

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

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| JOB TITLE: | Elected Member of the Psychiatric Trainees' Committee |
| TERM OF OFFICE: | 2 Years |
| RESPONSIBLE TO: | Chair of the Psychiatric Trainees' Committee |
| WORKING WITH: | |
| Governance | Dean and other College Officers |
| Management | Training Manager, Head of Training and Workforce |
| ELECTED/APPOINTED: | Elected |

JOB PURPOSE

To represent the trainees in your region at PTC meetings and college events. To contribute to projects that support the PTC strategy, and represent the PTC on at least one other College Committee.

KEY RESPONSIBILITIES

1. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. To attend the PTC committee meetings (three per year, including one annual meeting).
3. To represent local trainees at PTC meetings.
4. To undertake active communication with trainees in their area generally but especially in areas of concern, reporting matters of significance to the committee.
5. To represent the PTC on other College committees and at outside organisations.
6. To respond to administrative requests for reports and agenda items for PTC committee meetings, as far in advance of the next meeting as possible, or at least by the stated deadline.
7. To produce reports for the PTC meeting on any work undertaken on behalf of the PTC between the meetings.
8. To respond to new policy or other documentation on behalf of the PTC, sometimes at short notice.
9. To attend or find volunteers to attend career fairs in their local area.
10. To participate actively within working groups and via the PTC's online forum.

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'.

PERSON SPECIFICATION

Essential

- Ability to work in a team, and/or to lead a small subgroup.
- Ability to undertake project management.
- Excellent organisation and communication skills (written and verbal).
- Ability to call on network of personal contacts for information, opinion and advice.

Elected members serve for a period of two years and are expected to attend three meetings per year. Elected members may serve two elected periods of two years. Co-opted members may be selected as required, and serve a maximum of five years. Consistent attendance over two years is essential in order to sustain project work and to enable contributions over time to other College committees and outside bodies. All PTC Members are expected to represent the PTC on at least one other College Committee, which will meet regularly throughout the year.

It is essential that all members, elected or co-opted, are committed to active participation at meetings and to tasks delegated to subgroups or individuals. In general, elected members failing to attend two consecutive PTC meetings with apologies or one meeting without apologies will receive a letter from the chairman seeking affirmation of their commitment to continue as a committee member. Failure to attend a third consecutive meeting will normally result in the reluctant decision to ask the member to stand down, although consideration will be given to exceptional circumstances. If the person next in line at the most recent election missed election by a narrow margin, they may then be invited to assume that committee place until the next election. The vacancy may otherwise be filled by means of co-option until the next election.

| INTERNAL COLLEGE CONTACTS: | |
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| • Department: | Professional Standards |
| • Section/Project: | Training and Workforce |
| • Name of Contact: | Kathryn Squire |
| • Job Title: | Training Manager |

December 2021.