

Welcome to the Royal College of Psychiatrists

Pre-Membership Psychiatric Trainees

Now that you are a Pre-Membership Psychiatric Trainee, here is a brief guide to your Royal College.

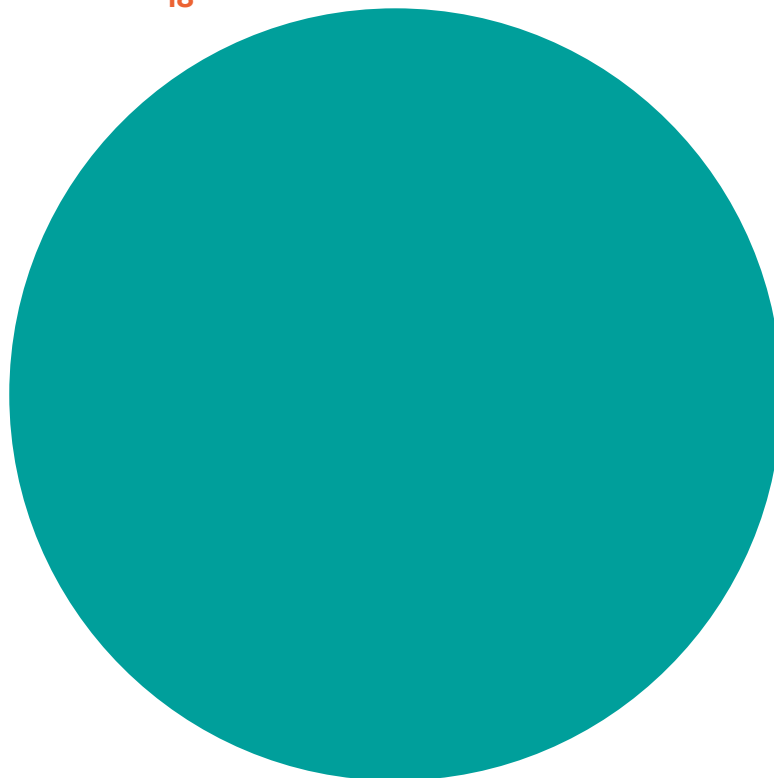
For more information and the latest developments see www.rcpsych.ac.uk





Contents

Letter from the President	1
Your College Officers	2
Our values and behaviours	4
The Training and Workforce Unit, Professional Standards Directorate	6
Your College services and resources	8
Welcome from the Psychiatric Trainees' Committee (PTC)	14
Your College infrastructure	16
Your College contacts	18



Letter from the President



Lade Smith
President

Dear Colleague

I am delighted to welcome you as a Pre-Membership Psychiatric Trainee of the Royal College of Psychiatrists. This booklet describes some of the activities and initiatives that I 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 over 200 staff based in our national headquarters in Prescot Street, close to the City of London. This is in addition to our important offices in England and the Devolved Nations in Northern Ireland, Scotland and Wales, and the International Advisory Committee supporting the growing work of our International Divisions.

I am often asked 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.

I 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 I am eager that you participate in the work of the College and help shape its future.

Your College Officers



**The President -
Lade Smith (2023 - 2026)**

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 the Board of Trustees and Council.



**The Registrar –
Trudi Seneviratne (2020 - 2025)**

Elected by the Membership or a maximum period of 5 years, the Registrar is responsible for policy, communications and membership rapport. 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 -
Subodh Dave (2021 - 2026)**

Elected by the membership for a maximum period of 5 years, the Dean is responsible for education and training, and the MRCPsych examinations. The Dean also oversees postgraduate training among other educational, research and academic responsibilities.



**The Honorary Treasurer -
John Crichton (2021 - 2026)**

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 College is able 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, Specialist Advisors, 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 eNewsletter and on the College website. For further details about any of these positions, contact infoservices@rcpsych.ac.uk.

