

**PSYCHIATRIC TRAINEES' COMMITTEE (PTC)**  
**REMIT AND TERMS OF REFERENCE (TOR)**

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**The Psychiatric Trainees' Committee (PTC)**

**Reports to:** Council

**Remit:** Represent psychiatric trainees across the UK to the Royal College of Psychiatrists, the Academy of Medical Royal Colleges and British Medical Association.

To support and value psychiatric trainees throughout their training.

To drive improvements in the quality of training to improve the quality of care and lives of people with mental illness.

To encourage recruitment and retention within psychiatry.

**Membership:** 39 elected representatives from all divisions and 1 elected from military trainees from which three Officers (Chair, Vice-Chair and Secretary) are elected.

2 elected representatives from the Student and Foundation Associate membership (1 Medical Student and 1 Foundation Trainee) who are co-opted onto the PTC.

Co-opted Editor of the Registrar, Co-opted International Medical Graduate Representative and others at the discretion of the Officers.

2 co-opted observers: 1 Carer representative and 1 Patient representative to be elected from the RCPsych Patients and Carers Committee.

Ex-Officio: The Dean, Associate Deans and immediate past PTC chair.

**Quorum:** The PTC will be deemed quorate if 1/3 of the total membership (eligible to vote) are in attendance.

**Frequency of Meetings:** Three times per annum including one combined induction & annual meeting. There will also be digital meetings arranged throughout the year.

**Staff Support:** Training & Workforce Unit; Professional Standards.

**1) Aims:**

Represent psychiatric trainees across the UK to the Royal College of Psychiatrists, the Academy of Medical Royal Colleges and British Medical Association.

To support and value psychiatric trainees throughout their training

To drive improvements in the quality of training to improve the quality of care and lives of people with mental illness

To encourage recruitment and retention within psychiatry.

**2) Specific responsibilities:**

The Psychiatric Trainees' Committee shall:

1. Advise Council on matters affecting psychiatric trainees.
2. Elect representatives to serve on all Standing Committees of Council and on other College Committees as prescribed by Council.
3. Represent Psychiatric Trainees to external organisations including:
  - a. The Academy of Medical Royal Colleges via the Academy Trainee Doctors' Group meetings.
  - b. The British Medical Association via the BMA Junior Doctors' Committee meetings.
  - c. The European Federation of Psychiatric Trainees.
  - d. Other external committees as agreed.
4. Meet in person three times per annum (usually to be held at the Royal College of Psychiatrists) including one induction & annual meeting (usually held at another venue in the UK, pending approval by the Treasurer).
5. Subscribe and engage regularly through 'Workplace' and digital meetings. Unless agreed, membership of 'Workplace' is compulsory for all PTC members.
6. Form smaller working groups in order to formulate ideas about particular training issues or to complete specific bodies of work.
7. Engage with trainees across the UK via face to face events, electronic communication, social media and up to date information on the RCPsych website.
8. Produce and update publications, papers and statements regarding training issues, as required.
9. Design content and advise on the programme and hold officer representation at the annual International Congress of the Royal College of Psychiatrists.

10. All publications and/or surveys and/or documentation issued under the auspices of the PTC should be approved by the PTC Officers and Professional Standards in advance of publication or circulation.
11. Review the remit, membership and Terms of Reference annually and as and when required as the work and remit of the Committee develops.
12. Ensure that Psychiatric Trainees' Committee Representatives adhere to the following job descriptions:
  - a) Chair (Appendix A)
  - b) Vice Chair (Appendix B)
  - c) Secretary (Appendix C)
  - d) Divisional Representative (Appendix D)
  - e) Medical Student and Foundation Trainee Representative (Appendix E)
  - f) Patient and Carer Representative (Appendix F)

### **3) Membership:**

The Psychiatric Trainees' Committee is comprised as follows:

#### **Elected Representatives:**

39 representatives will be elected from trainees in each of the College Divisions as follows:

Welsh Division:	Three members
Northern Ireland Division:	Three members
Scottish Division:	Six members <sup>1</sup>
London Division:	Six members
Remaining 7 English Divisions:	Three members per division.

