

**FACULTY LEADERSHIP:**

Education Sub-Committee

(Podcasts, Case of the Month or Events)

**COMMITTEE AIMS & OBJECTIVES**

The Education Sub-Committee (ESC) coordinates and oversees the Faculty’s focus in the

areas of:

* Overall education strategy
* Events, study days and conferences
* e-ICM: the NHS e-learning resource for critical care
* The FICM’s wider e-learning resource, FICMLearning.

This ESC is looking for new members to participate in ESC streams of work. Whilst relevant experience will be of benefit, this is not a requirement. We are looking for individuals who are energetic and passionate to learn with the support of the Faculty. The ESC are a group who support each other in new projects and have a real passion for education. The group links with the other parts of the Faculty across careers, the curriculum, the e-portfolio, clinical & training leadership, Women in ICM and the Board.

**THE ROLE & YOU**

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

**Person Specification**: Those eligible must meet the following essential criteria:

* Be a Consultant in ICM and a Fellow, Associate Fellow or Member of the Faculty of Intensive Care Medicine in active practice. *Or*
* Be a registered trainee of the Faculty of Intensive Care Medicine in active practice.
* Have an interest in education.
* In addition, those applying must not have notable commitments to other educational providers that would result in insufficient capacity to take forward ESC work streams.
* It is recommended that potential ESC Members discuss their interest in the opportunity with hospital colleagues and line management, to ensure they can dedicate the appropriate time to the role. This position does not attract any remuneration from the FICM.

**SUPPORT**

On beginning your appointment you will join the ESC, which includes an established Chair and Deputy Chair. The Chair and Deputy will support you from your first meeting and throughout. The ESC, like all Faculty groups, is a positive and open work environment and the FICM Secretariat will be on hand to support you as you join and with subsequent workflow. This includes learning how to undertake tasks with which you are not already familiar.

**RESPONSIBILITIES**

* Sub-Committee Members are expected to:
	+ Attend all ESC meetings and read all relevant materials that are sent to members.
	+ Work with ESC Members to agree an overall vision for education.
	+ Attend events that relate to the committee’s work.
* The Sub-committee Members working on events are expected to:
	+ Provide clinical and educational event advice and support to the FICMESC
	+ Help co-ordinate the FICM event programme.
	+ Identify topics, speakers and organisers for FICM events.
	+ Review the education programme regularly with the Faculties co-ordinators and FICM Education Lead
	+ Identify CPD codes for course programmes.
	+ Identify ways to quality assess and improve existing events.
	+ In exceptional cases, to be the organiser for Faculty events.
* The Sub-committee Members working on the Case of the Month are expected to:
	+ Coordinate case of the month content
	+ Edit submissions
	+ Advise the committee on development of content areas.
	+ Ensure content is available in a timely fashion for publication (one Case of the Month every 4 weeks).
	+ Ensure content is of an acceptable quality.
	+ Liaise with the ESC Chair to identify any controversial content prior to publication.
* The Sub-committee Members working on the podcasts are expected to:
	+ Coordinate podcast content:
		- seek contributors
		- coordinate recording
		- editing for recording.
	+ Advise the committee on development of content areas.
	+ Ensure content is available in a timely fashion for publication (one podcast every 2 months).
	+ Ensure content is of an acceptable quality.
	+ Liaise with the ESC Chair to identify any controversial content prior to publication.
	+ *Whilst experience of podcasting will be of benefit, this is not a requirement.*

**MEETINGS**

* Typically meetings take place quarterly and are virtual (with 1 in person meeting a year).
* Travel expenses are reimbursed subject to the expenses policy.
* ESC Members may not send delegates to attend in their place.

**Disclosure of interest:** All ESC 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.

* 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.

**Calendar** *– subject to change*

* Tuesday 17 June 10.30-12.30 (online)
* Tuesday 23 September 10.30-12.30 (in person / online tbc)
* Tuesday 9 December 10.30-12.30 (in person / online tbc)

**TO APPLY**

Please submit a short CV and complete the application form appended below, indicating your preference to work on Podcasts, Case of the Months ***or*** Events. 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 Monday 26 May**



**FACULTY LEADERSHIP:**

Education Sub Committee
Application Form

Please indicate your preferred role: Podcast, Events or Case of the Month

Name

Job Title

GMC Number

Telephone

Email

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.*