www.rcplondon.ac.uk/trainees-committee
Dear Trainees Committee member,

Welcome to the Royal College of Physicians (RCP) Trainees Committee (TC). We represent the views and interests of trainees from across the UK to the RCP, through ensuring trainee representation on RCP committees, responding to internal and external consultations, and engaging in our own project work within the TC. As members of the committee we are in a truly privileged position to effect change within the RCP for the benefit of trainees.

The RCP is a complex organisation employing around 400 people with a core mission ‘to improve patient care and reduce illness’. It has a key role in physician education, mainly performed in conjunction with the Edinburgh and Glasgow royal colleges (The Federation of the Royal Colleges of Physicians), as well as in continuing professional development for consultants. However, it also works to achieve its wider aims through influencing the way healthcare is designed and delivered, and public health promotion.

We were elected as co-chairs of the TC in late 2018 and pledged ‘to work with all members of the Trainees Committee to transform their energy and drive into meaningful outcomes for trainees’. We stand by this pledge, and want the RCP TC to be involved in all major decisions the RCP makes, and aim to improve the experience of physician trainees nationally. We also wish to develop the skills and knowledge of the members of the committee, to enable them to be positive, effective advocates for physician training and improve healthcare both locally and nationally for the rest of their careers.

We are delighted to have you on board and we look forward to working with you over the coming years to advocate for trainees within the RCP.

Very best wishes,

Michael FitzPatrick
Co-chair, RCP Trainees Committee

Matthew Roycroft
Co-chair, RCP Trainees Committee
Dear Trainees Committee member,

Welcome to the RCP! Thank you for taking the decision to join the Trainees Committee. We all have busy NHS lives and the fact that you are happy to give your time is really appreciated. Trainees are a critical part of our membership both as ‘users’ and ‘shapers’ of our work.

Your ideas and input are essential for us to move forward as a college. The RCP is 500 years old (and we’re quite proud of that) but we are listened to more now than at any time in recent history. Your views will help us ensure we remain true to ourselves and understand the things that are important to trainees. We encourage an open and honest culture so if you see something you don’t like say so – you can approach any of the senior officers if needed. Also shout if you see something that you really like as we want to do more of that and it is important to celebrate the good things that we do.

I look forward to working with you and hope that you get as much from the role as many have done previously.

Best wishes,

Professor Andrew Goddard MD, PRCP
President, Royal College of Physicians
Welcome

As a member of the RCP Trainees Committee (TC) you become both a representative of trainees in your region to the RCP and a representative of the RCP. The RCP remains a charitable organisation committed to the cause of improving standards in healthcare.

We have found that our largest influence has been achieved in the production of reports for the RCP and reports from the trainees directly to the government, and governmental and independent inquiries.

We will endeavour to find you an area of the RCP’s activity where you represent trainees. This can be as diverse as workforce planning to the influence of private industry (eg pharmaceutical companies) on medicine and medical practitioners.

You will be paired with an existing member of the TC as a mentor to help introduce you to the workings of the group.

Administration

Please contact the committee manager Elaine Storey (Elaine.Storey@rcplondon.ac.uk) with administrative queries relating to the TC.

Meetings

Meetings are usually held at RCP London. Invitations will be sent to you in advance via email – this will include any relevant documentation you are required to read prior to the meeting. Trainees will be expected to attend an informal trainees-only meeting during the morning then with the senior RCP officers in the afternoon to discuss current issues and the subjects discussed in the morning. There is opportunity to video conference into the meeting, although ideally your first meeting should be face to face.

Please note that the day usually starts at 10am.

Attendance

As you have significant notice of the meetings you are expected to attend as many as possible. If you miss two meetings in a row you will need to contact the chair or deputy to discuss your reasons for this; if you miss three, you will be asked to demit. Please refer to the terms of reference for further information regarding members’ responsibilities.
Workstreams

The work of the TC is split into workstreams that have independent priorities and projects. You will be a member of a workstream, depending on your interest and experience.

**Education and training**

The education and training workstream is responsible for discussing and scrutinising all aspects of policy relating to physicianly training. It responds to consultations, and develops recommendations. It represents physicians in training on behalf of the trainees on various RCP committees including the Medical Specialties Board and the General Internal Medicine (GIM) Advisory Committee.

Current areas of interest are the implementation and higher specialty training curriculum redesign. The senior RCP officer supporting the workstream is Dr Emma Vaux, senior censor and vice president of education and training, aided by the RCP education fellows.

**Workforce and engagement**

The workforce and engagement workstream is responsible for all aspects of work that relates to the trainee workforce and engaging them in the work of the RCP and the TC. It represents physicians in training on the Postgraduate Deans Liaison Committee, Membership Support and Global Engagement Board and New Consultants Committee.

The group are currently developing a mentorship program for new TC members, and exploring national campaigns to support, such as Fight Fatigue. We are also developing networks to support doctors in training in each region. The senior RCP officer supporting the workstream is Professor Donal O’Donoghue, RCP registrar.

**Research and policy**

The research and policy workstream is responsible for developing strategies and supporting work regarding research, as well as aspects of strategic policy in the RCP. It represents physicians in training on the Academic Quality Management and Research Committee and Research and Academic Medicine Committee.

