



Training and Assessment Committee Members (Two positions available)

Committee Aims and Objectives

The FPMTAC was founded in May 2009 to make appropriate recommendations to the Board of the Faculty of Pain Medicine (FPM) of the Royal College of Anaesthetists (RCoA) with regard to training and assessment in Pain Medicine in the United Kingdom. The Committee keeps under review aspects of training and assessment in Pain Medicine, including the approval and issuing of guidance on the implementation of training and assessment programmes. It also advises the Board of the Faculty of Pain Medicine, the RCoA Training Committee and the RCoA Council on matters pertaining to Pain Medicine.

Confidentiality

Members of the Committee should observe total confidentiality with respect to any discussions or papers considered confidential or sensitive, except where disclosure has been formally permitted.

The role and you

Terms of Office

The term of office for Committee members is three years. Second terms are at the discretion of the Faculty Board. Your initial meeting would be 5 July 2019.

Person Specification

Those eligible must meet the following criteria;

- Be a Fellow, Associate Fellow, Affiliate Fellow or Member of the Faculty of Pain Medicine in active practice.
- Up to date of current matters affecting the specialty.
- Capacity to undertake the role. It is recommended that potential Committee Members discuss their appointment with hospital colleagues and senior management to ensure they can dedicate the appropriate time to the role.

Support

On beginning your appointment you will join an enthusiastic and knowledgeable committee, with an encouraging Chair. They will support you from your first meeting and throughout the first year, liaising with you with regards to projects and work streams that require input. The FPM Secretariat will be on hand to support you as you join this Committee and with any subsequent workflow.

Responsibilities

- Reading all papers and emails relevant to the work of the Committee.
- Attending all required meetings and taking an active part in the discussions.
- Taking on projects and work streams of the Committee.
- Writing updates, proposals or other written materials for the work of the Committee.
- Producing articles or content for the FPM newsletter, *Transmitter*, and the Faculty website.
- Attending all meetings of their assigned boards, committees or working groups.
- Upholding the high standard of the Faculty and its work.

Meetings

- The Committee meets four times a year with every other meeting being via telephone conference. Travel expenses are reimbursed subject to the standard arrangements.
- Typically Committee meetings are from 10.00AM-13.00PM.
- Committee Members are expected to attend all meetings.
- Committee Members may not send delegates to attend in their place.
- *Disclosure of interest.* All Committee 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.

Meeting arrangements

- In person meetings of the Committees will normally be held at the Royal College of Anaesthetists in London.
- The business of a meeting of the Committee will comprise the minutes of the previous meeting, and may include presentations, progress updates on projects and initiatives.
- Copies of the Agenda and accompanying papers will be sent to Committee members in advance.
- Members can request the Chair to add items to the agenda in advance of the meeting.
- All members are encouraged to feel able to speak freely and contribute to the discussions.

Calendar of forthcoming committee dates

- 5 July 2019
- 11 October 2019
- 24 January 2020
- 24 April 2020
- 24 July 2020
- 9 October 2020

Apply

To apply for one of these roles please send in a statement of interest and a CV to contact@fpm.ac.uk

Contact

- Any questions? Email Claire Driver, the administrator for this committee if you would like further information or an opportunity for an informal discussion (contact@fpm.ac.uk).
- Application deadline: 5PM 23rd April 2019