



FACULTY OF PAIN MEDICINE

of the Royal College of Anaesthetists

Regulations V10

Part I: Preliminaries

1 Citation

These are the Regulations of the Faculty of Pain Medicine and first came into force on 2 April 2007. They should be read and understood in the context of the Charter and Ordinances of the Royal College of Anaesthetists.

2 Glossary of terms

1	Board	Means the Board of the Faculty of Pain Medicine unless otherwise stated.
2	College	Royal College of Anaesthetists unless otherwise stated.
3	Council	The Council of the Royal College of Anaesthetists.
4	Dean / Vice Dean	The Dean / Vice Dean of the Faculty of Pain Medicine.
5	Executive	A group comprising the Dean, Vice Dean and Executive Officer of the Faculty who manage ongoing matters of Faculty business.
6	Executive Officer	The lead administrative officer of the Faculty.
7	Faculty	The Faculty of Pain Medicine unless otherwise stated.
8	Faculty Officer	A Fellow, Member or registered Trainee of the Faculty elected or appointed to a position of authority within the Faculty.
9	Resignation	The voluntary termination of office of a Faculty Officer before the end of their full term.
10	Specialist Register	See Ordinance 1.1.
11	Training	Means training in the specialty of Pain Medicine in line with formal certification processes or their equivalents.

3.12 All other words have the definition stated within the relevant Regulation.

3.13 Definition of Pain Medicine

Pain medicine describes the work of specially qualified medical practitioners who undertake the comprehensive management of patients with acute, chronic and cancer pain using physical, pharmacological, interventional and psychological techniques in a multidisciplinary setting.

Part II: Governance

- 1 Matters of finance and governance will be approved by the Council of the Royal College of Anaesthetists.
- 2 The Dean or representative will sit on the RCoA Finance Committee.

Part III: Faculty Fellowship & Membership

1 Content of application, the Specialist Register and Seniority of members

- 1.1 Any data or statement provided in support of any application for any category of Faculty membership that is found to be false or inaccurate will invalidate any membership awarded.
- 1.2 No membership route of the Faculty confers any eligibility to be listed on the UK Specialist Register.

2 Foundation Fellowship (Closed 2007)

- 2.1 The applicant must be:
 - a) a Fellow of the College in good standing; and
 - b) a substantive, honorary or former NHS consultant with sessions or a contracted clinical commitment to Pain Medicine in the UK at the date of inception of the Board; or
 - c) a substantive Staff and Associate Specialist or other doctor in the NHS with sessions or a contracted clinical commitment to Pain Medicine in the UK at the date of inception of the Board.
- 2.2 Applications for admission to Foundation Fellowship must be made to the Board.
- 2.3 Rights and privileges include the following:
 - a) Subject to the provisions of Ordinance 3.2, use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
 - b) to vote in Faculty elections respective to any residential qualifications;
 - c) to attend, speak and vote at General Meetings of the Faculty;
 - d) to be nominated for election to membership of the Board;
 - e) to be appointed to Committees, Working Parties and other groups of the Faculty;
 - f) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to any Advisory Appointment Committee;
 - g) to be appointed to a Court of Examiners;
 - h) to be appointed a Regional Advisor in Pain Medicine;
 - i) to use the facilities of the RCoA buildings;
 - j) to attend available Faculty events;

- k) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- l) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

3 Fellow by Election

- 3.1 This category is for doctors or other persons of international repute, who have made outstanding contributions to the advancement of Pain Medicine. They should not normally be eligible for Fellowship through another route.
- 3.2 A proposal for Fellowship by Election must be made to the Board by a member of the Board who has knowledge of the candidate, either directly or in support of a request made by a Fellow or Member of the Faculty.
- 3.3 Any such proposal must be considered by the Board. Any Board Member who has any interest in the election or links with the candidate must declare it to the Dean.
- 3.4 Where there is no clear consensus, a vote will be held. The candidate must receive a minimum of two thirds of the available votes present to be elected to the Fellowship. Recommendations for Fellowships by Election must be considered by the College Nominations Committee.
- 3.5 A Fellow by Election will normally be admitted at a full Board event, such as the Board meetings or the Annual Meeting for Fellows and Members.
- 3.6 Rights and privileges for Fellows by Election include the following:
 - a) Subject to the provisions of Ordinance 3.2, use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
 - b) to attend, speak and vote at General Meetings of the Faculty;
 - c) to be appointed to Committees, Working Parties and other groups of the Faculty;
 - d) to use the facilities of the College buildings;
 - e) to attend available Faculty events;
 - f) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
 - g) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

4 Honorary Fellow

- 4.1 Persons in the following categories are eligible for election by the Board to the Fellowship of the Faculty:
 - a) Non-physician clinicians, scientists or other persons of national or international repute who have made outstanding contributions to the advancement of Pain Medicine.
 - b) members of the Royal family;
 - c) distinguished lay persons and benefactors of the Faculty.
- 4.2 A proposal for Honorary Fellowship must be made to the Board by a member of the Board who has knowledge of the candidate.
- 4.3 Any such proposal must be considered by the Board. Any Board Member who has any interest in the outcome or links with the candidate must declare it to the Dean.

- 4.4 Where there is no clear consensus, a vote will be held. The candidate must receive at minimum of two thirds of the available votes present to be given Honorary Fellowship. Recommendations for Honorary Fellowships must be considered by the College Nominations Committee.
- 4.5 An Honorary Fellow will normally be admitted at a full Board event, such as the Board meetings or the Annual Meeting for Fellows and Members.
- 4.6 Rights and privileges for Honorary Fellows include the following:
- a) subject to the provisions of Ordinance 3.2, use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
 - b) to use the facilities of the College buildings;
 - c) to receive copies of the College *Bulletin* and the Faculty *Transmitter*.

5 Fellow by Examination (for applicants who have completed their FFPMRCA Examination at or following the October 2017 sitting)

5.1 Fellowship by Examination is awarded on completion of the final examination of the Faculty following approval by the FPM Board. Please see the FFPMRCA Examination Regulations for further details.