Your Pre-Membership Psychiatric Trainee benefits

- College journals – online access to *The British Journal of Psychiatry*, *BJPsych Bulletin* and *BJPsych International*. Free online access to *BJPsych Advances*, and *Australasian Psychiatry*
- Free access to Trainees Online – an online learning resource developed by the College to support trainee psychiatrists preparing for the MRCPsych examinations
- Continuing professional development access to Portfolio Online and discounted subscription to eLearning Hub College's learning modules
- Monthly eNewsletter – keeping you up to date with the latest developments
- Support during your training
- The opportunity to attend College meetings and conferences
- Reduced rates for the College's International Congress
- 30% discount on RCPsych books and academic books published by Cambridge University Press and 25% discount on Stahl Masterclass and Stahl Online
- Local Division membership and access to your Regional Advisor
- Involvement with Specialist Faculties and Special Interest Groups – opportunities to meet colleagues, network, and contribute to the development of your specialty and interests
- Eligibility to join the Friends of the College Archives
- Get involved in developing College policy through committees, working groups and consultation exercises
- A chance to receive professional recognition at the annual RCPsych Awards
- Confidential access to the Psychiatrists' Support Service
- Access to our Library and Information Services – literature searches and document delivery, online access to journals, book loans and a place to work when you are visiting the College
- 40% discount for private room hire at the College's headquarters
- Opportunity to purchase College merchandise
- Opportunity to join the international volunteer programme

Our Values and Behaviours

At the RCPsych, we want to build a consistent culture that is positive, empowering and enabling for all of our staff and members. Our **values** underpin everything that we do and what we expect from our staff and members involved in College work.

Please take the time to look at our values and behaviours and think about how you can play your part.

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, and where possible 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**
- **Positively embrace new ways of working**

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'**
- **Positively embrace new ways of working**





The Training and Workforce Unit, Professional Standards Directorate

There are many benefits to registering as a Pre-Membership Psychiatric Trainee (PMPT) 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 Training and Workforce Unit of the College is responsible for a range of activities in relation to training, curriculum development, quality assurance and GMC Specialist Registration.

Once you have registered as a PMPT, the Training and Workforce Unit will be able to monitor your training and offer advice on a wide range of training issues.

Appointment to a core training programme in psychiatry

Once appointed to a core training programme in psychiatry via open competition, you must register with your postgraduate Deanery by completing a Form R. The Deanery will issue you with a National Training Number (NTN).

You will be required to follow the core curriculum in Psychiatry. The curriculum is available at <https://www.rcpsych.ac.uk/training/curricula-and-guidance>. Each year you will be required to take part in the Annual Review of Competency Progression (ARCP). This is a Deanery led process and further information can be found in the Gold Guide, which is available at <https://www.copmed.org.uk/gold-guide/>.

The main responsibilities of the Training and Workforce Unit

- Offering advice to trainees on all training issues
- Offering advice to trainers, Programme Directors and other local educational providers on all training issues
- Monitoring and tracking the progress of all trainees from CT1 to ST6 level, including those appointed to standalone training posts
- Recommending Certificates of Completion of Training (CCTs) to the GMC
- Recommendation of Certificates of Eligibility for Specialist Registration (CESR)
- Recommendation of Certificates of Eligibility for Specialist Registration, Combined Programme (CESR CP)

For specific queries about training (registration, enrolment into core training, taking time out of programme) or queries related to CCT or CESR, please email the Training and Workforce Unit at specialtytraining@rcpsych.ac.uk.





Your College services and resources

Membership Data Office

The membership team is dedicated to supporting all members and we welcome every opportunity to assist you with your enquiries. We can be contacted via email at membership@rcpsych.ac.uk. If you prefer to speak to someone you can call us on 0208 618 4100.

Please keep us updated with your current contact information and employment positions to ensure you always receive the most out of your membership.

You can access your personal dashboard in the secure members' area via the College website www.rcpsych.ac.uk/membersarea. Here you can access subscription receipts, set up and amend your direct debit and book College events.

Your Online services

You are probably already familiar with our website www.rcpsych.ac.uk, which reflects all aspects of College activity, and provides information to members, other mental health professionals and the general public. You can keep in touch with College news, what's happening in your division or devolved nation, across all the specialties in the Faculties section, and with any special interests you might have.

The website has a wide range of information and resources for trainees and for members generally. The online event finder will help you make sure you know what conferences and training events are happening then. The site also holds position statements showing the College's formal position on a wide range of key issues, as well as providing information about our library, archives, publications including journals, and other useful resources.

Another way to stay up to date is on social media and you can follow us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#). Each channel contains unique content so if you are on these, it makes sense to follow us on all 4!

