

# FACULTY LEADERSHIP:

## FICM Deputy Trainee Representative



### Election Details

Notice is hereby given that an election for the FICM Deputy Trainee Representative will be held on: **24 November 2023**.

The elected candidate will take office at the Board meeting on **17 January 2024**.

Please note this election will be run entirely electronically. Notice of this election will be sent out to all FICM registered trainees via the ICM e-Portfolio as well as via email. If you do not receive the email version, then your email address stored with the Faculty may be incorrect and you will not receive the voting link. Please contact us if this is the case at [contact@ficm.ac.uk](mailto:contact@ficm.ac.uk)

### Candidates for election

Trainees eligible to stand for election will be sent an email detailing the election process and a web link to the Form of Notice of Intention to Stand. The form must include the details of a Fellow of the Faculty, in good standing, who supports the candidate's application (we may approach these supporters to confirm). Candidates may submit, as part of their Notice of Intention to Stand, a statement that must not exceed 200 words. There is no requirement to submit such a statement; it is entirely voluntary. By submitting the form, candidates are confirming that the information provided is true and correct. Any statement submitted will be published online and included with the list of candidates issued with the ballot papers. Please complete the form and return by email to the FICM Secretariat: [contact@ficm.ac.uk](mailto:contact@ficm.ac.uk).

Diversity, equality and inclusion is an integral part of our culture at FICM so it is important to us that this is reflected in our recruitment practices. We strongly encourage applications from individuals from all ages, races, genders, sexual orientations, ethnicities and perspectives to ensure we maintain an inclusive culture that encourages, supports and celebrates our differences.

### Important dates

Completed nomination forms must be returned to the Faculty by **1pm on Monday 30 October 2023**. A voting link to all trainees will then be sent out on the **1 November 2023**, which will include the nominees' statements. Votes must be cast by **5pm on Friday 24 November 2023**. The results will be published on the FICM website on **Thursday 30 November 2023**.

If there are any further queries please [contact the Faculty](#).

### Aims and Responsibilities

The principal duties of the Trainee Representatives are to represent the views of intensivists in training to the Faculty and, in turn as full Board members, to represent the Faculty to intensivists in training:

- To establish a communication network with all ICM trainees. The email database is kept by the FICM Secretariat from trainees who have registered with the Faculty.
- Maintaining **two-way** communications with all ICM trainees in order to update them on Faculty developments and to keep the Faculty abreast of information and concerns relevant to its work.
- Attending all meetings of their assigned boards, committees or working groups. Travel expenses are reimbursed subject to the usual arrangements.
- Involvement in Faculty projects that may arise from time-to-time.
- Taking an active role in the production of *Trainee Eye*, the trainee e-newsletter.
- Keeping in regularly contact with the other Trainee Representatives of the Faculty (currently on the e-Portfolio and Women in ICM (WICM) Sub-Committees).
- Producing research or written documents from time-to-time including contribution to the FICM newsletter, *Critical Eye*, and the Faculty website.



## The role and you

### Terms of Office

The FICM has two elected trainee representatives. The maximum length of service is two years. Each trainee representative serves one year as the Deputy Trainee Representative and then one year as the Trainee Representative.

### Person Specification

- **Essential:** Be a Trainee Member in good standing with the Faculty of Intensive Care Medicine in active practice at ST3 or higher in an ICM CCT programme (single/dual/joint).
- **Essential:** Have a least 6 months of training still to complete upon taking up the position of Deputy Trainee Representative
- **Desirable:** Experience of training representation or projects undertaken locally or nationally.

It is recommended that potential Trainee Representatives discuss their appointment with their Deanery and RA/TPD, colleagues and senior management, to ensure they can dedicate the appropriate time to the role.



## Support

You will be supported throughout your time as the Deputy Trainee Representative. On beginning your appointment, you will join an established Trainee Representative who will have been in post for a year. They will support you from your first Board meeting and throughout the first year, liaising with you with regards to projects and work streams that require trainee input. On appointment you will also be allocated to key Committees of the Faculty and the FICM Secretariat will be on hand to support you as you join these Committees and with any subsequent workflow.



## Meetings

On appointment, the new Deputy Trainee Representative will liaise with the current Trainee Representative to agree appropriate representation on committee groups. Both Representatives sit on the Faculty Board.

Typically, Committee Meetings are from 11am - 4pm and Board meetings are 1pm - 5pm. Committee Members are expected to attend all meetings. Meetings of the Committees and Faculty Board will normally be held 50% at the Royal College of Anaesthetists in London, and 50% online.

### Confidentiality

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