**ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Committee Member, Psychopharmacology Committee

**TERM OF OFFICE:** Four years

**RESPONSIBLE TO:** Committee Chair

**WORKING WITH:**

 **Governance** Committee Chair/Registrar

**Management** Faculty and Committee Manager

**RESPONSIBLE FOR:** The Psychopharmacology Committee (a Committee of Council)

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** 1 day per month

**SALARY:** Unpaid

**JOB PURPOSE**

To ensure that College guidance and policy in the field of psychopharmacology remains up to date and reflects best practice. To provide a focus of expertise about psychopharmacology in the College.

**KEY RESPONSIBILITIES**

1. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Attend the meetings of the Psychopharmacology Committee, which may be held 3 times per year at the College, elsewhere or online.

1. Work with other members of the committee in developing the role and activities of the committee.

1. Play a key role in providing expertise in psychopharmacology.

1. Undertake committee work between scheduled meetings.

1. Represent the committee at meetings within the College and with external organisations.

1. Occasionally lead on projects agreed by the committee.

1. Respond to relevant consultations

**ESSENTIAL**

The post holder will:

* be a current Fellow, Member or Specialist Associate of the College in good standing for CPD.
* have experience of working in the field of psychopharmacology practice or research.
* 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 and in psychopharmacology as applied to clinical practice.
* have capacity to attend meetings regularly.

**DESIRABLE**

The post holder will:

* have held a substantive consultant post or equivalent for at least five years.
* be a good written and verbal communicator, ideally with experience of engaging with a variety of parties (media, patient groups, mental health professionals).
* Have experience of writing guidelines and position statements, and ideally of leading on these.
* Have experience of influencing policy within the College and externally.

**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: Finance and Operations
* Section/Project: Membership Operations
* Name of Contact: Catherine Langley
* Job Title: Faculty and Committee Manager
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May 2022