**ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Professional Practice and Ethics Committee Chair

**TERM OF OFFICE:** 5 Years

**RESPONSIBLE TO:** Registrar

**WORKING WITH:** Policy & Standards Manager

**Governance** Registrar

**Management** Director of Strategic Communications

**RESPONSIBLE FOR:** N/A

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** 1 day per month

**SALARY:** Unpaid

**JOB PURPOSE**

To ensure that College guidance and policy in the field of ethics remains up to date and reflects best practice. To provide advice on specific ethical issues raised by psychiatrists that they are encountering in their job. To provide a focus of expertise about ethics in the College.

**KEY RESPONSIBILITIES**

1. Chair meetings of the Professional Practice and Ethics Committee (PPEC) Committee, which may be held three times per year at the College or elsewhere.
2. Attend Council at least once a year to provide a report on the work of the Committee. Attend the Policy and Public Affairs Committee (PPAC) at least twice per year to provide regular updates on the work of the Committee as well as provide a brief written update for each of its three meetings.
3. Liaise as required with College Officers and College office holders, including Faculties, to take forward the work of the Committee.
4. Work with the Centre for Advanced Learning and Conferences to assist in the delivery of training courses and conferences in the field of ethics.
5. Provide advice and support for media enquiries on ethics either through the Committee or identified external expertise if needed on a particular issue.
6. Working closely with the Policy Unit, lead on policy development and consultation responses in matters relating to ethics.
7. Advise on ethics sessions at the College's International Meeting.
8. Oversee the content of the Committee webpage, incorporating items of potential interest to the College membership.
9. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

**PERSON SPECIFICATION**

The post holder will be a Fellow, Member or Specialist Associate of the College in good standing for CPD and must be able to demonstrate expertise and interest in this field. They will be able to devote one day a month (on average) to the work and will be supported by a member of College staff.

**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’.

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| **INTERNAL COLLEGE CONTACTS:** | |
| * Department: * Section/Project: * Name of Contact: * Job Title: | Strategic Communications  Policy & Campaigns  Thomas Denning  Policy & Standards Manager |

**February 2022**