Each Division must elect a minimum of 1 Pre-Membership Psychiatric Trainee (PMPT) and 1 Post-Membership Psychiatric Trainee. The third representative can be either a Pre- or Post-Membership Trainee.

Elections are held in half of the Divisions each year:

- Year 1: North West, Scottish, South East, Trent, Welsh and West Midland Divisions
- Year 2: Eastern, Northern and Yorkshire, London, South West and Northern Ireland Divisions.

Elected representatives serve a two-year term with the possibility of being re-elected for a further two years. No Psychiatric Trainee may serve on the Psychiatric Trainees' Committee for more than two elected periods, however following this, individuals may be co-opted onto the committee for a further one year if necessary, in order to fulfil a specific role.

Trainees who have previously served as a Student or Foundation Associate can still stand as trainee representatives for the maximum period of two terms.

<sup>1</sup> Two members shall be elected from each of the three Scottish geographical areas (i.e. Glasgow, Edinburgh, Dundee/Aberdeen) with 1 being a PMPT and 1 being a post-membership trainee for each. Trainees outside these areas will choose to be associated with one area.

Divisions with resigned or vacant posts that arise outside of the election cycle may co-opt representatives until the next scheduled elections take place.

Of these elected representatives, the Chair, Vice Chair and Secretary are elected annually from elected members and can serve for two terms if re-elected. An immediate past PTC member, can stand for one of the elected Officer positions. At least one of the Chair, Vice Chair or Secretary shall be a Post-Membership Psychiatric Trainee.

Chair: The Chair of the Psychiatric Trainees' Committee reports to the Dean, is a member of Council and a member of ETC. The appointment is approved by the PTC, ETC and Council. Further details can be found in the Chair job description.

Vice Chair: The Vice Chair of the Psychiatric Trainees' Committee reports to the Chair of the PTC and deputises for them when necessary. They adopt specific responsibilities as defined by the job description and in agreement with the Chair. The appointment shall be approved by the PTC, ETC and Council.

Secretary: The Secretary of the Psychiatric Trainees' Committee reports to the Chair of the PTC and deputises for them and the Vice Chair when necessary. They adopt specific responsibilities as defined by the job description and in agreement with the Chair. The appointment shall be approved by the PTC, ETC and Council.

### **Appointed Representatives:**

1 representative will be appointed to the PTC bi-annually comprised as follows:

- Editor for The Registrar will be appointed by the Officers of the PTC for a 2 year term.
- An International Medical Graduate representative will be appointed by the Officers of the PTC for a 2 year term

### **Co-opted Representatives:**

2 representatives will be co-opted to the PTC annually comprised as follows:

- 1 Medical Student elected from the Student Associate membership.
- 1 Foundation Doctor elected from the Foundation Associate membership.

Additional representatives may be co-opted as and when required, in order to perform specific tasks, if no other current member of the PTC has the required skills.

### **Co-opted Observers:**

1 Patient representative and 1 Carer representative will be appointed from the RCPsych Patients and Carers Committee.

**Ex-Officio Members:**

The Dean, Associate Deans and immediate past Chair.

**Change of circumstances:**

Representatives are welcome to complete their term of office, regardless of whether they change substantive post or division, if they feel able to uphold the responsibilities of their job description.

**Engagement:**

Representatives will be asked to demit if they fail to satisfactorily uphold the responsibilities of their job description as determined by the Officers and College administrators who must all be in agreement.

**4) Administration**

The Psychiatric Trainees' Committee will be supported administratively by the Training & Workforce Unit of the Professional Standards Department at the direction of the Head of Training & Workforce.

Drafted by:	<u>PTC Officers 18/19</u>	Date:	<u>18 October 2018</u>
Approved by:	<u>Kathryn Evans</u>	Date:	<u>14 November 2018</u>
Approved by:	<u>Education, Training &amp; Standards Committee</u>	Date:	<u>14 February 2019</u>
Ratified by:	<u>Council</u>	Date:	<u></u>