6.2 Rights and privileges include the following:

- a) Subject to the provisions of Ordinance 3.2, use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to vote in Faculty elections respective to any residential qualifications;
- c) to attend, speak and vote at General Meetings of the Faculty;
- d) to be nominated for election to membership of the Board;
- e) to be appointed to Committees, Working Parties and other groups of the Faculty;
- f) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to any Advisory Appointment Committee;
- g) to be appointed to a Court of Examiners;
- h) to be appointed a Regional Advisor in Pain Medicine;
- i) to use the facilities of the RCoA buildings;
- j) to attend available Faculty events;
- k) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- l) to receive copies of the *British Journal of Anaesthesia*, the College *Bulletin*, the Faculty *Transmitter* and other publications the College or Faculty may issue from time to time.

6 Fellow by Assessment (for applicants who have completed their FFPMRCA Examination prior to the October 2017 sitting)

6.1 The applicant must:

- a) have satisfactorily completed such a period of training or its equivalent (supplemented by a personal portfolio) as may from time to time be prescribed by the Faculty;
- b) have completed any examination which may be prescribed by the Faculty;
- c) have otherwise satisfied the Faculty as to their suitability by the submission of appropriate paperwork relating to the form of application as specified by the Faculty assessors; and
- d) be a Fellow of the Royal College of Anaesthetists in good standing.

6.2 The application will be reviewed by the Faculty and, if approved, a certificate of Fellowship will be sent to the applicant.

6.3 Rights and privileges include the following:

- a) Subject to the provisions of Ordinance 3.2, use of the post-nominal FPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to vote in Faculty elections respective to any residential qualifications;
- c) to attend, speak and vote at General Meetings of the Faculty;
- d) to be nominated for election to membership of the Board;
- e) to be appointed to Committees, Working Parties and other groups of the Faculty;
- f) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to any Advisory Appointment Committee;
- g) to be appointed to a Court of Examiners;
- h) to be appointed a Regional Advisor in Pain Medicine;
- i) to use the facilities of the RCoA buildings;
- j) to attend available Faculty events;
- k) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- l) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the Faculty *Transmitter* and other publications the College or Faculty may issue from time to time.

7 Fellowship ad eundem

7.1 The applicant must

- a) hold a Fellowship in Pain Medicine or other specialist qualification in pain medicine from outside the UK.

or

have been admitted to the Fellowship or Membership of another United Kingdom medical Royal College or Faculty, or to an equivalent specialist qualification:

- b) be in good standing with the body awarding the Fellowship of other equivalent specialist qualification;
- c) comply with any requirements relating to application and submission of documents specified by the Faculty;
- d) have sessions or a contracted clinical commitment to Pain Medicine as specified in the relevant application form;
- e) be considered by the Board to have significantly furthered the interests of the Faculty and / or Pain Medicine;
- f) comply with the paperwork requested by the Faculty for submission, including a certificate signed by three Fellows of the Faculty to the effect that the applicant is a fit and proper person to be admitted to the Fellowship. No Fellow who is deprived of privileges, for whatever reason, is eligible whilst deprived to sign this certificate.

7.2 Any such application must be considered by the Board. Any Board Member who has any interest in the outcome or links with the candidate must declare it to the Dean.

7.3 Where there is no clear consensus, a vote will be held. The candidate must receive at minimum of two thirds of the available votes present to be given Fellowship ad eundem. Recommendations for Fellowships ad eundem must be considered by the College Nominations Committee.

7.5 Rights and privileges include the following:

- a) Subject to the provisions of Ordinance 3.2, use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) To take part in approved training and to benefit from the facilities provided through the medium of the Faculty and the College in connection with such training;
- c) to vote in Faculty elections respective to any residential qualifications;
- d) to attend, speak and vote at General Meetings of the Faculty;
- e) to be nominated for election to membership of the Board;
- f) to be appointed to Committees, Working Parties and other groups of the Faculty;
- g) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to any Advisory Appointment Committee;
- h) to be appointed to a Court of Examiners;
- i) to be appointed a Regional Advisor in Pain Medicine;
- j) to use the facilities of the RCoA buildings;
- k) to attend available Faculty events;
- l) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- m) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

8 Diplomat Fellow (This route is now closed)

8.1 The applicant must:

- a) have obtained a postgraduate examination (other than the FRCA);
- b) have satisfactorily completed such a period of training as may from time to time be prescribed by the Faculty;
- c) have completed the Faculty's examination;
- d) have otherwise satisfied the Faculty as to their suitability by the submission of appropriate paperwork relating to the form of application as specified by the Faculty assessors.

8.2 The application will be reviewed by the Faculty and, if approved, a certificate of Diplomat Fellowship will be sent to the applicant.

8.3 Rights and privileges include the following:

- a) Subject to the provisions of Ordinance 3.2, use of the post-nominal DFPMRCA and the description 'Diplomat Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to vote in Faculty elections respective to any residential qualifications;
- c) to attend, speak and vote at General Meetings of the Faculty;
- d) to be nominated for election to membership of the Board;
- e) to be appointed to Committees, Working Parties and other groups of the Faculty;
- f) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to any Advisory Appointment Committee;
- g) to be appointed to a Court of Examiners;
- h) to be appointed a Regional Advisor in Pain Medicine;
- i) to use the facilities of the RCoA buildings;

- j) to attend available Faculty events;
- k) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- l) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

9 Foundation Fellowship: Second Phase

9.1 This route will be opened and closed by the Faculty at a time agreed by the Board.

9.2 The applicant must be:

- a) a Member or Fellow of one of their parent Royal College in good standing in a specialty prescribed in the relevant application form;
- b) a substantive or honorary NHS consultant with sessions or a contracted clinical commitment within their job plan to Pain Medicine as stated in the relevant application form.

9.3 The application will be reviewed by the Faculty and, if approved, a certificate of Fellowship will be sent to the applicant.

