

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Member of the Committee on ECT and Related Treatments
TERM OF OFFICE:	Four years
RESPONSIBLE TO:	The Committee Chair
WORKING WITH:	Committee members and other committees as necessary
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	0.5 PA per week on average
SALARY:	Voluntary role

JOB PURPOSE

To attend meetings regularly and contribute actively to the working of the committee between meetings.

To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

KEY RESPONSIBILITIES

To contribute to the work of the College in key areas related to ECT practice and that of related treatments, in particular:

- All matters relating to best practice.
- Relationships with ECTAS, SEAN and any other relevant bodies.
- Contribution to the College's ECT Handbook.
- Contribution to the College's ECT & Neuromodulation Conference and other training events.
- The ongoing preparation of relevant guidance documents.
- The development of College initiatives and guidance with regard to ECT practice and that of related treatments for both NHS and non-NHS employed psychiatrists and other members of the ECT team as appropriate.
- Training with regard to ECT and related treatments.

Members are expected to attend meetings regularly and contribute actively to the working of the committee between meetings. There are normally three meetings of the committee per year. Most of the work of the committee is carried out electronically between meetings.

Members will also attend ad hoc related meetings, lead on work streams, prepare documents for submission to the committee and Council and contribute to other work streams, including responding to consultation documents.

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: Finance and Operations
- Section/Project: Membership Services and Faculties
- Name of Contact: Stephanie Whitehead
- Job Title: Faculty and Committee Manager

March 2023

PERSON SPECIFICATION

Essential

Appointed members of the committee will:

- Be working in the practice or research of ECT and/or Related Treatments. 'Related Treatments' include TMS, tDCS, VNS, neurosurgical interventions, and interventions which may be administered through ECT clinics such as ketamine and Esketamine.
- Have a keen interest in professional standards (including professional ethics and confidentiality), professional accountability, appraisal and reflective practice, inter-professional relationships, core standards and revalidation.
- Be a full current Fellow, Member or Specialist Associate of the College.
- Be a good written and verbal communicator.
- Have capacity to attend meetings regularly.