Trainees Online (TrOn)

All trainees registered with the College have free access to **Trainees Online (TrOn)**, the College's online learning resource developed to support trainee psychiatrists preparing for the MRCPsych examinations. 63 interactive eLearning modules are being produced to cover the basic sciences topics on the MRCPsych syllabus. These are written by post-membership trainees who have current knowledge of MRCPsych content, having recently completed their membership examinations. The modules are peer-reviewed by subject area experts and the content is also assessed by the College examination panels to ensure its relevance to the syllabus. To log on to Trainees Online please go to <http://tron.rcpsych.ac.uk> and use your College username and password.

eLearning Hub

The College's educational resource **eLearning Hub** is available to you at a substantial discount. For subscription information visit the **eLearning website** or call 0208 618 4140.

Your books and reports

College reports and Position Statements – often explaining College policy in specific areas – are available free of charge on the website. You may find these useful when seeking guidance in your practice or when campaigning for resources locally.

We publish about 12 new book titles each year. Our books are published by Cambridge University Press on behalf of RCPsych. Decisions about which books to publish are made with our members in mind, and you will receive a 30% discount not only on all RCPsych books but also on all academic books published by CUP (www.cambridge.org/core/browse-subjects/psychiatry).





Your journals

As a Pre-Membership Psychiatric Trainee you receive free online access to the College's journals.

- *The British Journal of Psychiatry* – one of the world's leading journals for research in psychiatry, as well as editorials and reviews. Be sure to activate your online access (see next page) to make full use of this resource.
- *BJPsych Bulletin* – prioritises research, opinion and informed reflection on the state of psychiatry, management of psychiatric services, and education and training in psychiatry. It provides essential reading and practical value to psychiatrists and anyone involved in the management and provision of mental healthcare.
- *BJPsych Advances* – distils current clinical knowledge into a single resource, written and peer-reviewed by expert clinicians to meet the CPD needs of consultant psychiatrists.
- *BJPsych Open* – is a high-quality, online-only open access journal for the publication of all methodologically sound research in psychiatry and disciplines related to mental health.
- *BJPsych International* – provides an overview of current policy and practice in psychiatry in different countries around the world. It is 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](#).



The BJPsych journal portfolio is hosted online by Cambridge University Press on Cambridge Core. *BJPsych Bulletin*, *BJPsych International*, and *BJPsych Open* are open access with no login needed. You can use your RCPsych member login details to get full access to the latest content of *The British Journal of Psychiatry* and *BJPsych Advances*. Follow the instructions below to set up your online access:

- 1 Navigate to the RCPsych hub on Cambridge Core: www.cambridge.org/rcpsych
- 2 Click the blue **Log in** button that appears in the top right-hand corner of the page (or in the menu icon if you are using a mobile device).
- 3 On the **Login Options** page, select **RCPsych** in the **Select your society** drop-down menu, and click **Log in**.
- 4 If you are already logged into the RCPsych website, you will be granted access to the RCPsych journals. If you are not already logged into My RCPsych, the system will automatically redirect you to the College login page, where you should enter your member username and password as usual and you will then be taken back to the journals site to access the content.

Please note, on your first visit to the Cambridge Core journals site you will be asked to complete a simple and quick registration process and to agree to the Terms and Conditions governing your use of the site.

For full guidance for this set up process, please visit the website at:

<https://www.rcpsych.ac.uk/about-us/publications-and-books/journals/rcpsych-members/bjpsych-on-cambridge-core>

Online access to *Australasian Psychiatry* is available via your online member dashboard.



Events and newsletters

You will have chosen the Faculties and Special Interest Groups you want to belong to and 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 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.

Development at RCPsych

The Development office was set up in order to secure new and sustainable income streams for the future.

Our aim is to create long-term programmes which will underpin the College's strategic priorities. Through the generosity of our members, private philanthropists, charitable trusts and foundations and legacies we've already helped to shape the future of psychiatric education, contributed to research which could change the lives of patients with mental illness and supported future generations of psychiatrists.

Successes include the Gatsby/Wellcome Neuroscience Curriculum project and the Parliamentary Scholars initiative (a peer mentorship programme) which provides the opportunity for a trainee in psychiatry to be attached to a peer in the House of Lords. We have previously held a series of welcome events for core trainees and are exploring other ways to support trainees early in their careers.

