

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Chair, West Midlands Independent Psychiatrists Group (WMIPG)
TERM OF OFFICE:	Up to 4 years
RESPONSIBLE TO:	Chair, West Midlands Division Executive Committee
WORKING WITH:	Divisions Committee Manager and Administrator
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	Half to 1 PA per week used flexibly
SALARY:	Unpaid

JOB PURPOSE

The main objectives of a Special Interest Subgroup are to facilitate the exchange of information, to promote discussion and to generate interest in a particular field of psychiatry. To lead and represent the group both within the College and externally.

KEY RESPONSIBILITIES

1. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Chair WMIPG meetings.
3. Lead the WMIPG, delegating to individuals or subgroups as appropriate, and ensure follow up between meetings.
4. Ensure effective liaison through WMIPG representation on other College committees and appropriate outside organisations.
5. Maintain a good working relationship with the Chair of the West Midlands Division Executive Committee, Divisions Committee Manager and Administrator.
6. Maintain a mechanism for welcoming new members to the WMIPG and to maintain regular contact with all members of the group.
7. To attend the West Midlands Executive Committee meetings and provide a brief on procedural issues where necessary.

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

Contact: Marie Phelps, Divisions Committee Manager