) and visit our Facebook page [Psychiatric Trainees Committee](#).

The Psychiatric Trainees' Committee (PTC) consists of 40 elected members, three from each Division (the regional subgroups that represent each area of England), three from Wales, three from Northern Ireland and three from Ireland, two from each of the three Scottish regions and one from the armed forces. At least one member per division is a Pre-Membership Psychiatric Trainee. The PTC represents trainees' views to the College, facilitates communication between trainees and the College, and provides trainee input into the College's work.

The Royal College of Psychiatrists is unique among medical Royal Colleges in the extent of trainee representation in its organisation. A Collegiate Trainees' Committee was formed in 1979 and given the status of a Special Committee of Council, the principal decision-making body within the College. In 2006 it became the PTC. It is a Standing Committee in recognition of its status as a permanent committee performing a key function identified in the College's Charter. Its role has always been to represent the interest of trainees, and in doing so maintain and improve the quality of postgraduate training in psychiatry.

Elections are held in half of the Divisions every year, with members serving a 2-year term with the possibility of being re-elected for a further 2 years. The Committee meets at the College four times a year, and has an annual residential meeting to welcome the new committee members. It often forms working groups of four or five members in order to formulate ideas about particular training issues. A Chair, Vice-Chair and Honorary Secretary are elected annually from within the Committee membership.

The role of the PTC

The committee structure of the College is split into two broad arms. The first is responsible for the overall management and control of College affairs, and is headed by the Council. The second structure formulates and ratifies all aspects of educational policy and reports to the Education, Training and Standards Committee. The PTC sends a representative to almost every committee in the College and the trainee representatives do far more than observe the workings of these committees, taking an active role in influencing College policy.

The PTC is represented at the Academy of Medical Royal Colleges via the Academy Trainee Doctors' Group. The PTC also sends a representative to the British Medical Association Junior Doctors' Committee meetings. Representatives of the PTC attend meetings of the European Federation of Psychiatric Trainees and are involved in various working groups looking at training issues across Europe.

Recent work of the PTC

The PTC has primarily focused on two areas: improving communication with 'grassroots' trainees and contributing to the recruitment drive aimed at medical students and foundation trainees. The PTC continues to represent the views of trainees at the highest level within the College on important issues such as workplace-based assessments, examinations, specialty selection and out of hours working.

Recent years have been extremely busy for the PTC because of the changes in postgraduate psychiatric training brought about by the implementation of Modernising Medical Careers and the new College curriculum, approved by the Postgraduate Medical Education and Training Board (PMETB). The PTC has raised the profile of relevant training issues within the College and had input into the new curriculum and examination structure. This work is ongoing, particularly with regard to the timing of the exam calendar vis-à-vis recruitment into ST4.

The PTC has representation on the National Psychiatry Recruitment Board and we continue to work towards ensuring fair and transparent processes in the selection of trainees.



Future plans

The past few years have been a period of great change and uncertainty within postgraduate medical education, and further developments continue to be made. We are fortunate in that trainees are represented at all levels within the College and we can therefore ensure that our views are heard when it comes to these changes.

We hope that you will communicate with your local PTC representatives about any training issues, and also feel free to contact the PTC officers by emailing us at ptc@rcpsych.ac.uk.

The PTC over the past 2 years has focused on building on work already done with regard to recruitment, namely the support and further development of medical school psychiatry societies and the student associate grade.

The PTC's aims for 2011 were as follows:

- To improve communication between the PTC and trainees, by means of ongoing development of our newsletter, trainees' web pages and locally within the divisions.
- To look closely at ways in which the PTC can improve its support of trainees, by establishing better links with existing groups, and via input into exams and training.
- To continue to support the College with its ongoing recruitment efforts by maintaining close links with student societies and by continuing to promote psychiatry among foundation doctors.

The PTC will also continue to represent trainees by:

- actively participating in the development of the curriculum, workplace-based assessments and the online e-portfolio
- ensuring that standards of postgraduate training are maintained and continue to improve; this is crucial as the responsibility for quality assurance has passed to the GMC and the deaneries
- monitoring the effects of New Ways of Working on training and ensure that the needs of psychiatric trainees are considered in its local implementation
- further improving communication to and from 'grassroots trainees' by continuing to develop the trainees' section of the College website, having a dedicated e-mail address and distributing our e-newsletter
- actively promoting the Pre-Membership Psychiatric Trainee grade and increasing trainees' attendance at College meetings, especially the International Congress.