9.4 Rights and privileges for Foundation Fellows include the following:

- a) Use of the post-nominal FFPMRCA and the description 'Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) To take part in approved training and to benefit from the facilities provided through the medium of the Faculty and the College in connection with such training;
- c) To vote in Faculty elections respective to any residential qualifications;
- d) To attend, speak and vote at General Meetings of the Faculty;
- e) To be nominated for election to membership of the Board;
- f) To be appointed to Committees, Working Parties and other groups of the Faculty;
- g) To be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to Pain Medicine Advisory Appointment Committees;
- h) To be appointed to a Court of Examiners subject to any eligibility criteria;
- i) To be appointed a Regional Advisor in Pain Medicine subject to any eligibility criteria;
- j) To use the facilities of the Royal College of Anaesthetists buildings;
- k) To attend available Faculty events;
- l) To benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development;
- m) To receive copies of the the Faculty Transmitter and other publications the Faculty may issue from time to time.

10 Associate Fellow

10.1 The applicant must:

- a) hold a substantive or honorary NHS or Defence Medical Services consultant post in the United Kingdom with a defined, contracted clinical commitment to Pain Medicine;
- b) not be eligible for any other route of Fellowship;
- c) comply with the paperwork requested by the Faculty for submission, including a certificate signed by two Fellows of the Faculty to the effect that the applicant is a fit and proper person to be admitted to the Fellowship. No Fellow who is deprived of privileges, for whatever reason, is eligible whilst deprived to sign this certificate.

10.2 An application will be considered by the Faculty assessors designated by the Board to review such applications. The Board will be advised of the approved applications at the next meeting and a certificate of Associate Fellowship will be sent to the applicant.

10.3 An Associate Fellow is not entitled to use post-nominals with respect to Associate Fellowship.

10.4 Rights and privileges for Associate Fellows include the following:

- a) use of the description 'Associate Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to attend, speak and vote at General Meetings of the Faculty;
- c) to vote in Faculty elections respective to any residential qualifications;
- d) to be appointed to Committees, Working Parties and other groups of the Faculty;
- e) to be appointed to a Court of Examiners;
- f) to be appointed a Regional Advisor in Pain Medicine;
- g) to use the facilities of the RCoA buildings;
- h) to attend available Faculty events;
- i) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development.
- j) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

11 Affiliate Fellow

11.1 The applicant must:

- a) hold a substantive or honorary NHS consultant post in the United Kingdom with a defined, contracted clinical commitment to Pain Medicine as described in the appropriate application form.
- b) not be eligible for any other non-examination route of Fellowship; and
- c) comply with any paperwork requested by the Faculty for submission.

11.2 Rights and privileges for Affiliate Fellows include the following:

- a) to describe themselves without abbreviation as an 'Affiliate Fellow of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to attend, speak and vote at General Meetings of the Faculty;
- c) to vote in Faculty elections respective to any residential or other qualifications;
- d) to be appointed to Committees, Working Parties and other groups of the Faculty;
- e) to use the facilities of the RCoA buildings;
- f) to attend available Faculty events;
- g) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development.
- h) to receive copies of the *Faculty Transmitter* and other publications the Faculty may issue from time to time.

12 Member

12.1 The applicant must not eligible for any other category of membership of the Faculty and:

- a) be employed in the United Kingdom in a substantive Staff or Associate Specialist (SAS) grade post or other post approved by the Board or the purposes of this regulation;
- b) have completed two years of Continuing Professional Development (CPD) as laid down in the College's regulations for doctors (Consultant and SAS) or a period and content of CPD as specified by the Board of the Faculty of Pain Medicine from time to time and
- c) have been awarded the Membership of the Royal College of Anaesthetists and remains in good standing with the College; and

- d) have a contracted clinical commitment within a multidisciplinary pain medicine working environment as assessed by the Board of the Faculty of Pain Medicine on application.

12.2 An application should be accompanied by:

- a) a declaration, in the prescribed form, signed by the applicant together with evidence of CPD as prescribed by the Board;
- b) a signed statement from a current supervising Consultant who is a Fellow of the Faculty in good standing confirming that the applicant has completed the required CPD, to the best of the signatory's knowledge and belief;
- c) a curriculum vitae of the applicant;
- d) a personal portfolio;
- e) a certificate signed by two Fellows of the Faculty to indicate the applicant is a fit and proper person. No fellow who is currently deprived for privileges is eligible to sign this certificate.

12.3 An application will be considered by the Faculty assessors designated by the Board to review such applications. The Board will be advised of the approved applications at the next meeting and a certificate of Membership will be sent to the applicant.

12.4 Rights and privileges for Membership include the following:

- a) use of the post-nominal MFPMRCA and the description 'Member of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to attend, speak and vote at General Meetings of the Faculty;
- c) to be nominated for election to a vacancy of the Board;
- d) to vote in Faculty elections respective to any residential qualifications;
- e) to be appointed to Committees, Working Parties and other groups of the Faculty;
- f) to be nominated by the Faculty under the auspices of the Royal College of Anaesthetists for appointment to Advisory Appointment Committees for SAS Grade posts;
- g) to use the facilities of the RCoA buildings;
- h) to attend available Faculty events;
- i) to receive guidance and advice with regard to training and a career in pain medicine;
- j) to benefit from the arrangements organised by the Faculty for participating in Continuing Professional Development.
- k) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

13 Trainee registration

13.1 Trainee registration is open to Specialty Registrars in Higher or Advanced Pain Medicine Training as part of a GMC recognised UK training programme in anaesthetics.

13.2 An application for trainee registration must be accompanied by any documentation indicated on the application form as agreed by the Faculty Board and including confirmation from the appropriate Regional Advisor.

13.3 Rights and privileges include the following:

- a) to be appointed as trainee representatives to Committees, Working Parties and other groups of the Faculty;
- b) to attend available Faculty events;
- c) to receive any newsletter or other similar publication produced by the Faculty;
- d) to benefit from any training arrangements as organised by the Faculty;

e) to stand as a Trainee Representative for the Faculty.

14 Affiliate

14.1 The applicant must

- a) be practising pain medicine within the UK within an environment as approved by the Board of the Faculty of Pain Medicine at the time of application;
- b) not be eligible for any other membership category of the Faculty.

14.2 An application should be accompanied by:

- a) a declaration, in the prescribed form, signed by the applicant;
- b) a curriculum vitae of the applicant;
- c) a personal portfolio.

