

FACULTY LEADERSHIP:

Professional Affairs & Standards Committee Member



Committee Aims and Objectives

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

- Patient safety
- National standards
- Provision of services, including GPICS
- Cross-organisational consensus statements
- Clinical quality
- Revalidation
- Consultations and contributions to guidelines
- Legal and ethical matters (conducted through the Committee's Legal & Ethical Policy Unit)

The Committee is going through a new and exciting review and needs energetic and keen new members who will support each other in new projects and have a real passion for the specialty.

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. Second terms are at the discretion of the Faculty Board.

Person Specification: We have a number of positions available; those eligible must meet the following essential criteria:

- Be a Fellow, Member, ACCP Member or registered trainee of the Faculty of Intensive Care Medicine in active practice
- Have a demonstrable interest and some experience in the Committee's focus areas as above.

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.

Application: Please submit a CV and a statement of no more than 300 words explaining your interest in the role and the skills you will bring to the committee. These will be shared with the appointment panel.



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 PSC 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 PSC, including:
 - Taking part in committee discussions (in person and by email).
 - Taking responsibility for workstreams and projects.
 - Attending other events (i.e. guideline development meetings) to do with the committee's work.
 - Reading all relevant written and online materials that are sent to members.
- Producing research or 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 are from 1pm and take place quarterly.
- Travel expenses are reimbursed subject to the usual arrangements.
- Committee Members may not send delegates to attend in their place.
- **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

- 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.



Calendar of forthcoming committee meetings

- Friday 7th December 2019
- Friday 1st February 2019
- Friday 3rd May 2019



Contact us

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



Want to apply?

Send a summary CV and supporting statement of no more than 250 words explaining how you meet the criteria for the role to Dawn Tillbrook-Evans at dtillbrook-evans@ficm.ac.uk

The deadline for applications is **9am on Monday 26th November**.