The PTC year starts in October as this is when newly elected representatives join the Committee and new Officers are elected. Therefore, there will be new Officers from October 2011, and information on this will be posted on the trainees' pages of the College website.

Get involved!

Membership of the PTC provides a range of valuable opportunities for trainees, and fulfils an important function of the College. The events of recent years have clearly demonstrated the need for the profession's active involvement in determining our future. Involvement with the committee also allows you to experience first-hand the challenges that the profession as a whole is facing. There are significant networking opportunities that bring one in contact with like-minded people who want to raise the standard of training in this country.

Details of how to get involved with the PTC can be obtained from the Royal College of Psychiatrists, Professional Standards Department, 17 Belgrave Square, London SW1X 8PG or by emailing Rebecca Cove at rcove@rcpsych.ac.uk.

Your College infrastructure



With a staff of over 190 and a membership of more than 15000 around the world, the College contains a great many structures that you will encounter as your career progresses. All of these are represented in detail on the website, but some are worth a brief mention here.

Public education and mental health promotion

The College produces a series of award-winning, evidence-based, illustrated leaflets on common mental health issues and treatments such as depression, bipolar disorder, self-harm, antidepressants and cognitive-behavioural therapy. Another series of leaflets and checklists were produced by the Partners in Care campaign to aid communication, understanding and partnerships between healthcare professionals, patients and carers. Many of these materials have now been translated into other languages, including Chinese, French, Hindi, Russian and Urdu, among others – see our popular mental health information pages: www.rcpsych.ac.uk/info. This important work is coordinated by the Communications and Policy Department and the Public Education Editorial Board.

The College Centre for Quality Improvement

The College Centre for Quality Improvement (CCQI) has created a new and enhanced role for clinicians and their professional bodies in raising standards. Its national initiatives engage directly with clinicians, managers and service users and support them to take responsibility for improving local mental health services.

The National Collaborating Centre for Mental Health

The National Collaborating Centre for Mental Health (NCCMH) is one of seven centres established by the National Institute for Health and Clinical Excellence (NICE) to develop guidance on the appropriate treatment and care of people with specific diseases and conditions within the NHS in England and Wales. Established in 2001, the NCCMH is responsible for developing mental health guidelines, and is a partnership between the Royal College of Psychiatrists and the British Psychological Society.

Committee structure

Council, chaired by the President, is the principal decision-making body of the College. It is advised by the Finance Management Committee, ensuring that your Membership subscriptions are disbursed efficiently and in accordance with the charitable purposes of the College. A wide range of committees feed into this decision-making structure (see the College website) and we hope you will become involved with some of these later in your career.

Working parties and scoping groups

These are expert panels who report to the Central Policy Coordination Committee with the task of developing College policy on specific questions of relevance to the psychiatric profession.

Your College contacts



The London headquarters of the College is 17 Belgrave Square, London SW1X 8PG, tel: +44 (0)20 7235 2351, fax: +44 (0)20 7245 1231.

If you have an enquiry, please use one of the emails below and your message will be directed to the relevant member of staff at the London headquarters of the College.

Membership enquiries: membership@rcpsych.ac.uk

General publications enquiries: publications@rcpsych.ac.uk

British Journal of Psychiatry: bjp@rcpsych.ac.uk

The Psychiatrist: pb@rcpsych.ac.uk

Advances in Psychiatric Treatment: apt@rcpsych.ac.uk

International Psychiatry: ip@rcpsych.ac.uk

Psychiatric Trainees' Committee: enquiries:ptc@rcpsych.ac.uk

Library and Information Service: infoservices@rcpsych.ac.uk

Psychiatrists' Support Service: psychiatristsupportservice@rcpsych.ac.uk

Specialty training enquiries: SpecialtyTraining@rcpsych.ac.uk

To contact a named member of staff at the London headquarters, the email address would be [first initial][surname]@rcpsych.ac.uk

So, Jane Smith will be jsmith@rcpsych.ac.uk

Local and international divisional office contact details are listed below. Contact names and addresses can also be found at www.rcpsych.ac.uk/college/divisions.aspx.