14.3 An application will be considered by the Faculty assessors designated by the Board to review such applications.

14.4 An Affiliate is not entitled to use post-nominals.

14.5 Rights and privileges include the following:

- a) use of the description 'Affiliate of the Faculty of Pain Medicine of the Royal College of Anaesthetists';
- b) to use the facilities of the RCoA buildings;
- c) to attend available Faculty events;
- d) to benefit from any other arrangements organised by the Faculty for participating in Continuing Professional Development;
- e) to receive advice and guidance, as is relevant, with regard to training and a career in pain medicine;
- f) to receive copies of the *British Journal of Anaesthesia*, the *College Bulletin*, the *Faculty Transmitter* and other publications the College or Faculty may issue from time to time.

Part IV: Fees and subscriptions

1 Subscriptions are payable on 1 April or 1 October each year, whichever of these two dates first falls after the date of seniority of the member. Any member whose subscription is more than three months in arrears after a final notice of reminder will be liable to be directed by the Board to forfeit all, or such as may be specified, rights and privileges of membership. On payment in full of all overdue sums any rights and privileges forfeited may be restored.

2 The fees payable for entry to any assessment or examination to categories of Faculty membership are determined by the Council of the Royal College of Anaesthetists following consultation with the Board of the Faculty of Pain Medicine.

3 Honorary Fellows or Fellows by Election will not pay an annual subscription.

4 The subscriptions for all subscription-paying categories of Fellowship and Membership will be determined by a general meeting.

- 5 The Board, in exceptional circumstances and in agreement with the Executive Officer, may remit for one year or for such longer period as required the whole or part of any subscription payable.

Part V: Rights, Privileges and Obligations

- 1 Provided that they are in good standing with the Faculty and the College, Fellows and Members of the Faculty may describe themselves respectively without abbreviation as 'Fellow' or 'Member' of the Faculty of Pain Medicine.
- 2 The following post-nominals may be used:
- FFPMRCA (Fellows)
 - MFPMRCA (Members)
- 3 Rights and Privileges for each route of Fellowship and Membership are defined within the relevant Regulations under Part III.
- 4 All Faculty members have the duty to observe the provisions of the Regulations of the Faculty and any direction the Faculty may from time to time issue.
- 5 All Faculty members have the duty to pay, within the specified time, any fees, subscriptions or other dues prescribed under the Regulations or in any other lawful manner.
- 6 The rights and privileges of all Faculty members will be dependent upon the payment of the prescribed subscription unless it has been waived under these regulations.

7 **Removal of Rights and Privileges**

When a member of the Faculty is subject to decisions taken by a national regulatory body, the Faculty will be guided by the following regulations:

- 7.1 If it becomes known to the Faculty that any person in any grade of Faculty membership is found to be deficient in the standards of his practice or conduct by a national regulatory body but remains on that country's Medical Register (or its equivalent) subject to conditions, the Faculty will on request offer to assist that practitioner to help them rectify their shortcomings if feasible. The Board will be notified of the situation and keep the case under review.
- 7.2 If it becomes known to the Faculty that a person in any grade of Faculty membership is found to be sufficiently deficient in the standards of their practice or conduct by the General Medical Council of the United Kingdom that they are removed from the Medical Register, the Faculty will regard them as having failed to maintain the standards inherent in membership of the Faculty. Following presentation of the case to the Board to confirm the details, the Dean, Vice Dean or a member of Board appointed by the Board will contact the Faculty member and indicate that some or all of the rights and privileges of Faculty membership and professional use of the Faculty's name are suspended until the right to practise (with or without conditions) is restored. The Board will keep the case under review.
- 7.3 If it becomes known to the Faculty that a person in any grade of Faculty membership is found to be sufficiently deficient in the standards of their practice or conduct in a country other than the United Kingdom by that country's regulatory body that they are removed from that country's Medical Register (or its equivalent), the Faculty will accept that there is a *prima facie* case for regarding them as having failed to maintain the standards inherent in membership of the Faculty.

Following presentation of the case to the Council of the Royal College of Anaesthetists to confirm the details, unless there are highly unusual circumstances, the Dean, Vice Dean or a member of the Board appointed by the Board will contact the Faculty member and indicate that some or all of the rights and privileges of Faculty membership and professional use of the Faculty's name are suspended until the right to practise (with or without conditions) is restored by the respective country's regulatory body. The Board will keep the case under review and Council informed of the case.

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Part VI: The Board

1 **The Founding Board** consisted solely of appointed and co-opted members. **The Transitional Board** consisted of both appointed and elected members, together with co-opted members. **The Elected Board** now consists of elected and co-opted members. The progression from Founding to Elected status was completed in February 2015.

2 **Composition of the Board.** The Board will consist of 10 voting members. 6 will be elected from the Fellowship. 4 will be appointed by the Executive in consultation with the President.

3 **Board members.** All elected members of the Board will be elected for a six year term. They may stand for re-election for a second and final four year term. The maximum length of time a member may serve on the Board is ten years unless extended by holding the office of Dean or Vice Dean. Appointed members are appointed on a yearly basis and their full term of office should not exceed that of an elected member (ten years) unless extended by holding the office of Dean or Vice Dean.

4 **Dean.** The Dean will be elected for one year and may be re-elected twice. The Dean may serve a maximum term of three years. Candidates for Dean must be voting members of the Board. The electorate are the voting members of the Board.

5 **Vice Dean.** The Vice Dean will be elected for one year and may be re-elected twice. The Vice Dean may serve a maximum term of three years. Candidates for Vice Dean must be voting members of the Board. The electorate are the voting members of the Board.

6 **Trainee Representative.** A trainee representative will be appointed to the Board for one year. This may be extended to two years by the Dean. Applications for trainee representative are invited from all registered Faculty trainees and appointed following discussions with the Executive and the Chairs of the Faculty's training committee.

7 Any member of the Board who is absent from three or more consecutive meetings of the Board without good reason and without prior leave of the Board will cease to be a member. Board members who regularly fail to attend meetings or engage with Faculty work streams due to capacity problems, will be asked to stand down.

8 Any member of the Board who wilfully disobeys any rule of the Board will, if the Board agrees, be removed from their membership.