The College is a charity which could make an even greater difference in the world of mental health with the support of our members. But projects like the above cannot be sustained without further funding and investment. Please do contact the Development Office if you have any suggestions or are able to help in some way: development@rcpsych.ac.uk.

The College Library

All members have access to the [College Library](#), the primary benefit of which is RCPsych Athens accounts, which give you access to our wide range on online journals, databases and ebooks.

Library staff can offer training and research assistance, such as literature searching and inter-library loans.

We also have a Library on the ground floor of the Prescot Street office, where you can study and borrow books.

Contact infoservices@rcpsych.ac.uk to get started.

Psychiatrists' Support Service

The Psychiatrists' Support Service provides free, rapid, high quality peer support by telephone to psychiatrists of all grades who may be experiencing personal or work-related difficulties.

Our service is totally confidential and delivered by trained Doctor Advisor College members.

The service is available during office hours Monday to Friday but a call with a Doctor Advisor can be arranged for out of hours.

To contact the support service call our dedicated telephone helpline on 0208 618 4020 or email us in confidence at pss@rcpsych.ac.uk. More information can be found on our website: www.rcpsych.ac.uk/pss.





Welcome from the Psychiatric Trainees' Committee (PTC)

The PTC is composed of divisional and selected other representatives from across the UK. We are a formal committee of the College's Council and an integral part of many other committees both within and outside of the College.

Council has overall responsibility for education and training, policy, professional practice, professional standards, public engagement, quality improvement and research within the College.

Our involvement with Council and this wider committee representation, allows us, as your representatives, to drive improvements that will better support trainees throughout the UK and ultimately, improve the quality of care and lives of people with mental illness.

While our work is multifaceted, and often involves the softer skills of influencing our colleagues behind closed doors, we are proud to share '[Supported and Valued? A trainee led review into morale and training](#)' and '[Supported and Valued? Staying Safe – A trainee led review into fatigue within psychiatry](#)' (pdf) which has led (and we hope will continue to lead) to improvements at both local and national levels.

We're also working hard to improve our engagement with trainees as we're conscious that, despite our best efforts, most trainees might not be aware of us. Please do engage with us where you can and help to support and value one another - together we can make a real difference.

You can contact us, your representatives or keep up to date through [Facebook](#), [Twitter](#) or by emailing us at ptcsupport@rcpsych.ac.uk We really like hearing from you and receiving your feedback.

Get Involved

The PTC year runs from September to September – this is when newly elected representatives join the Committee and new Officers are elected. Each year, half of the Divisions have elections, and all trainees in the relevant Divisions will be e-mailed about nominations. You will be asked to fill in a nomination form (signed by two other trainees), and write a short statement outlining why you think you'll be suitable. Following this process, all trainees in your Division vote online. Once elected, your first meeting will be the 2-day annual PTC meeting, where you will be inducted and meet all the other representatives. We sometimes have co-options either for positions that become vacant or if we are recruiting to a particular role, so please watch out for those too. If you have any questions about the process, please email ptcsupport@rcpsych.ac.uk.

Your Portfolio Online

Now that you are a core trainee registered with the College, you can register a [Portfolio Online](#) account.

Portfolio Online is a web-based e-portfolio tool that helps you log your learning, professional activities, development and achievements. Portfolio Online should be used throughout your training and will help keep a record of activities and carry out assessments with your Supervisors. It is also an integral part of your annual review (ARCP) where evidence collated on your Online Portfolio is used as evidence of competencies met and development throughout the year.

For step-by-step guides on how to use Portfolio Online see the help centre on the portfolio website (<https://training.rcpsych.ac.uk/>).

If you have any questions about your Portfolio Online, then please email support@portfolioonline.co.uk or call 0800 987 1008.



Your College infrastructure

With a staff of over 200 and a membership of more than 20,000 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 evidence-based leaflets on common mental health issues and treatments such as depression, bipolar disorder, self-harm, antidepressants and cognitive behavioural therapy, as well as a new suite of leaflets relating to mental health during and after pregnancy. We also produce resources for young people and their parents 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 at www.rcpsych.ac.uk/mental-health which are viewed by people all over the world. This important work is coordinated by the Strategic Communications department and the Public Education Editorial Board.

