

## **Job Description of the Student Associate Medical Student and Foundation Doctor Member of the Psychiatric Trainees' Committee**

The Medical Student and Foundation Doctor members serve for a period of two years and are expected to attend 6 PTC meetings per year, 3 of which are held at the College in London, the annual meeting which rotates between England, Northern Ireland, Scotland and Wales and two digital meetings held remotely using Skype Broadcast. It is not permitted to serve more than one term as a Medical Student or Foundation Doctor member of the PTC in this role. However, once a Student Associate progresses into Psychiatric Training, and becomes a Pre-Membership Psychiatric Trainee (PMPT) it will be possible for them once again to be co-opted or elected onto the PTC in the usual way. Consistent attendance over one year is essential in order to sustain project work.

### **Key responsibilities**

1. To attend all PTC meetings (3 per year, including 1 two-day Annual Meeting).
2. To attend the Choose Psychiatry Committee meetings as possible (3 per year).
3. To co-ordinate compilation of the Student Associate e-Newsletter (FuturePsych Magazine), in partnership with one other Medical Student or Foundation Doctor PTC member, and to act as Editor of the same.
4. To respond to administrative requests for agenda items for PTC meetings, and Choose Psychiatry Committee meetings, as far in advance of the next meeting as possible, or at least by the stated deadline.
5. To produce reports for PTC meetings, and Choose Psychiatry Committee meetings, on any work undertaken on behalf of these groups between meetings, and to submit these to the administrator in good time.
6. To undertake active communication with Student Associates and Foundation Doctors nationally in general, but especially in areas of concern, and report matters of significance to the Committee.
7. To attend or find volunteers to attend career fairs in their local area.

### **Person specification**

1. Ability to work in a team, and/or to lead a small subgroup.
  2. Ability to undertake project management.
  3. Excellent organisation and communication skills (written and verbal).
  4. Ability to call on network of personal contacts for information, opinion and advice.
- It is essential that all members are committed to active participation at meetings and to tasks delegated to subgroups or individuals. In general, members failing to attend two consecutive PTC meetings with apologies, or one meeting without apologies, will receive a letter from the Chair seeking affirmation of their commitment to continue as a committee member. Failure to attend a third consecutive meeting will normally result in the reluctant decision to ask the member to stand down, although consideration will be given to exceptional circumstances. If the person next in line at the most recent election missed election by a narrow margin, they may then be invited to assume that committee place until the next election. The vacancy may otherwise be filled by means of further co-option until the next election. Those who know they would be able to attend only twice a year or who do not wish to become involved in a wide range of College policy, often between meetings, should not put themselves forward for election.