9 Any member of the Board who is removed from Board membership whilst being Dean or Vice Dean will also forfeit the Deanship or Vice Deanship.

10 The number, terms of office and roles of co-opted members will be determined by the Dean after liaison with the Board.

Part VII: Elections to the Board

- 1 A vacancy on the Board will be filled by an election.
- 2 Elections will be announced by a preliminary notice which should include the number of vacancies, the date of the election, the deadline of submission of invited nominations and details regarding obtaining application forms. The preliminary notice must appear a minimum of one month prior to the deadline for nominations.
- 3 The intention to stand form must be signed by the candidate with supporting signatures from two Fellows of the Faculty. The form will request an election statement from the candidate which will be in the prescribed format.
- 4 No Fellow or Member who is, at the time of election, deprived of any of his or her rights and privileges, for whatever reason, will be eligible to stand as a candidate for election to the Board or to sign a nomination.
- 5 All documentation, fully completed, must be received by the Faculty by the agreed deadline time and date.
- 6 Those eligible to vote will be sent information that will include:
 - a) A list of candidates compiled in order of the date of receipt of their nomination form. The list of candidates will include the candidate, the date of the candidate's Faculty Fellowship/Membership, their current place of work, the list of supporting signatories and, where applicable, confirmation if the candidate is seeking a second term. The list of candidates will also be added to the Faculty website;
 - c) A ballot;
 - d) The election statements of all candidates;
 - e) The vote deadline.
- 7 Voters may vote for up to and including as many candidates as there are vacancies on the Board.
- 8 Any vote received after the deadline will not be included in the count.
- 9 The counting of votes will be undertaken by the Faculties Department or appropriate body to ensure that the recording of the votes is properly conducted.
- 10 The result of the election will be communicated by the Electoral Officer of the Faculty who will publish the result in such places as the Dean or Vice Dean may direct.
- 11 Eligibility to stand and vote is covered in Part V of these Regulations.

Part VIII: Election of the Dean and Vice Dean

- 1 **Election principles**
 - 1.1 Only appointed or elected members of the Board can vote.

- 1.2 The election of the Dean and Vice Dean will be by secret ballot.
- 1.3 The election for the office of Dean will take place first and will be followed by the election for the office of Vice Dean.
- 1.4 Where only one member stands for election, that person will be deemed appointed.
- 1.5 Where only two members stand for election, members of the Board will be entitled to vote for one name and no more.
- 1.6 Where three or more members stand for election, voting shall be by Single Transferrable Vote.
- 1.7 The Electoral Officer will be a member of the Faculty secretariat.
- 1.8 A majority will be a simple majority of the most votes. No threshold is required.

2 Election process

- 2.1 An email will be sent to all members of the Board on a pre-agreed date asking for members to stand for election. A deadline will be clearly stated.
- 2.2 After the deadline, a second email will be sent to all members of the Board with a ballot and voting instructions.
- 2.3 The ballot papers will comprise of a list of candidates set out so that each voter can put a mark or number against the name of his or her choice.
- 2.4 The members will vote on the ballot paper and email it back to the Electoral Officer only. Any ballot paper emailed to anyone other than the Electoral Officer will invalidate the vote.
- 2.5 Where there are two candidates, votes will be counted and the candidate who has received a majority of votes will be declared successful in that election.
- 2.6 Where there are three or more candidates, first preference votes will be counted. If the first preference votes result in a majority for one candidate, that candidate will be deemed elected. Where there is an equality of votes between two candidates, the remaining candidates will be eliminated and their second preference votes reallocated. This will continue through third or further preference votes until there is a majority for one candidate.
- 2.7 In the event of a complete equality of votes at any stage in an election, the candidate whose date of admission to the Fellowship or Membership of the Faculty is most recent shall be deemed to have received a smaller number of votes than any other candidate or candidates, provided that this provision will only operate in respect of one candidate at any stage. Where the admission date of Fellowship or Membership is the same, the candidate whose date of Fellowship or Membership of the College is most recent will be deemed to have received a smaller number of votes than any other candidate or candidates, provided that this provision will only operate in respect of one candidate at any stage.

Part IX: Board Member Responsibilities

- 1 **Attending meetings.** Members are expected to attend all meetings. Members who consistently fail to attend meetings without prior leave may be removed from the Board by the Dean. Members will also be expected to attend other major functions of the Faculty such as the Annual Meeting for Fellows and Members.
- 2 **Delegates.** Members may not send delegates to attend in their place unless agreed by the Chair or the Dean.
- 3 **Confidentiality.** Members of the Board should observe total confidentiality with respect to any discussions or papers considered confidential or sensitive, except where disclosure has been formally permitted.
- 4 **Disclosure of interests**
 - 4.1 **General conflicts of interest.** Before applying for the Board, members are expected to consider whether any current roles they hold would compromise the performance of their duties for the Faculty. For example, it would be expected that Board members would not hold full roles on the Boards or Councils of similar organisations or societies. This could pose both a conflict of interest and, in conjunctions with Regulation VI:7, is likely to affect the individual's capacity to take forward Faculty activities.
 - 4.2 **For individual areas.** All Members should disclose to the Chairman any relevant conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda. Where a relevant interest has been disclosed, the member may, subject to the Chairman's agreement, remain during and participate in any debate on the item concerned, but must not vote.
- 5 Members may be:
 - a. appointed to Faculty Committees or working groups;
 - b. required to commit to events (either chairing or presenting);
 - c. required to become the Responsible Officer for a consultation process;
 - d. asked to represent the Faculty on external bodies;
 - e. asked to contribute to the written material of the Faculty.
- 6 It is recommended that Members discuss their appointment with hospital colleagues and senior management.
- 7 **Resignations**
 - 7.1 A member of the Board may tender their resignation at any time prior to the completion of their term of office. The resignation will not take effect until accepted by the Board.
 - 7.2 Any member of the Board who ceases the clinical practice of Pain Medicine would normally demit office from the Board at the next election.

