

FACULTY LEADERSHIP:

Careers, Recruitment & Workforce Committee Members (x 4)



Committee Aims and Objectives

The Committee coordinates and oversees the Faculty's focus in the areas of Careers, Recruitment and Workforce. The Advanced Critical Care Practitioner (ACCP) and Women in Intensive Care Medicine (WICM) Sub-Committees both report into this Committee.

Careers: To formulate a careers plan for the Faculty which 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 to manage ICM National recruitment, including the interview days, person specifications, recruitment materials and the organising of interviewers and their training. To keep the entire processes under annual review, improving and quality assuring the outputs.

Workforce: To develop a census annually to collect important ICM workforce data. To produce reports on this work and undertake regional workforce engagements to develop regional and trust level data.

Confidentiality: Members of the 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 and you

Terms of Office: The term of office for Committee members is three years in the first instance.

Person Specification: Fellows, Members, ACCP Members and registered doctors in training are all eligible to apply. If you have an interest in careers advice, wellbeing support, training and recruitment, or workforce, we would love to hear from you. Of the four positions we are appointing, we would like to appoint two new members with a particular interest and skills in data analysis and quality improvement to help move on and develop our workforce census data projects and quality analysis from the national recruitment days.

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.



Support

On beginning your appointment you will join the Committee, some of whose members have been in post for over 3 years. They will support you from your first meeting and throughout the first year. The CRW Committee is a positive and open work environment and the FICM team will be on hand to support you as you join and with any subsequent workflow.



Responsibilities

- Committee Members are expected to attend all meetings (more info below).
- Members are expected to take an active part in the work of the CRW, including:
 - Taking part in committee discussions (at meetings and between meetings by email).
 - Taking responsibility for CRW workstreams and projects.
 - Attending occasional events (i.e. workforce engagements) to do with the committee's work.
 - Reading all relevant written and online materials that are sent to committee members.
- Producing research or written documents from time-to-time including contribution to the FICM newsletter, *Critical Eye*, and the Faculty website.
- (For the two members appointed to help with data analysis:) Helping to produce reports and analytics from recruitment and workforce data.



Meetings

- Typically CRW meetings are from 11am-4.30pm and take place quarterly.
- Meetings discuss, prioritise, commission and review work streams. They are open and friendly days where all members are invited to contribute and innovate.
- Travel expenses are reimbursed subject to the usual arrangements.
- **Disclosure of interest:** All Committee Members should disclose to the Chairman any relevant conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda.

Meeting arrangements

- 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.
- Copies of the Agenda and accompanying papers will be sent to Committee members in advance.
- Members can request the chair to add items to the agenda in advance of the meeting.
- All members are encouraged to feel able to speak freely and contribute to the discussions.
- Meetings will consist of a morning session (to discuss recruitment) and an afternoon session (to discuss careers and workforce).
- 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 (either elected or appointed but not co-opted). The motion will be passed by a simple majority. In the event of an equality of votes, the Chair will have a second, or casting, vote. The ruling of the Chair on a point of order will be final.



Calendar of forthcoming committee meetings

- Monday 17th June 2019 at 11am
- Monday 23rd September 2019 at
- Monday 25th November 2019 at

Contact us



- Any questions? Email us at contact@ficm.ac.uk and we will get right back to you.