

Role Description for RCoA Co-opted AiT/FiT Council Members

Introduction, Vacancies and Key Dates

We're delighted that you're considering standing as a candidate for election for co-option to the RCoA Council as a representative of Anaesthetists in Training or Fellows in Training. Joining Council provides an excellent opportunity to contribute to the College, influence our professional policy and represent your peers.

Self-nominations will open on 27 July 2022 [via an online form](#) and will close on 17 August at 5pm

Thank you for taking the time to read this document. It's important that we clearly set out the duties of Council members. The Council role carries responsibilities and is also a very productive and rewarding experience.

There are two posts available for co-option to Council following election. These posts are reserved for those in the Anaesthetist in Training or Fellow in Training member categories.

The election timetable is available at www.rcoa.ac.uk/election and successful candidates will be invited to attend their first meeting of Council on 14 September 2022.

The www.rcoa.ac.uk/election page contains an FAQ for candidates, [as well as a link to the online nomination form](#).

Council

The primary purpose of standing for Council is to serve and actively contribute to the College, its strategic goals, the speciality, and your colleagues.

Council members discharge these responsibilities by using their clinical (and other) knowledge to:

- develop and improve existing plans, proposals, policies and all relevant content
- consider options and make decisions to support the profession, its members or our charitable aims
- represent the College externally on boards, committees and working groups
- providing leadership, whilst being open and responsive to the view of our members and others

They do this working individually, or working collaboratively in meetings (physical, virtual or hybrid) or by email.

Council's responsibilities include:

- Working in line with the [College's values](#)
- the development and maintenance of [clinical standards and accreditation](#), quality improvement, [patient safety](#) and outcomes and collaborative [research](#)
- setting and maintaining professional standards for [training, education and professional practice](#)
- setting and maintaining the [curriculum](#)
- developing and maintaining national [examinations](#) and assessments, and providing education and professional development activities to enhance practice
- enhancing the culture and reputation of the profession



Royal College of Anaesthetists

- managing stakeholder relationships
- providing an ambassador / PR / "Voice of the College" role
- engagement with the [College's Membership](#)
- fulfilling formal and ceremonial matters
- reporting progress and major issues to the Board of Trustees and receiving relevant information from the Board of Trustees
- promoting [equality, diversity and inclusion](#) (EDI) with specific reference to the RCoA EDI policy and strategy, and to reflect regularly on how the work of the Council might support the strategy

Governance and decision-making

The [governance](#) of the RCoA as a charity and the overall responsibility of ensuring its charitable objects are delivered is managed by a Trustee Board, allowing Council to focus on the professional aspects of the specialty.

A [governance review](#) is currently exploring options for the constitution of the College's Board of Trustees, and how people are elected and appointed to the Board. At present, the governing rules have no provision for simply adding a further two posts for Anaesthetists on Training or Fellows in Training from the current 2 to 4 posts, nor to expand eligibility to those not currently holding Fellowship of the Royal College of Anaesthetists (FRCA) and so the election for co-option is an interim measure until a permanent solution is found.

The College will need to make changes to its governing rules to make these changes permanent, but this will take time and Council members do not want to delay the appointment of the two additional places. The College sees election for co-option as the simplest and quickest way of achieving increased representation of AITs/FITs on College Council now, whilst complying with governing rules.

While co-opted members of Council do not have voting rights, they are expected to engage fully in the work of the Council as its main decision-making body furthering the specialty. AIT/FIT co-opted members will engage fully in discussions and debates, will lead projects furthering the College's objectives and will represent the views and voices of their peers.

Other Boards and Committees

There are four main boards which oversee the work of the college:

- Education, Training and Examinations Board
- Clinical Quality and Research Board
- Membership, Media and Development Board
- Finance and Resources Board

There are also a number of other [committees](#) and task and finish groups.

Members of Council, including the co-opted post-holders, will serve on a variety of boards and committees over their term of office. Boards and committees meet four times a year, in – person, online or hybrid as appropriate. Placement will reflect new Council members' interests, wherever possible, and the vacancies left by demitting Council members. Throughout your term of office you may choose to work towards chairing or vice-chairing a committee.

Council Meetings

There are six Council meetings per year, chaired by the President. Meetings usually begin at 10am and usually finish by 1.15pm. Meetings held in Churchill House are followed by lunch.



