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**FACULTY LEADERSHIP:**

Specialty Registrar Sub-Committee   
(LTFT ICM StR Rep required)

**COMMITTEE AIMS & OBJECTIVES**

The Sub-Committee represents the interests and views of ICM Specialty Registrars (StRs) throughout their training and reports into the Faculty’s Training, Assessment and Quality Committee.

The aims and objectives for the Sub-Committee are as follows:

* Forum for discussion and representation of views through StR reps on Board and raising any problems and solutions via the Training, Assessment and Quality Committee
* Produce and source materials for *Trainee Eye*, seek ways to develop the publication further
* Collaborate with external stakeholder groups
* Identify ways to improve the training experience for doctors and ICM StR wellbeing
* Liaise with the wider StR network
* Respond to requests from the Dean, Board, standing Committees and any other sub-committees or working parties for representation, comment or opinion from ICM StRs in training
* Assist in the production of educational resources for ICM training.

**THE ROLE & YOU**

**Terms of Office:** The term of office for members is two years in the first instance.

**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/triple/joint).
* **Essential:** Have a least 6 months of training still to complete upon taking up position on the Sub-Committee
* **Essential:** Must be currently training Less Than Full Time (LTFT)
* **Desirable:** Experience of training representation or relevant projects undertaken locally or nationally.

Diversity, equity, 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.

**It is recommended that applicants discuss the opportunity with their Deanery and RA/TPD, colleagues and senior management, to ensure they can dedicate the appropriate time to the role.**

**SUPPORT**

On beginning your appointment, you will join the Sub-Committee with the elected FICM StR Representatives. They will support you from your first meeting and throughout the first year. We intend the StR Sub-Committee to have a positive and open work environment and the FICM team will also be on hand to support you and with any subsequent workflows.

**RESPONSIBILITIES**

* Sub-Committee Members are expected to attend all meetings (more info overleaf).
* Members are expected to take an active part in the work of the StR Sub-Committee, including:
  + Taking part in Sub-Committee discussions (at meetings and between meetings by email).
  + Taking personal responsibility for work streams and projects.
  + Taking corporate responsibility for Sub-Committee decisions/positions
  + Attending occasional events to do with the Sub-Committee’s work.
  + Reading all relevant written and online materials that are sent to Sub-Committee members.
* Producing research or written documents from time-to-time including contribution to the FICM newsletters, *Trainee Eye* and *Critical Eye*, and the Faculty website.

**MEETINGS**

* Typically, StR meetings will take place quarterly, with three virtual meetings and one face to face meeting per year.
* Meetings discuss, prioritise, commission and review work streams. They are open and friendly days where all members are invited to contribute and innovate.
* Travel expenses are reimbursed subject to the usual arrangements.

**Disclosures of interest:** All Sub-Committee Members should disclose to the Chair any relevant

conflicting interest of any kind (financial or otherwise) arising in relation to any item on the agenda.

**Meeting arrangements:**

* The business of a meeting of the Sub-Committee will comprise the minutes of the previous

meeting, and may include presentations, progress updates on projects and initiatives,

and the receipt of minutes of Committees of relevance to ICM StRs.

* Copies of the agenda and accompanying papers will be sent to Sub-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**

Applicants should ensure that they are available to attend meetings on the following dates:

* **11:00 – 13:00** **Thursday 06 June** **2024** (In Person at the RCoA in London)
* **09:30 – 11:30** **Tuesday 03 September** **2024** (Virtual)
* **09:30 – 11:30** **Wednesday 13 November 2024**(Virtual)

**TO APPLY**

Please submit a short CV and complete the application form appended below. These documents will be anonymised and shared with the appointment panel who will review and reach a consensus on the successful appointees.Please send a short CV and your completed application form to [contact@ficm.ac.uk](mailto:contact@ficm.ac.uk) by **9am on Monday 13 May 2024.**

**CONTACT**

If you have any questions or would like an informal chat about the role, email us at [**contact@ficm.ac.uk**](mailto:contact@ficm.ac.uk)

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**FACULTY LEADERSHIP:**

StR Sub-Committee Application Form

**Name:**

**Job title** (e.g. ST5 ICM Triple ICM & AIM StR)**:**

**GMC Number**:

**Email:**

**Please enter your training region/nation** (e.g. East of Eng/West Midlands/NI/SE Scotland/Wales)**:**

**Please confirm the LTFT percentage you are currently training** (e.g. 60%, 70%, 80%):

|  |
| --- |
| **Personal Statement**  Please provide a short statement highlighting your relevant experience and interest, and why you would like to apply for the role (max 350 words): |
|  |

***Data management:*** *We will share an anonymised version of your application and CV with the appointment panel only. Your data will be stored securely.*

**By submitting this form, the applicant is declaring that the information provided is true and correct.**  Those eligible to be appointed to the Sub-Committee are trainee members in good standing with the Faculty, who have been appointed to an ICM CCT programme (either Joint CCT or standalone/dual CCT(s) in ICM) with at least 6 months of training still to complete upon taking up the position.

**Once complete, please send your short CV and application form to:** [**contact@ficm.ac.uk**](mailto:contact@ficm.ac.uk)

**Data Protection Statement**

The Faculty of Intensive Care Medicine (FICM) is fully committed to the principles of data protection, as set out in the [Data Protection Act 2018 (C.12)](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted). The FICM relies on legitimate interests as the lawful basis for processing of personal data. We process and maintain personal data about you so that we can manage your membership, provide you with appropriate products and services and share information with you about FICM activities.

[Read our Data Protection Policy here.](https://www.ficm.ac.uk/data-protection-policy)

We will only use your information for the purposes as described and will not pass on your details to other third parties unless you have given us consent to do so.

We use appropriate organisational and technical measures to ensure that your data are secure and protected from loss, misuse and unauthorised access or alteration.

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you have any questions about data protection or require further information, please email [dpo@rcoa.ac.uk](mailto:dpo@rcoa.ac.uk)