Eastern Division

bfrancis@easterndiv.rcpsych.ac.uk
+44 (0)20 7977 6651

West Midlands Division

scorfield@wmidsdiv.rcpsych.ac.uk
+44 (0)121 410 2655

Welsh Division

sconway@welshdiv.rcpsych.ac.uk
+44 (0)29 2048 9006

London Division

londondiv@rcpsych.ac.uk
+44 (0)20 7977 6650

South Eastern Division

bfrancis@seastdiv.rcpsych.ac.uk
+44 (0)20 7977 6651

International Divisions

African Division:
africandivision@rcpsych.ac.uk

European Division:
europedivision@rcpsych.ac.uk

Middle Eastern Division:
middleeastdivision@rcpsych.ac.uk

Pan-American Division:
panamericandivision@rcpsych.ac.uk

South Asian Division:
southasiandivision@rcpsych.ac.uk

Western Pacific Division:
westernpacificdivision@rcpsych.ac.uk

Northern and Yorkshire Division

lgrice@nyorkdiv.rcpsych.ac.uk
+44 (0)113 394 4107

South West Division

pmpcpee@southwestdiv.rcpsych.ac.uk
+44 (0)1761 463979

North West Division

lgrice@northwestdiv.rcpsych.ac.uk
+44 (0)113 394 4107

Scottish Division

administrator@scotdiv.rcpsych.ac.uk
+44 (0)131 220 2910

Trent Division

scorfield@trentdiv.rcpsych.ac.uk
+44 (0)121 410 2655

Northern Ireland Division

nmcnairney@nirelanddiv.rcpsych.ac.uk
+44 (0)28 9027 8793

Further information can be obtained from the International Manager:
internationalmanager@rcpsych.ac.uk

What happens now?



All the information you need to get started as a College Member is here in your pack, but here are some additional points.

Membership Inauguration Ceremony and certificate of Membership

A New Members' reception is held at least once a year – we hope to see you there with your family members and guests. At the reception you will be presented formally to the President, who, with other College Officers and the Chair of the Psychiatric Trainees' Committee, will speak briefly and take questions from the floor. Your group photograph will have a place of honour in the College for the following year. Your Membership certificate will be sent to you in advance of this event as soon as it is prepared by our calligrapher and signed by the President, Registrar and Dean. In the meantime, the Membership Data Office can provide certified confirmation of your registration status if you need this urgently.

Events and newsletters

Your College Division will write to welcome you and provide you with information about forthcoming events. You will have chosen the Faculties, Sections and Special Interest Groups you want to belong to and you will start to receive mailings and newsletters – if you are keen to get ahead with this, please look at the relevant pages of the College website. Faculty, Section and Special Interest Group mailings will be sent to you as they arise. If you want information in advance of these, please check the relevant section of the website.

Journals

Your journal delivery will commence and any back issues to which you are entitled will be ordered from our distributors. You can also access journals online at www.rcpsych.ac.uk/publications/journals1.aspx once you have completed the following activation process:

- 1 Go to www.rcpsych.org
- 2 Click on the *British Journal of Psychiatry*
- 3 Click on 'Subscribe' on the right-hand side
- 4 Click on 'Activate Your Member or Individual (Non-Member) Subscription'
- 5 Enter your membership number when prompted
- 6 Complete the online form, giving your email address and setting a username and password for future access.

Once you have completed this process you will receive an email confirmation. You will then be able to access the full text content of the *British Journal of Psychiatry*, *The Psychiatrist* and *Advances in Psychiatric Treatment** using your username and password (set during activation) to 'sign in'.

Members do not need to activate the *British Journal of Psychiatry* subscription separately from *The Psychiatrist* and *Advances in Psychiatric Treatment** subscription.

Member enquiries email: onlinejournals@rcpsych.ac.uk.

*From January 2012, subscription to *Advances in Psychiatric Treatment* is a membership benefit – see p. 2



Your MRCPsych title

You are now entitled to use the designatory letters 'MRCPsych' and to describe yourself as a Member of the Royal College of Psychiatrists. This is a privilege of being a subscribing Member and your annual subscription to the College will be due on 1 January each year.

Website registration

If you are not already registered for the secure members' area of the website, your pack contains information on how to do this.

Once more, we would like to stress that this is your College and we are here to help you make the most of your membership. Contact email addresses are on p. 10, but if you are ever unsure about whom to contact, please call the Membership Data Office (+44 (0)20 7235 2351 ext. 6281). We shall be delighted to help you ourselves, or to direct your enquiry to the right colleague within the College team.