Royal College of Anaesthetists

Council intends to trial two remote meetings in 2022, in response to new ways of working developed during the COVID-19 pandemic and in pursuance of the College's sustainability goals.

The forthcoming meeting details are:

Wednesday 14 September 2022

Wednesday 9 November 2022 (virtual, via Microsoft Teams)

Tuesday 13 December 2022

Wednesday 8 March 2023

Wednesday 19 April 2023 (virtual, via Microsoft Teams)

Wednesday 5 July 2023

Wednesday 13 September 2023

Wednesday 9 November 2023 (virtual, via Microsoft Teams)

Tuesday 12 December 2023

Council members are expected to attend all meetings of Council or give timely apologies if absence is unavoidable. The meetings of the College's main boards and committees are often scheduled for the same day as Council or the day before.

Time Commitment

The volume of Council business can be substantial, so it is suggested that you discuss your nomination with your colleagues and employer. The time commitment for Council work varies at different times of the year, and tends to increase as you gain more experience in the role. The Council's longest serving AiT member undertakes on average eight hours of council work a week. It is hoped that having additional AiT/FiT representatives on Council will make the workload manageable for all four postholders. It is suggested that you discuss your intention to stand with your local trainers and clinical director. The work involved maps to the Generic Professional Capabilities of the 2021 Curriculum, and we encourage departments to support you with access to Educational Development Time and Study Leave where needed to undertake your role.

In addition to the time spent attending committee meeting and events. The College is committed to keeping a proportion of its committee meetings and events virtual, thereby minimising travelling time for Council members and supporting its environmental strategy.

Other Events

The two co-opted AiT/FiT Council members are also asked to commit to attend some of the other annual events and meetings. These require Council members to show leadership, engage in strategic planning, relationship building with stakeholders or provide visibility and accountability for members and fellow Council members

- Ceremony of Diplomates: 9 September 2022 in London
- Strategy weekend: September 2023 10 to 11 September 2022 in London
- RCoA & Association of Anaesthetists' Joint Council partnership event to promote alignment with a key stakeholder: (date to be confirmed)
- Anaesthesia 2023 annual conference: 16-18 May 2023 in Birmingham
- President's Dinner stakeholder event: Tuesday 4 July 2023 (evening)
- Let's Talk member engagement events (online, throughout the year as topic-appropriate)

About the Royal College of Anaesthetists



Royal College of Anaesthetists

Working with a combined membership of more than 26,000 Fellows and Members, the College and its Faculties are committed to championing our specialties, our members, and the science that underpins their work.

Key areas of work include:

- recruiting, training and examining anaesthetists to high standards in order to ensure and enhance patient safety
- supporting our fellows and members throughout their careers across England, Scotland, Wales and Northern Ireland.
- setting high standards of clinical care to ensure the constant improvement of patient care and safety
- working collaboratively, through the National Institute of Academic Anaesthesia's Health Services Research Centre to advance, fund and promote research activity
- acting as the voice of the specialty on behalf of our membership while promoting the sharing of knowledge and best practice
- working closely with government on crucial policies and with key stakeholders across the UK and overseas to ensure that anaesthesia and anaesthetists continue to play a central role in shaping and delivering the healthcare agenda.

The College is the home of the Faculty of Pain Medicine.

The College is proud to be one of the eight parent Colleges of the Faculty of Intensive Care Medicine.

With our fellows', members' and patients' interests integral to our work, our Five Year Commitment 2022–2027 reflects our vision for the future of our College and our specialty. This strategy also defines the values that provide a solid, coherent and focused foundation upon which to build our shared future.

Composition of Council and Terms of Office:

Consultant member:

There are up to 20 members, who are on the specialist register, elected by the Fellows, Associate Fellows, Members, Associate Members and Trainees, from amongst the Fellows by Examination and the Fellows ad eundem. These positions are renewable. The first term of service on Council is six years and the second term is four years, if post-holders decide to re-stand and are elected.

Staff and Associate Specialist member (SAS):

There are two SAS members of Council elected by Members and Associate Members. These positions are renewable. The first term of service is six years and the second term is four years, if you decide to re-stand and are elected. Those eligible to stand are Fellows and Members of the College who, on election, are not a consultant nor a trainee.

