**Committee/honorary appointment**

Role description

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| **Role Title** | Vice Chair of Trainees’ Committee for Quality and Collaboration |
| **Reporting to** | Education Board |
| **Duration and Dates of Appointment** | 2 years (commencing October 2023) |
| **Faculty Tier** | 1 if pre-MRCOG, 2 if post-MRCOG |
| **Purpose and Description of Role** | |
| **Overview of role:**  This Vice Chair will be the main link between the RCOG and the Academy of Medical Royal Colleges at a trainee level and will be the trainees’ committee lead for clinical quality and safety.  The Academy of Medical Royal Colleges Trainee Doctors’ Group (ATDG) consists of representatives from almost all royal colleges and faculties and represents all doctors in training with in the UK. The work of group is varied and more information can be found at <http://www.aomrc.org.uk>. The ATDG is led by one chair and three vice chairs each and the successful applicant to this position would be encouraged to apply for a leadership role within the ATDG, although this is not essential.  **Background Information:**  In December 2013 the Finance and General Purpose Committee approved the establishment of a Trainees’ Executive to support the Chair of the Trainees’ Committee to cover responsibilities across multiple areas of trainee involvement at the College. Members of the Trainees’ Executive relinquish their regional roles and have more direct responsibility and accountability to different work streams of the RCOG.  The purpose of the role is to support the Chair and the Trainees’ Committee and represent the Trainees’ Committee in various fields. Specific duties of the executive lead are listed in the main responsibilities. | |
| **Main Responsibilities** | |
| Vice Chair of Trainee’s Committee for Quality and Collaboration would be expected to:   1. Work with the Chair and other Vice Chairs and liaise over work 2. Attend the following on behalf of the trainees’ committee    1. Academy of Medical Royal Colleges Trainee Doctors Group    2. Clinical Quality Board    3. Joint Standing Committee on Patient Safety 3. Maintain oversight of trainees’ committee representation on the RCOG committees listed below, ensuring effective trainee representation, recruiting to unfilled posts and ensuring issues of interest to trainees arising from these committees is fed back to the trainees’ committee.    1. Clinical Quality Assurance Committee    2. Guidelines Committee    3. Patient Safety Committee    4. Scientific Advisory Committee    5. RCOG Women's Network 4. Lead on the following work streams on behalf of the trainees committee:    1. Annual trainer awards: responsible for the planning and delivery of these annual awards.    2. RCOG World Congress Committee 5. Collaborate with the RCOG Trainees Administrator to coordinate the Trainers of the Year Awards 6. Take on other dedicated pieces of work when the need arises 7. Should be a representative of the RCOG Trainees’ Committee and report both to and from the Trainees Committee on areas for responsibility. | |
| **Key Working Relationships** | |
| * Trainees’ Committee   Other Committees as above, including:   * Academy of Medical Royal Colleges Trainee Doctors Group * Joint Standing Committee on Patient Safety * Clinical Quality Board | |
| **Time Commitment** | |
| Flexible, but it should be noted this is a substantial role that requires a significant time commitment. The expectation is that the successful applicant will be needed to attend meetings at the RCOG on a monthly to bimonthly basis (meetings can be attended remotely). As the role involves a substantial time commitment outside of the formal meetings, potential applicants are asked to consider if this role can be accommodated alongside their other commitments. | |
| **Evaluation of the Role and Succession Planning** | |
| This role reflects the present requirements of the post. As duties and responsibilities change and develop the role description will be reviewed and be subject to amendment in consultation with the post holder.  The role description will be re-evaluated at the end of the term. | |

Person specification

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| **Qualifications / training** |
| **Essential**   * Registered with a licence to practice with GMC, in good standing * Specialty Trainee in Obstetrics &/or Gynaecology in UK NHS Practice * Evidence of engagement in planning or delivering O&G training * Evidence of equal opportunities and diversity training within previous 3 years |
| **Previous experience** |
| **Desirable**   * Involvement in a RCOG work stream (e.g. clinical quality, global health, audit and research etc) * Experience with trainee representation at a local, regional or national level. * Experience with delivering collaborative projects at a local, regional or national level. |
| **Key skills / attributes** |
| **Essential**   * Enthusiasm * Commitment * Reliability * Excellent attention to detail * Good communication and networking skills * Organisational skills |