ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Regional Representative of the of the Psychiatric Resident Doctors' Committee (PRDC)
TERM OF OFFICE:	2 years
RESPONSIBLE TO:	The Dean of the College Officers of the PRDC
ELECTED/APPOINTED:	Elected
SALARY:	Voluntary

KEY RESPONSIBILITIES

1. To attend the PRDC committee meetings (four per year, two of which will be face to face).
2. To represent local resident doctors at national PRDC meetings and regional divisional/devolved nation meetings.
3. To establish and maintain contact with their local RCPsych division/devolved nation and contribute to local projects/events.
4. To undertake active communication with resident doctors in their area generally but especially in areas of concern, reporting matters of significance to the committee.
5. To represent the PRDC on other College committees and at outside organisations. Representatives will be assigned to represent the PRDC on at least one other College committee, which will meet regularly throughout the year. If a representative is unable to attend a committee meeting, they must find another representative to attend in their place or submit a written report ahead of the meeting.
6. To respond to administrative requests for reports and agenda items for PRDC committee meetings, as far in advance of the next meeting as possible, or at least by the stated deadline.
7. To produce written reports for the PRDC meeting on any work undertaken on behalf of the PRDC between the meetings.
8. To respond to new policy or other documentation on behalf of the PRDC, sometimes at short notice.
9. To establish and maintain contact with local PsychSoc representatives, and to attend or find volunteers to attend career fairs in their local area.
10. To participate actively within working groups.

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.

Engagement

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.

In general, elected members failing to attend two consecutive PRDC meetings with apologies or one meeting without apologies will receive a letter from the Chair 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.

Those who know they would be able to attend only twice a year or who do not wish to become involved in a wide range of College policy, often between meetings, should not put themselves forward for election.

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'.

February 2025