Part X: Meetings of the Board and Board procedure

- 1 **Meeting arrangements**
 - 1.1 Meetings of the Board will be chaired by the Dean or, in his absence, the Vice Dean or, in the exceptional absence of either of these, the most Senior Member of the Board present.
 - 1.2 The Board will meet four times a year.

1.3 The Board quorum will be six voting members.

2 Agenda proceedings

2.1 The focus of the Board will be to develop strategy, and to manage the business of the Faculty to promote its overall aims and objectives.

2.2 It will be open to any member of the Board to submit an item for discussion at a meeting to the Chair. No business other than that covered in the agenda may be discussed at the meeting except at the discretion of the Chair. Papers should be sent as far in advance as reasonably possible, ideally at least a fortnight.

2.3 Where the discussion relates to or indirectly involves a member of the Board, that member may be requested to leave the meeting for the duration of that item. The member should be given the opportunity to speak on the matter before departing.

3 Decision making and voting

3.1 Whenever possible, the Chairman of the Board should try to obtain a decision by consensus. Any decision taken by the Board will, if it cannot be decided by consensus, be decided by ballot.

3.2 Voting will be by a show of hands of the full members present (either elected or appointed but not co-opted). The motion will be passed by a simple majority. In the event of an equality of votes, the Chairman will have a second, or casting, vote, except in the case of a ballot for election to the office of Dean or Vice Dean.

3.3 The ruling of the Chairman on a point of order will be final.

4 **Adjournments.** The Board may adjourn a meeting. Notice of the adjourned meeting, when the adjournment is to another day, will be sent to every member of the Board.

Part XI: Standing Committees

1 Committee formation and membership

1.1 The Board should agree the formation of any Standing Committees, sub-committees or working parties bearing in mind that the Faculty must be able to fund its own activities.

1.2 The Terms of Reference of every Standing Committee must be agreed by the Board and include the remit of the committee, any indicated membership of the committee and the necessary quorum. Terms of Reference for Sub-Committees must be agreed by the respective Standing Committee and be ratified by the Executive.

1.3 The Dean and Vice Dean will be ex-officio members of every Standing Committee.

1.4 The Chair of each Standing Committee will be a member of the Board. Where this is not possible, the Chair may be co-opted to the Board as appropriate.

- 1.5 Standing Committee Members will be appointed by the Chair, in liaison with the Executive. Members can be co-opted to the Committee from outside the Faculty Fellowship and Membership but should not have voting rights unless specifically stated.
- 1.6 Any Standing Committee member who is absent from three consecutive meetings of the Committee without good reason and without prior leave will cease to be a member. Standing Committee members who regularly fail to attend meetings or take on committee work due to capacity problems, will be asked to stand down.
- 1.7 Any Standing Committee member who wilfully disobeys any rule of the Standing Committee will, if the Board agrees, be removed from their membership of the Standing Committee.

2 Recommendations to the Board

- 2.1 It is the responsibility of the committee Chairman or other person nominated for the purpose to report the working of the committee in a Board meeting so as to make it clear what the recommendations of the committee are to the Board.
- 2.2 For the recommendations of committees to become Faculty policy they must be presented to and approved by the Board and, where appropriate, Council in formal business.

3 Standing Committee and Sub-Committee Meetings

- 3.1 Meetings of the Standing Committee / Sub-Committee will be chaired by the appointed Chairman or, in their exceptional absence, their Deputy, or in their exceptional absence, the Senior Member of the committee present.
- 3.2 The Standing Committee / Sub-Committee will meet as defined within their Terms of Reference. The Dean and Vice Dean of the Board will have the power to summon an extraordinary meeting of the Committee where circumstances require this.
- 3.3 Proceedings of Standing Committees and Sub-Committees will be as detailed in their respective Terms of Reference.

Part XII: Faculty Officers

1 Assessors

The Board will appoint assessors to review applications for Fellowship and Membership. The Board may delegate this responsibility to a Faculty Officer such as the Chair of the Training and Assessment Committee or the Lead Assessor.

2 Regional Advisors in Pain Medicine

- 2.1 The Board will appoint Regional Advisors in Pain Medicine.
- 2.2 Regional Advisors in Pain Medicine will be appointed for three years and will be eligible for re-appointment for a further three years. Six years is normally the maximum total term of an appointment.
- 2.3 The responsibilities and functions of Regional Advisors will be directed by the Board from time to time, and such direction may include guidelines or terms of reference.

2.4 Regional Advisors in Pain Medicine will in turn liaise with each Health Board / Trust to appoint a Local Pain Medicine Educational Supervisor.

3 Members of Advisory Appointment Committees

The Faculty will follow the RCoA process for allocating members to AACs.

4 Standing Committee and Sub-Committee members

Rules pertaining to Standing Committee and Sub-Committee members will be as contained in the respective Terms of Reference for each committee.

5 Examiners

Examiners for the Fellowship Examination will be appointed in line with the separate Examination Regulations. All appointments will be ratified by the Board.

Part XIII: Removal of Faculty Officers

- 1 Although the overwhelming majority of Faculty Officers perform their duties diligently and effectively, the Faculty must have a process for relieving an Office Holder of his/her office. These Regulations detail the procedures that must be followed for termination of an office.
- 2 All Faculty Officer holders have a Superior Officer through whom they are responsible, ultimately to the Dean on the Board.

Office	Superior Officer
Chair: Committees	Dean
Chair: Court of Examiners	Dean
Chair: Sub-Committees	Chair of the relevant Committee
Chair: Working Parties/Groups	[See note below]
Committee / Sub-Committee Members	Respective Committee / Sub-Committee Chairs
Dean	President of the Royal College of Anaesthetists
Examiners	Chair: Court of Examiners
Local Pain Medicine Educational Supervisors (LPMESS)	Regional Advisor in Pain Medicine for their region
Regional Advisors in Pain Medicine (RAPM)	Vice-Dean
Vice-Dean	Dean
Working Party/Group Members	Chair: Working Parties/Groups

Note: Working Party/Group Chairs are responsible to the Chair of the Committee or Board that created them. Therefore, if the Board of the Faculty of Pain Medicine created the Working Party/Group, the Chair's Superior Officer would be the Vice-Dean.

