EM DiT Engagement Committee ToR

1. Introduction

*Mission Statement*

**East Midlands Doctors in Training Engagement Committee: “Advocating for the needs of Doctors in Training and shaping the future of Medical Education in the region”**

*Purpose*

The purpose of the Committee is to improve engagement of all postgraduate doctors in training (PGDiT) with the work of NHS England (East Midlands) and represent the voice of PGDiT regionally and nationally. The Committee will support doctors in training roles to increase their contribution towards the work, projects and working groups of NHS England (East Midlands); this will allow the delivery of excellent training, enhance recruitment and retention in the region and improve the experience of and quality for those in training

2. Equality Statement

The East Midlands Post Graduate Doctors in Training Engagement Committee is proud to represent all postgraduate doctors in the region. We celebrate diversity, equity and inclusion. The differences between individuals and the differences in lived experience is recognised by the Committee as a valuable asset to our region. It is essential that the Committee is open to, respectful of, and inquisitive about ideas, perspectives and outlooks different from their own. The Committee expects all members, and colleagues, with whom we work, to uphold these values in their work and in their lives beyond.

3. Key Tasks

3.1 To offer PGDiT perspective into key strategic and management issues pertaining to NHSE EM’s educational governance and quality assurance functions.

3.2 To facilitate PGDiT participation in NHSE EM’s educational governance and quality assurance functions, such as Quality Visits to Trusts and ARCP Panels/Appeals.

3.3 Provide PGDiTs representation on NHSE EM’s committees and working groups.

3.4 To identify, develop, implement and share innovation and good practice within the NHS EM region for the benefit of PGDiTs.

3.5 To provide and additional forum for bidirectional communication between PGDiTs and NHSE EM and nationally

4.Membership

4.1 The Committee is made up of representatives from each Postgraduate Doctors in Training School across the East Midlands and will normally be for two years.

4.2 Membership shall be representative of the PGDiTs the Committee serves, therefore the Committee must ensure PGDiTs from all backgrounds and with all characteristics are included by ensuring appropriate advertisement, selection and appointment processes, that give fair opportunity to all.

4.3 Committee members shall be expected to seek and represent the views of their PGDiT colleagues, as well and offering an individual perspective.

4.3.1 Committee members shall be representatives of ALL relevant PGDiTs, regardless of their specialty or grade

4.3.2 Committee members shall feedback any relevant information to their assigned represented specialty of PGDiT group

4.4 Leave should be requested as a professional leave request, submitted via the usual NHSE EM channels.

4.5 Membership of the Postgraduate Doctors in Training Committee is by a competitive process delivered by the training school.

4.6 Separate application will be required for the following roles A Chairperson, 1-2 x Vice-Chairpersons, Secretary.

4.7 Tenure will automatically end should a PGDiT cease to be an NHSE EM doctor in training for any reason, including gaining an outcome 4 or 6 and being released from training.

4.8 Postgraduate Doctors in Training on Out Of Programme (OOP) periods can hold their seat on the Committee, provided that their OOP is within the East Midlands, for a maximum of one year. After one year, it is expected that they will relinquish their seat or return to training. The exception will be for those on OOPR (Research), where they may hold their post for two years.

4.9 A Postgraduate Doctor in Training serving as a committee member taking periods of parental or other statutory leave/sick leave may be deputised for in their absence. This pauses their tenure, which resumes on their return from leave.

4.10 It is recognised that the nature of Postgraduate Medical training involves changes in work placements and locality. This may reduce a member’s flexibility and availability to be involved in Committee functions. A minimum of one year commitment to the Committee roles is highly encouraged.

4.11 Committee members will have two sessions of professional leave per month to complete Committee work and to attend meetings. This is not study leave and should not be deducted from the PGDiT’s study leave allowance. The same entitlement will be made available to both full time and less-than-full time PGDiTs (i.e. is not calculated pro-rata) in order to allow sufficient time to complete duties and attend meetings.

4.12 Leave for leadership and medical education events offered to the members of the Committee will be taken from the PGDiT’s usual study leave allowance, as this is classed as continuing professional development.

4.13 Additional members may be invited to attend the forum on an ad hoc basis to contribute to discussion about specific agenda items or lead work in their area of expertise.

5. Meetings

5.1 PGDiT Committee meetings and email communications will facilitate the collection, collation and dissemination of the views of PGDiTs on relevant matters

5.2 The Committee will meet every other month, unless extraordinary circumstances dictate the need for additional meetings.

