



Royal College of Psychiatrists Job description

Job title:	Chair of the Core Training Advisory Committee (CTAC)
Term of office:	up to 5 years
Responsible to:	Associate Dean for Curricula & Assessment and the Dean
Working with:	
Governance:	President, Dean and other College Officers
Management:	Director of Professional Standards, Head of Training & Workforce
Responsible for:	Core Training Advisory Committee
Elected/appointed:	Appointed following advertisement on College website and equal opportunities interview
Scope:	UK-wide
Time commitment:	Average of 0.25 PAs per week
Salary:	Voluntary

Job purpose:

The Core Training Advisory Committee (CTAC) is responsible to the Education and Training Committee (ETC) for monitoring and improving training and assessment within core psychiatry training and advising on related issues.

CTAC 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 CTAC meetings three times per year, of which one can be in person, 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 CTAC at the Curricula and Assessment Committee (CAC)
- 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 feed this back to the relevant Committees (facilitate 2 national TPD network meetings per annum)
- Develop a strong working relationship with the Dean, the Associate Dean for Curricula and Assessment and other key stakeholders including Educational Standards Manager and Educational Standards Coordinators
- Undertake periodic reviews of the CTAC membership to ensure appropriate engagement and skill diversity
- Respond to new policy or other documentation on behalf of CTAC and/or curricula and assessment committee as required
- Input into National Recruitment core psychiatry selection design as required
- Report regularly to the Curricula and Assessment Committee and Education and Training Committee as required
- Regular liaison with the MRCPsych Course Leads representative

Person specification

- a. Must be an approved trainer
- b. Must have experience as a Clinical Supervisor/Educational Supervisor
- c. Must be a Substantive Psychiatrist involved in Core Training

- d. Previous senior educational roles
- e. Postgraduate qualifications such as PGCert
- f. Good standing in professional practice

Scope

Some member roles have a global or UK-wide remit, whereas others are nation or region specific. If your role has a UK-wide remit, please be aware that health and social care, education and training, local government, some taxation, justice and policing are all devolved powers for Scotland, Wales and Northern Ireland. To reflect this, the RCPsych has Devolved Councils and structures in each nation which lead the College's engagement on these matters, and devolved policy can often vary to meet national requirements.

If you have any questions or need any guidance about the situation in any of the four nations, please speak to your College staff contact.

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 CONTACT:
<ul style="list-style-type: none">• Department: Professional Standards• Name of Contact and Email: Cherie Collins Cherie.collins@rcpsych.ac.uk• Job Title: Education Standards Manager