- 3 Part XIV Regulations do not apply to:
 - a. elected members of the Board for their Board Membership, who are covered by the wider Regulations in this document.

- b. Individuals co-opted *ad hoc* for specific, limited duration tasks on behalf of the Faculty whose Superior Officer will be agreed on appointment.

4 Procedure for removing a Faculty Officer

- 4.1 If the performance or conduct of a Faculty Officer gives serious cause for concern to their Superior Officer, the Superior Officer should initially try to address the concerns by informal methods.
- 4.2 If the concerns have not been addressed by informal methods, the concerns should be communicated by the Superior Officer to the Officer in a minuted, witnessed meeting. The Office Holder shall normally be given a period to improve their performance, and, if appropriate, an offer of re-training. The Dean and a senior Faculties administrative officer should be made aware of the planned meeting, and of all subsequent stages, if they occur.
- 4.3 If performance or conduct does not improve within the agreed period, or if the gravity of the concern makes it inappropriate to allow matters to continue, the Office Holder's performance shall be considered by the Superior Officer and the Dean, who may recommend that the Board or the relevant Committee should consider the Office Holder's formal dismissal (the compulsory termination of their office).
- 4.4 The Board or relevant Committee should consider dismissal of the Office Holder as a formal agenda item. The Board may decide to take no action or to dismiss the Officer Holder, or, where the Motion has originated from a Committee, refer the matter back to the Committee for further consideration. Committees may recommend no action or a Motion to the Board for Dismissal.
- 4.5 An Officer Holder must be given an opportunity to resign before the matter is discussed formally at a Board meeting. Resignation, once accepted, will preclude any subsequent recourse to appeal.
- 4.6 If the Board passes a Motion for dismissal, the Superior Officer must formally communicate the outcome to the Office Holder in writing within one week of the decision. Details of the Appeal Process must be included in the correspondence.

5 Appeals Process

- 5.1 Notification of appeal must be submitted to a senior administrative officer of the Faculty within one calendar month (August excluded) of the date of posting of the written communication of the Board's decision. The senior administrative officer will act as the Reviews Clerk for the appeal. The notification shall include the grounds for appeal, and copies of relevant supporting documents. A request for an oral hearing, if required, should be made in this notification.
- 5.2 The Reviews Clerk will acknowledge the appeal in writing, indicating what action will be taken.
- 5.3 The Reviews Clerk, in consultation with the Dean, will convene an Appeal Panel (the Panel) consisting of a Chairman and two Members, of which:
 - a. no person will serve who was involved in the original dismissal decision;
 - b. the Chairman will be a senior Fellow of the Faculty, usually a recent past Dean, Vice-Dean, or other senior Officer;
 - c. one Member will be a Fellow of the Faculty, not necessarily a Board Member, who has held a Faculty Office comparable to that from which the Appellant has been dismissed;
 - d. one Member will be a Fellow of another medical Royal College or Faculty nominated by that College or Faculty.

- 5.4 Where these Regulations do not cover an aspect that the Panel needs to review, the Panel will be permitted to determine its own procedure.
- 5.5 The opening meeting of the Panel will normally take place not later than six weeks after the dispatch, under Regulation 5.2, of an acknowledgement of the application. Determination of the Appeal will normally be completed in one meeting, though the Panel has the power to adjourn the meeting as necessary.
- 5.6 Unless specifically requested by the Appellant and approved by the Panel Chairman, the Appeal will be in writing.
- 5.7 **Written appeals:**
- a. If the appeal is to be written, the Reviews Clerk will convene the Panel to consider the Appeal.
 - b. The Reviews Clerk will advise the appellant of the date and time of the meeting.
 - c. The Appellant and the Superior Officer may not attend the hearing and all representations must be in writing.
 - d. Regulations 5.9 to 5.11 will also apply to a written appeal.
- 5.8 **Oral appeals:**
- a. Oral appeals will be held in private unless the Appellant or Superior Officer applies for a public hearing. This will normally be granted, though in exceptional circumstances the Panel Chairman may exclude the public from part or all of the hearing.
 - b. The Reviews Clerk will advise the appellant in writing of the date, time and place of hearing not less than six weeks before the hearing date.
 - c. The Appellant will be entitled to be accompanied to the hearing by a friend or representative (who will not normally be legally qualified) and to make representations or examine/cross-examine witnesses in person or through his friend or representative.
 - d. Originals of documents supplied as copies with the Appeal application will be produced by the Appellant at this hearing.
 - e. If the Appellant fails to attend the hearing, the Chairman may hear and determine the appeal *in absentia*, or adjourn the hearing until the Appellant can attend, as appropriate to the circumstances.
 - f. The Superior Officer will also be entitled to attend the meeting and to make representations and/or examine/cross-examine witnesses.
 - g. The Appellant will present their case first. In doing so, the Appellant may present fresh evidence subject to the Chairman's discretion.
 - h. The Superior Officer may then question the Appellant.
 - i. The Superior Officer may then respond to the case advanced by the Appellant, who may then question the Respondent.
 - j. In the event that the Appellant has adduced new evidence without notice to the Respondent or the Panel, the hearing may be adjourned to allow preparation of an appropriate response.
 - k. After presentation of Appeal and Response, Appellant and respondent may each address the Panel on the case.
- 5.9 **Adjournment:** The Chairman may adjourn the hearing for any purpose, to a date normally not more than four weeks later.
- 5.10 **The Decision of the Appeal Panel:** The Panel, whether meeting under Regulation 5.7 or 5.8, may:
- a. reject the appeal;
 - b. allow the appeal;
 - c. vary the terms of the original dismissal decision; or

d. direct the Board to reconsider the matter in light of new evidence.

- 5.11 The Reviews Clerk will confirm the Panel's decision in writing with reasons to the Dean and Appellant within two weeks of the completion of the hearing. If the Panel allows the appeal, the Panel's decision will be substituted for the original decision and the Appellant, the Dean and the Board will be advised in writing with reasons.
- 5.12 **Extension of time limits:** It will be open to the Chairman of the Panel, if they are satisfied it is reasonable to do so, and with the agreement of the Appellant, to allow an extension of any of the time limits prescribed in these Regulations.

