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**FACULTY LEADERSHIP:**

Careers, Recruitment & Workforce Committee (FICMCRW)

**Recruitment – Deputy Lead**

**COMMITTEE AIMS & OBJECTIVES**

The Committee coordinates and oversees the Faculty’s focus in the areas of:

* All matters relating to Careers, Recruitment and Workforce
* Consultations and contributions to guidelines
* The Advanced Critical Care Practitioner (ACCP), Women in Intensive Care Medicine (WICM), and Pharmacy Sub-Committees (PSC) all report into this Committee.

**Careers:** To formulate a careers plan for the Faculty that promotes ICM as a specialty and develops career materials and tools, including a web resource for those who may be considering the specialty as a future career. The Careers Team will monitor recruitment and retention to the specialty, to ensure we are able to recognise and respond to factors that affect perceptions and their impact on applications for training.

**Recruitment:** To work with the National Recruitment Office (ICMNRO) to manage ICM National Recruitment, including the interview days, person specifications, recruitment materials and the organising of interviewers and their training. Undertake an annual review of the process, improving and quality assuring the outputs.

**Workforce:** To develop and deliver an annual census to collect important ICM workforce data. To produce reports on this work and create guidance and support for workforce sustainability.

**Confidentiality:** Members of the Sub-Committee should observe total confidentiality with respect to any discussions or papers considered confidential or sensitive, except where disclosure has been formally permitted.

**THE ROLE & YOU**

**Terms of Office:** The term of office for Committee members is three years. Second terms are at the discretion of the Faculty Board.

**Person Specification for ICM Recruitment Deputy Lead:** Those eligible must meet the following essential criteria:

* Be a Member of the Faculty of Intensive Care Medicine in active practice as a consultant
* Have up to date knowledge of *Good Medical Practice* (GMC)
* Have up to date knowledge of FICM Recruitment
* Have been actively involved in the ST3 recruitment process

It is recommended that potential Committee Members discuss their appointment with hospital colleagues and senior management, to ensure they can dedicate the appropriate time to the role.

Applicants who already sit on other UK-wide ICM organisations’ committees where responsibilities overlap can apply but would be expected to resign from these other roles if their application was successful.

**SUPPORT**

On beginning your appointment you will join the Committee, some of whose members have been in post for over three years. They will support you from your first meeting and throughout the first year. The Committee is a positive and open work environment and the FICM Secretariat will be on hand to support you as you join and with any subsequent workflow.

**RESPONSIBILITIES**

* Committee Members are expected to attend all meetings.
* Members are expected to take an active part in the work of the FICMCRW, including:
* Taking part in committee discussions (in person and by email).
* Taking responsibility for workstreams and projects.
* Attending other events to do with the committee’s work.
* Reading all relevant written and online materials that are sent to members.
* Producing written documents from time-to-time including contribution to the FICM newsletter, *Critical Eye*, and the Faculty website.
* Committee members may also be asked to represent the Faculty on external bodies such as the GMC, Partner Colleges, or the Academy of Medical Royal Colleges.

**MEETINGS**

* Typically, meetings take place quarterly.
* There will be a combination of virtual and in-person meetings. This will be specified in advance.
* Travel expenses are reimbursed subject to the expenses policy.
* Members may not send delegates to attend in their place.

**Disclosure of interest:** All Members should disclose to the Chair any relevant conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda.

**Meeting arrangements**

* Copies of the Agenda and accompanying papers will be sent to Committee

members in advance.

* The business of a meeting of the Committee will comprise the minutes of the previous meeting, and may include presentations, progress updates on projects and initiatives, and the receipt of minutes of Sub-Committees that report to FICMCRW.
* Members can request the Chair to add items to the agenda in advance of the meeting.
* All members are encouraged to speak freely and contribute to the discussions.
* Whenever possible, the Chair of the committee will try to obtain a decision by consensus. Voting (if required) will be by a show of hands of the full committee members present. The motion will be passed by a simple majority. In the event of a tie, the Chair will have a second, or casting vote. The ruling of the Chair on a point of order will be final.
* Typically, CRW meetings take place quarterly, with two virtual meetings and two face to face meetings a year.
* Meetings discuss, prioritise, commission and review work streams. They are open and friendly days where all members are invited to contribute and innovate.
* Meetings will consist of a morning session (to discuss recruitment) and an afternoon session (to discuss careers and workforce).

**TO APPLY**

Please submit a short CV and complete the application form appended below. These will be shared with the appointment panel who will review applications and reach a consensus on those appointed.Please send to [contact@ficm.ac.uk](mailto:contact@ficm.ac.uk) by **9am Monday 4 September 2023**.

**CONTACT**

If you have any questions or would like an informal chat about the role, email us at **contact@ficm.ac.uk** and we will get right back to you.

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**FACULTY LEADERSHIP:**

Application Form

Name

Job Title

GMC/NMC/HCPC Registration Number (*as applicable*)

Telephone

Email

Role you are applying for

Please provide a short statement highlighting your relevant experience and interest, and why you would like to apply for this role (***max*** *350 words*):

***Data management:*** *We will share your application form securely with the appointment panel only. Your data will be stored securely.*