The College Centre for Quality Improvement (CCQI)

The 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 (NCCMH)

The NCCMH is a collaboration between the Royal College of Psychiatrists and University College London. The NCCMH have a strong background in research and producing evidence-based material to a very high standard in collaboration with people with lived experience and world-leading academics and clinicians. The work of NCCMH is mainly commissioned by national NHS arm's length bodies in England, although they also have worked internationally.

Committee structure

The Board of Trustees makes decisions on important matters affecting the College including how we use our resources, how we manage, run projects and make decisions, the service we provide to members, and disciplinary issues and complaints. It is chaired by the President and members include the Honorary Officers, representatives from Council and four Lay Trustees with special expertise in different areas. It has three subcommittees – the Finance Management Committee and the Disciplinary, Complaints Committee and Remuneration Committee.

The Council is also chaired by the President and is responsible for education, policy, professional practice, professional standards, public engagement, quality, research and training in psychiatry. Its members include the Honorary Officers, the Chairs of Faculties and Divisions, an elected member and elected Fellow, Chairs of Council Committees, the Clinical and Strategic Directors of CCQI and NCCMH, patient and carer representatives and up to five co-opted members.

Committees that report to Council include: Education and Training, Conferences and Advanced Learning, Nominations, ECT and Related Treatments, International, Speciality Doctors, Policy and Public Affairs, Psychiatric Trainees, Publications Management, Public Engagement, Professional Practice and Ethics, Leadership and Management, Psychopharmacology.

Working parties and scoping groups

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



Your College contacts



The Royal College of Psychiatrists
21 Prescott Street,
London E1 8BB
Tel: +44 (0)20 8618 4000

If you have an enquiry, please use one of the emails below

- Membership enquiries:
membership@rcpsych.ac.uk
- General publishing enquiries:
publishing@rcpsych.ac.uk
- *British Journal of Psychiatry*:
bjp@rcpsych.ac.uk
- *BJPsych Bulletin*:
BJPBulletin@rcpsych.ac.uk
- *BJPsych Advances*:
BJPAdvances@rcpsych.ac.uk
- *BJPsych International*:
BJPInternational@rcpsych.ac.uk
- *BJPsych Open*:
BJPOpen@rcpsych.ac.uk
- CPD submissions:
cpdqueries@rcpsych.ac.uk
- CPD Online:
cpdonline@rcpsych.ac.uk
- Trainees Online (TrOn)
tron@rcpsych.ac.uk
- Psychiatric Trainees' Committee:
ptcsupport@rcpsych.ac.uk
- Library and Information Service:
infoservices@rcpsych.ac.uk
- Psychiatrists' Support Service:
pss@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 name].[surname]@rcpsych.ac.uk; so, Jane Smith will be jane.smith@rcpsych.ac.uk.

Local and international divisional office contact details are listed opposite.

Divisions and Devolved Nations

Eastern Division

eastern@rcpsych.ac.uk
+44 (0)208 618 4126

London Division

london@rcpsych.ac.uk
+44 (0)208 618 4159

Northern and Yorkshire Division

NYandNW@rcpsych.ac.uk
+44 (0)208 618 4287

North West Division

NYandNW@rcpsych.ac.uk
+44 (0)208 618 4287

South Eastern Division

southeastern@rcpsych.ac.uk
+44 (0)208 618 4290

South West Division

southwest@rcpsych.ac.uk
+44 (0)176 146 3979

Trent Division

trent@rcpsych.ac.uk
+44 (0)121 803 9075

West Midlands Division

westmidlands@rcpsych.ac.uk
+44 (0)121 803 9075

RCPsych in Northern Ireland

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

RCPsych in Scotland

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

RCPsych in Wales

wales@rcpsych.ac.uk
+44 (0)292 048 9006

International Divisions

African Division:

africandivision@rcpsych.ac.uk

European Division:

europelandivision@rcpsych.ac.uk

Middle Eastern Division:

mideeastdivision@rcpsych.ac.uk

Pan-American Division:

panamericandivision@rcpsych.ac.uk

South Asian Division:

southasiandivision@rcpsych.ac.uk

Western Pacific Division:

westernpacificdivision@rcpsych.ac.uk

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



