

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Chair of the Intellectual Disability SAC
TERM OF OFFICE:	4 years to run from September 2025 to September 2029
RESPONSIBLE TO:	Associate Dean, Curricula & Assessment and the College Dean
WORKING WITH:	President, Dean and other College Officers Director of Professional Standards, Head of Training & Workforce, Training Engagement Manager
ELECTED/APPOINTED:	Appointed following advertisement on College Website and equal opportunities interview
TIME COMMITMENT:	Average of 0.25 PAs per week
SALARY:	Voluntary

JOB PURPOSE

The Intellectual Disability Specialty Advisory Committee (SAC) is responsible to the Education and Training Committee (ETC) for monitoring and improving training and assessment within Intellectual Disability training and advising on related issues.

The Intellectual Disability SAC also contributes to workforce and recruitment issues for ETC as required and liaises with the other higher specialty SAC chairs to ensure robust, deliverable professional capabilities are maintained throughout the psychiatric curricula.

KEY RESPONSIBILITIES

The Chair will be required to (may delegate responsibility for some tasks as necessary and appropriate):

- Chair and lead the Intellectual Disability SAC meetings, delegating to individuals or subgroups as appropriate and approved and ensure follow up of work streams
- Act as a representative (or identify another member of the committee to deputize) and articulate the views of the Intellectual Disability SAC at the Curricula and Assessment Committee
- Keep all SAC members up to date with items discussed at the Curricula and Assessment Committee
- Support the College's Associate Dean for Curricula and Assessment, the Specialist Adviser for Quality Assurance, and relevant Faculty to undertake reviews of their curriculum and assessment methodology to ensure they are fit for purpose and continue to conform to the

needs of both the profession and the regulatory requirements of the GMC

- In collaboration with Higher Psychiatry SAC Chairs undertake reviews of the core curriculum and assessment methodology to ensure it is fit for purpose and continues to conform to the needs of both the profession and the regulatory requirements of the GMC
- Coordinate the voice of TPDs and feeding this back to the relevant Committees
- Develop a strong working relationship with the Dean, the Associate Dean for Curricula and Assessment and other key stakeholders
- Undertake periodic reviews of the Intellectual Disability SAC membership to ensure appropriate engagement and skill diversity
- Respond to new policy or other documentation on behalf of the Intellectual Disability SAC and or curricula and assessment committee as required
- Input into National Recruitment Intellectual Disability psychiatry selection design as required
- Report regularly to the Curricula and Assessment Committee and Education and Training Committee as required

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
Name of Contact: Helena Kopec - Training & Engagement Manager

August 2025