5.3 Meeting dates will be agreed for the year, set by the chair and aim to flex day and time to accommodate LTFT and flexible working patterns.

5.4 At Committee meetings an invited attendance by the PGD or an Associate Dean is recommended for part of the meeting only.

5.4.1 The Chair and/or Vice-Chair of the Committee will also aim to meet AT LEAST quarterly with the PGD outside of the usual meetings.

5.5 An NHSE EM representative will attend Committee meetings to update the Committee on developments, answer questions and report back on progress made on issues previously raised. They will provide appropriate support, guidance and accountability. It is expected that this will occur at least quarterly.

5.6 Committee meetings will include can include an open section and a closed section. The open section will allow NHSE EM faculty/management and other interested parties to attend and feed into Committee functions. The closed portion of the meeting will then include only Committee members.

5.7 Meetings are expected to last between 1.5-2 hours, depending on agenda items.

5.8 Some sub-committees may be formed and require additional meetings.

5.8.1 Sub-committees must be approved by the Chair, or the Vice-Chair in their absence.

5.9 The Committee will be quorate if the Chair or Vice-Chair and at least three additional members attend. Any Committee voting processes will require a minimum of 50% of the Committee to participate to be considered a valid process.

5.9.1Records of attendance and apologies will be kept, which may be requested by NHSE EM.

5.9.2 A Committee member is expected to attend at least 50% of the meetings and should send an update in advance of the meeting if they are unable to attend via the secretary.

5.10 It is expected that the majority of Committee meetings will be held virtually in order to maximise participation. Face to face meetings will be arranged at the discretion of the Chair/Vice-Chair and when necessary be accessible.

5.10.1 Expenses for travel will be reimbursed through the standard process via each PGDiT’s local Postgraduate Medical Education Centre.

5.11 The Secretary will ensure agenda is circulated, minutes and action notes are recorded at meetings, or will nominate a deputy to do so.

5.11.1 The Secretary will request agenda items from the members two weeks in advance of the meeting. They will work with the Chair, or Vice-Chair, to agree the agenda and electronically circulate the agenda and meeting papers at least one week in advance of the meeting.

5.11.2 Minutes and action notes from meetings will be circulated to the Committee membership within 14 days of the meeting.

5.11.3 Finalised minutes of the Committee’s meetings will be public documents, which will be published on the Committee’s webpage.

5.12 In appropriate circumstances, including where rapid or time-critical decisions are required, the Chair/Vice-Chair will be empowered to make a decision on behalf of the wider Committee. The decision maker MUST inform the rest of the Committee as soon as practically possible afterwards.

6. Communications

6.1 A specific Committee email account will be used to circulate and receive Committee communications. The Chair, Vice-Chair(s), Secretary and Dean’s Office (or nominated deputy) will be able to access the email account.

6.2 Information about the Committee will be available on the NHSE EM website following consent from individual members. Members of the Committee will have editing rights for these webpages to ensure that the information is up to date, relevant and informative.

6.3 The Postgraduate Dean and Heads of Schools will ensure that NHSE EM PGDiT’s are aware of the Committee either through direct communications or allowing the Committee to cascade communications through their contact lists.

6.4 PGDiT’s in the East Midlands will be able to contact the Committee directly via email to raise issues and make enquiries. It is also hoped that there will be a way to make contact through an anonymised form in the future.

6.4.1 The Committee will not deal with potentially sensitive or serious issues relating to Postgraduate Doctors. In cases such as this the Doctor will be signposted to appropriate sources of help or support.

6.4.2 In the event of a serious disclosure to the Committee (such as a life-threatening situation or incidence of bullying or harassment in the workplace) the Committee reserves the right to escalate this to the appropriate body/bodies.

6.5 Information specific to individual training programmes will be communicated directly by the relevant School and is not the remit of the EMDiT Committee.

6.6 All communications will comply with NHSE Communications regulations.

7. Development opportunities and portfolio

7.1 All members of the Committee will be signposted to the NHSE EM Leadership courses already offered. It is expected that other CPD will be offered by NHSE EM during the tenure of the Committee members.

7.2 An annual certificate and/or letter of contribution/confirmation of attendance will be issued, acknowledging meeting attendance and thanking members for their engagement, work and support.

7.3 Members of the Committee will also have the opportunity to complete the healthcare leadership 360 appraisal during their tenure.

8. Accountability

8.1 The East Midlands Postgraduate Doctors in Training Committee is accountable to the Postgraduate Dean, or their nominated deputy.

9. Review

9.1 These Terms of Reference will be reviewed every three years.