The workstream is focused on developing support for regional and specialty research networks. The RCP officer supporting the workstream is Professor Cheng-Hock Toh, academic vice president.
What should I do now?

In your role as a trainee representative it is important that you are able to accurately represent the interests and needs of the trainee physicians in your region in the interest of delivering excellent postgraduate training and high-quality patient care. On appointment, we recommend the following:

- Let people know that you have been appointed. This includes (but not exclusively) your head of school and training programme director. Your head of school may wish to have your representation on a local committee within the deanery school of medicine – this is an effective way to link with the regional school.

- Look at what networks of trainees have been established in your region already. Try to find out the best way to engage with doctors in your area. Contact associate college tutors (ACTs) and chief registrars in the area.

- Meet with your regional manager to find out what is happening in your area. They will be able to provide contacts for you and should have details of ACTs and chief registrars.

- Get a critical friend, ideally outside of your immediate specialty. Being in a leadership position can sometimes be challenging and it is good practice to have somebody independent that you can discuss issues with.

- Let your clinical team and educational supervisor know. The position takes an additional toll on your professional and free time, so it is important that your colleagues understand. Book in leave to attend the committee meetings – dates are published well in advance. Your team and trust should support this with permission for professional leave when possible.
Housekeeping

Travel expenses
You will need to contact Diversity Travel directly to book train/travel tickets when travelling on RCP business, such as TC meetings or other internal RCP meetings. This should be done (where possible) 12–13 weeks before a meeting to ensure cheapest travel arrangements. We would recommend that you book via the website https://portal.diversitytravel.co.uk/ (registration required) using a unique reference code (URN) that is obtainable from the meeting organiser. This ensures the cheapest travel prices for the RCP. Alternatively booking for rail can be done via phone or email: 0161 235 5415 or rail@diversitytravel.com. For other travel/enquiries telephone 0161 235 5410 or email willow@diversitytravel.com

Bookers will be asked to confirm the relevant URN code to ensure that the correct team is invoiced. Please be aware that reimbursement is not routinely available for accommodation unless with the prior arrangement of the committee manager. Some meetings (hosted by external organisations such as the JRCPTB or Academy of Medical Royal Colleges) cannot be booked via Diversity Travel and need booking yourself and claiming back via the RCP expenses claim system. To check whether a meeting can be booked via Diversity Travel or needs claiming in this way check with the meeting organiser or Elaine Storey. Please register at the following link: https://expenses.rcplondon.ac.uk/Account/SignUp.aspx

You will find video clips showing you how to register and submit expenses at the following link: www.rcplondon.ac.uk/members-and-fellows-expenses

Declaration of interests
To ensure good governance, RCP has released an online system to make a declaration of personal interests and good standing www.rcplondon.ac.uk/declaration-personal-interests-and-good-standing

As a contributor to RCP work please follow the link above and complete the short online declaration as soon as possible. The link includes the RCP policy and a short video by way of explanation.

RCP500 Code of Conduct
Please familiarise yourself with the document at www.rcplondon.ac.uk/code-conduct which is intended to provide a clear set of expectations as to how RCP members, fellows and other healthcare professionals conduct themselves when working for or representing the RCP.

RCP Digest
As a committee member you are automatically subscribed to the RCP Digest. This email is sent fortnightly and is designed to make you aware of what the wider organisation is doing. You have the option to unsubscribe.
Letter to employers regarding clinical release for committee work

Friday 23rd June 2017

We are writing to every employer in the Health Service throughout the UK to urge you and your Board to look favourably on requests from doctors applying for absence in order to undertake national work for the wider benefit of the public and health services across the UK. Of course a large number of Health Service organisations already support these activities and we are keen to see that continue but if there is more encouragement you can give, we believe that would bring significant benefit.

Government, statutory and executive agencies across the UK such as:

- The National Institute for Health and Care Excellence (NICE)
- the Committee on Human Medicines
- the General Medical Council (GMC)
- Research Funders
- System Regulators (such as the Care Quality Commission (CQC))
- professional organisations such as Medical Royal Colleges

all rely heavily on senior members of the profession, doctors and other clinicians, for their expertise and experience in a variety of roles.

The part time work these people undertake alongside their clinical duties contributes a great deal to the quality and safety of patient care, medical education and to the planning, delivery and independent assurance of the safety and effectiveness of both local and regional health services.

We understand that in the current climate there is considerable pressure on local resources and that you will need to take account of that and ensure that contractual commitments are applied appropriately. However we hope you will regard such activity by your clinical staff as an investment in our Health Services and a reflection of the high standards in your organisation. The experience gained by these individuals should be of direct benefit to the unit in which they work. We would be grateful if you could bring this to the attention of the members of your Board.

If you have any comments or questions, please contact the UK, European and International Affairs team at the GMC at genc@gmc-uk.org

[Signatures]

Professor Terence Stephenson
Chair
General Medical Council

Sir Bruce Keogh
National Medical Director
NHS England

Professor Dame Sally C Davies
Chief Medical Officer
England

Dr Michael McCall
Chief Medical Officer
Northern Ireland

Dr Frank Atherton
Chief Medical Officer
Wales

Professor Catherine Calderwood
Chief Medical Officer
Scotland