

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

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| JOB TITLE: | Chair of the Committee on ECT and related treatments |
| TERM OF OFFICE: | Up to five years |
| RESPONSIBLE TO: | The Registrar |
| WORKING WITH: | Committee members, other Officers and committees as necessary, the editor of the ECT Handbook. |
| Governance | The Committee on ECT and related treatments is a Committee of Council. |
| ELECTED/APPOINTED: | Appointed |
| TIME COMMITMENT: | 0.5 PA per week on average |
| SALARY: | Voluntary role |

JOB PURPOSE

To chair meetings of the Committee on ECT and related treatments and coordinate the work of the committee.

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

KEY RESPONSIBILITIES

In partnership with the committee to lead the work of the College in key areas related to ECT practice and that of related treatments, in particular:

- All matters relating to best ECT practice;
- Relationships with ECTAS, SEAN and any other relevant bodies;
- Regular review of the ECT Handbook and other relevant guidance documents;
- 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 (including contribution to ECT Training Days);
- To work with the editor in development of the ECT Handbook.
- Timely liaison with the College Strategic Communications Department to develop responses to media activity about ECT and related treatments
- Work with College departments to develop media and public mental health information resources
- To represent the committee on the College Council.

The Chair is expected to attend meetings regularly and actively to contribute 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.

The Chair is a member of the College Council which meets four times each year. The Chair is expected to attend at least three meetings a year.

The Chair will also attend ad hoc related meetings, lead on work streams, prepare documents for submission to the committee and Council and contribute to other workstreams including responding to consultation documents and dealing with the media. The Chair will be expected to contribute to the ECT Training Days.

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: |
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| <ul style="list-style-type: none">• Department: Finance and Operations• Section/Project: Membership Services and Faculties• Name of Contact: Stephanie Whitehead• Job Title: Faculty and Committee Manager |

February 2022

PERSON SPECIFICATION

Essential

Applicants for the Chair will:

- Have experience in chairing meetings and undertaking a leadership role;
- Have a good understanding of the work of the Royal College of Psychiatrists;
- Have expertise in the practice and science of ECT or one of the related treatments;
- 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 Member or Specialist Associate of the College;
- Have held a substantive consultant post or equivalent for at least five years;
- Be a good written and verbal communicator and able to communicate primarily by email;
- Have capacity to attend meetings regularly;
- Have experience in dealing with the media.

'Related Treatments' include TMS, TCDS, VNS, neurosurgical interventions, and interventions which may be administered through ECT clinics such as ketamine and esketamine