

**FACULTY LEADERSHIP:**

Specialty Registrar Sub-Committee
(FICM LLP Representative)

**COMMITTEE AIMS & OBJECTIVES**

The Sub-Committee represents the interests and views of ICM Specialty Registrars (StRs) throughout their training and reports into the Faculty’s Training, Assessment and Quality Committee (TAC). This role will feed into StR Sub-Committee.

The aims and objectives for the FICM LLP Representative are as follows:

* Forum for discussion and representation of views through StR reps on the Board and raising any problems and solutions via the Training, Assessment and Quality Committee
* Produce and source materials regarding LLP for *Trainee Eye*
* Collaborate with external stakeholder groups, including Lifelong Learning Maintenance and Development Group (MAD) and the developers
* Work with the LLP Consultant representative to improve the LLP for ICM StRs in training
* Liaise with the wider StR network
* Respond to requests from the Dean, Board, standing Committees and any other sub-committees or working parties for representation, comment or opinion from ICM StRs in training
* Assist in the production of educational and guidance resources for the FICM LLP
* Create and maintain resources on the website for LLP users e.g. ICM StR guidance

**THE ROLE & YOU**

**Terms of Office:** The term of office for members is planned to be two years in the first instance. The member will be a corresponding Training, Assessment and Quality committee member.

**Person Specification:**

* **Essential:** Be a Trainee Member in good standing with the Faculty of Intensive Care Medicine in active practice at ST3 or higher in an ICM CCT programme (single/dual/triple/joint).
* **Essential:** Have at least 6 months of training still to complete upon taking up a position on the Sub-Committee
* **Desirable:** Experience of training representation or relevant projects undertaken locally or nationally.

Diversity, equality, and inclusion is an integral part of our culture at FICM, so it is important to us that this is reflected in our recruitment practices. We strongly encourage applications from individuals from all ages, races, genders, sexual orientations, ethnicities, and perspectives to ensure we maintain an inclusive culture that encourages, supports, and celebrates our differences.

It is recommended that applicants discuss their appointment with their Deanery and RA/TPD, colleagues and senior management to ensure they can dedicate the appropriate time to the role.

**SUPPORT**

On beginning your appointment, you will join the Sub-Committee with the elected FICM StR Representatives. They will support you from your first meeting and throughout the first year. We intend the StR Sub-Committee to have a positive and open work environment, and the FICM team will also be on hand to support you with any subsequent workflows.

**RESPONSIBILITIES**

* Sub-Committee Members are expected to attend all meetings (more info below).
* Members are expected to take an active part in the work related to the LLP, including:
	+ Taking part in Sub-Committee discussions (at meetings and between meetings by email).
	+ Taking personal responsibility for work streams and projects.
	+ Taking corporate responsibility for Sub-Committee decisions/positions
	+ Attending occasional events to do with the LLP work.
* Producing research or written documents from time-to-time including contribution to the FICM newsletters, *Trainee Eye* and *Critical Eye*, and the Faculty website.

**MEETINGS**

* Typically, StR meetings will take place quarterly, with three virtual meetings and one face to face meeting per year.
* Lifelong Learning Maintenance and Development (MAD) group will take place quarterly, attendance is mandatory
* The member will be a corresponding Training, Assessment and Quality committee member. They do not need to attend these meetings, however, when required, a paper will need to be written to update TAQ
* 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.

**Disclosures of interest:** All Sub-Committee 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**

* The business of a meeting of the Sub-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 Committees of relevance to ICM StRs.

Copies of the agenda and accompanying papers will be sent to Sub-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**

Applicants should ensure that they are available to attend meetings on the following dates:

* **09:30 – 11:30, Tuesday 20 February 2024 (Virtual)**
* **11:00 – 13:00, Thursday 06 June 2024 – (in-person at the RCoA)**
* **09:30 – 11:30, Tuesday 03 September 2024 (Virtual)**
* **09.30 – 11.30, Wednesday 13 November 2024 (Virtual)**

**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 by **9am Thursday 2 November 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.