Trainee members (elected):

There are two established trainee member positions of Council elected by those registered as trainees with the College. These positions are not renewable. The term of service is four years. Those eligible to stand are fellows registered as trainees with the College at the time of taking up their Council seat.

Trainee members (elected for co-option):

The two additional trainee member positions of Council are elected for co-option by those in the Anaesthetist in Training or Fellow in Training membership categories with the College. These positions are not renewable. The term of service is 18 months. Those eligible to stand are members in one of the two categories of Anaesthetist in Training or Fellow in Training and,



Royal College of Anaesthetists

unlike the elected Trainee members, do not need to be a Fellow of the Royal College of Anaesthetists (FRCA), nor do they need a Fellow to support the nomination; this can be a member.

Co-Opted Members of Council

There are a number of other co-opted Council members, representing:

- Faculty of Pain Medicine
- Faculty of Intensive Care
- Clinical Quality Adviser
- Centre for Perioperative Medicine
- British Journal of Anaesthesia
- Clinical Directors
- The Association of Anaesthetists
- Regional Advisers Anaesthesia
- FRCA examinations
- RCoA Board for Scotland
- RCoA Board for Wales
- RCoA Board for Northern Ireland
- Plus the two additional posts for Ait/fit representatives

Co-opted members do not have voting rights. They are expected to engage in Council duties and responsibilities including debates, committees, projects and external groups.

Key skills and attributes

The primary purpose of standing for Council is to serve and actively contribute to the College, its strategic goals, the speciality, and your colleagues. All our Council members – co-opted or elected, including election for co-option, bring different skills and attributes to their roles, including:

- a willingness to advocate for the speciality and the College
- up to date knowledge of the NHS
- knowledge of the College's activities

Induction

New Council members will receive an induction when they join Council, including an induction meeting with the President and CEO. New Council members are also assigned a mentor, who will be available for support throughout the first year and beyond.

Annual Review

There will be an annual review offered to Council members, which can contribute to your whole practice appraisal for revalidation or ARCP.

Confidentiality

Members undertake to at all times act fairly and impartially in the interests of the College as a whole. It is important that members of Council recognise that a number of items discussed at Council and other meetings may be confidential or sensitive, particularly those relating to individual hospitals or clinicians. In such instances Council members should clearly observe total confidentiality with respect to these discussions and any papers circulated (except where disclosure has been specifically authorised).

Competing interests

Council members may also be members of other formal or informal professional groupings, whether Specialist Societies, clinical subspecialties, journal Editorial Boards, educational



Royal College of Anaesthetists

meeting organisers, academic units, ethnic groups or geographical areas. As Council members their role is not to promote or to advance the interests of such groupings ahead of those of other groups but to act always in the best interests of the College, of the whole speciality and of its patients. When Council members speak on behalf of such groupings in Council meetings, they should clearly note their potential competing interests.

Declaration of interests

Council members are expected to complete a declaration of interests form each year and to declare any potential competing interest at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

Expenses

Membership of the Council is not remunerated, but members may reclaim travelling and similar expenses incurred in the course of College business, subject to the RCoA financial regulations. Council members are asked to book travel early and take into account the duty to manage charity resources responsibly.

College business outside the College

Members may from time to time be asked to represent the Council and the College externally. They will be fully briefed to enable them to carry out this role effectively.

National Business

The College has representation on a considerable number of other organisations including the Academy of Medical Royal Colleges and the General Medical Council. The President serves on some of these bodies, ex officio, but Council members may also be called upon to represent the College on others.

Equality, Diversity and Inclusion

The College is committed to Equality, Diversity and Inclusion and we aim to deliver this commitment in everything that we do. We embrace diversity in the speciality of anaesthesia, in our staff group and in the work that is delivered on behalf of our membership. We welcome applications from a wide range of candidates from across our membership. The College will ensure that all applicants will have their nomination processed fairly and professionally, and all eligible nominations will be dealt with equally without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The College Strategy

We are committed to improving patient safety, well-being and outcomes through the maintenance and advancement of standards in anaesthesia, critical care and pain medicine. The College's [Five Year Commitment](#) sets out a strategic plan for 2022-2027, underpinned by values of 'just and fair', 'caring and supportive', 'innovative and progressive' and 'open and responsive'.

Annual Report

For further reading, please find a link to the [2021 Annual Review](#).

Contact, further enquiries, or to arrange an informal discussion

elections@rcoa.ac.uk