Part XIV: Formal Declarations and Certificates

1 Declaration of admission to any category of membership of the Faculty

"I do solemnly and sincerely declare that, while a Fellow / Associate Fellow / Member / Associate Member / Affiliate of the Faculty of Pain Medicine, I will observe the provisions of the Charter, Ordinances and Regulations of the College and the Regulations of the Faculty and will obey every lawful summons issued by Order of the Board of the Faculty or the Council, having no reasonable excuse to the contrary, and will to the utmost of my power maintain the welfare and dignity of the Faculty and the College".

2 Declaration of a new Dean or Vice Dean

"I do declare that, according to the best of my skill and knowledge, I will discharge the several trusts and powers vested in me as Dean (Vice Dean) of the Faculty of Pain Medicine, and that I will diligently maintain the honour and welfare of the said Faculty; and in all things which will in any sort concern my office, I will act faithfully and honestly and without favour or affection, prejudice or partiality to any person or persons whomsoever."

3 Declaration of a new Board Member

"I do declare that, so long as I will remain as a Board Member of the Faculty of Pain Medicine of the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said Faculty; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge."

4 Declaration of a Fellowship Examiner

"I do declare that, so long as I shall remain in the office of Examiner for the Fellowship of the Faculty of Pain Medicine of the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said Faculty; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge."

5 Board Seal

The Board shall use the College seal. The seal will be affixed only to such document as is required by law or as may be directed by Council, the President or Vice Presidents.

Part XV: General Meetings

- 1 The General Meeting of the College will also be the General Meeting of the Faculty and will adhere to its rules and policies.

Part XVI: Making, Amending and Repealing Regulations

- 1 Any requests for amendments to or repeals of Regulations or requests for new Regulations must be brought by voting members of the Board and discussed with the Officers of the Board in the first instance. A request must then be submitted to the Board Secretary as a draft Resolution signed by the Mover and a Seconder for discussion at the next appropriate Board meeting. If the proposal is approved, the Board will bring the proposal to a meeting of Council.
- 2 At the Council meeting, the Council may agree by consensus or vote (by a simple majority) to approve or reject the changes.
- 3 The Council may postpone a decision on the Resolution whilst further advice or information is sought about related matters.
- 4 All formal changes to the Regulations must be noted in a table in the main Regulations document, indicating the nature of the change and where the change was approved.
- 5 The Dean, Vice Dean and managerial and executive officers of the Faculty should review the Regulations of the Faculty and the Terms of Reference of its Standing Committees annually.

Amendments to the Regulations

Version	Changes	Date
1	Inception of Faculty	
2	Corrections arising from practicalities	18-06-08
3	Detail amendments to Fellowship criteria required due to decision taken at October 2008 Council	19-11-08
4	Deletion from Part II, Section 7 relating to Fellowship <i>ad eundem</i> , of the sentence from 'Or only from 1 January 2009' to 'Royal College of Anaesthetists' required due to decision taken at 27 November 2008 Faculty of Pain Medicine Board meeting.	10-12-08
5	Detail amendments to Associate Fellowship, Member, Associate Member and Affiliate membership criteria and certificate of diploma wording required due to decision taken at 12 February 2009 Faculty of Pain Medicine Board meeting.	17-03-09
6	Amendment to Board members number from 8 to 10, following RCoA Council decision (16/09/09).	16-09-09
7.1	<p>PART I</p> <p>1) 2.1.a.III: Pain Medicine definition altered in line with the agreed Faculty definition.</p> <p>PART II</p> <p>2) 5.1.b / 5.1.c.i / 5.1.c.ii / 6.1.d / 6.1.e.i: The term 'Faculty' replaces 'College.'</p> <p>3) 6.1.c / 7.1 / 8.1: Criteria amended to include the military.</p> <p>4) 9.1: The term 'Board' replaces 'Faculty'.</p> <p>PART IV</p> <p>5) Other Board numbers increased to reflect the September 2009 increase to 10 Board members.</p> <p>6) Removal of 'The Secretary of the College will be an adviser to the Faculty.'</p> <p>7) 3.2.b: The term 'the Board' replaces 'Council'.</p> <p>PART V</p> <p>8) 1: Section rectified to include appointed members.</p> <p>9) 14: Section extended to include the Primary Medical Qualification as a means of deciding an election where there is an equality of votes.</p>	16-06-10
7.2	Changes to the criteria for Fellowship <i>ad eundem</i> - Section 71a.	20-10-10
8	<p>1) Minor nomenclature changes throughout.</p> <p>2) Part II, 9 - Changes to the regulations for Membership.</p> <p>3) Part II, 10 - Changes to the regulations for Associate Membership.</p> <p>4) Part IV, i.a. - Increase to 5 co-opted members.</p> <p>5) Part IV, 1 - Changes to the Election process to bring in line with the Dean and Vice Dean elections.</p> <p>6) Part IX - Lead Assessor and the Board appoint assessors.</p> <p>7) Part X - Board appoints RAPMs.</p> <p>8) Part XIV - Examiner declaration added.</p>	21-09-11
9	<p>Reformatting.</p> <p>Minor amendments throughout to clarify terminology.</p> <p>Reworking of the Dean and Vice Dean elections to include online voting.</p>	13-02-13
9.1	<p>1) Regulations for Fellowship by Special Application merged into Fellowship <i>ad eundem</i>.</p> <p>2) Regulations added for Diplomate Fellow.</p>	18-09-13
9.2	1) Vice Dean Regulations changed to extend the term of office from 2 to 3 years.	21-05-14
9.3	Fellowship by Examination added	19-07-17
9.4	<p>1) Creation of Second Phase Foundation Fellowship.</p> <p>2) Creation of Affiliate Fellowship.</p>	18-10-17

<p>10</p>	<p>1) Rationalisation of terminology and content, including removal of historical references to the Transitional Board. 2) Merger of Voluntary Register, Associate Membership and Affiliateship into Affiliateship. 3) Changes to Affiliate Fellowship regulations. 4) Addition of a General Conflict of Interest section (Part IX 4.1).</p>	<p>Presenting to May 2018 Council</p>
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