



Application for Professional Standards Committee Members (2 positions available)

Applications are sought for 2 new members of the FPM Professional Standards Committee (FPMSPC)

Interested candidates should complete the attached applicant statement and return with a copy of their CV electronically to contact@fpm.ac.uk by **5PM Wednesday 19th May 2021**. Applications received after this date will **not** be eligible for the selection process.

If you wish to apply for a position which is co-opted to the Medicines Advisory Group please make this clear in your application.

The term of office for Committee members is three years. Second terms are at the discretion of the Faculty Board.

Committee Aims and Objectives

The FPMSPC was founded in March 2009 to encourage and facilitate the establishment, maintenance and improvement of good practice in all aspects of Pain Medicine. The Committee is concerned with quality improvement matters that arise within the Faculty of Pain Medicine (FPM), with particular reference to standards, clinical effectiveness, clinical guideline development, continuing professional development (CPD), clinical governance, research governance and the integration of any such areas into the revalidation process. The Committee is also concerned with providing advice on best standards to other organisations. The FPMSPC reports to the Faculty Board.

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.

FPM Medicines Advisory Group

One of the roles available is a dual role with the committee member being co-opted to the FPM Medicines Advisory Group (FPM MAG). The FPM MAG was founded in September 2019 to make appropriate recommendations to FPMSPC with regard to educational materials, optimisation projects and guidance on pain medicines.

The role and you

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 with current matters affecting Pain Medicine.

- 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.
- Where roles are advertised as a dual post that is MAG (Medicines Advisory Group) co-optee and PSC member, the applicant must have specific interest and skills in medicine management. The group meets virtually 4 times a year.

Support

On beginning your appointment you will join an enthusiastic and knowledgeable committee, with an encouraging Chair and Deputy 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 newsletters, *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.
- Where roles are advertised as a dual post that is MAG co-optee and PSC member, attendance at MAG meetings is required. MAG meet virtually four times a year.

Meetings

- The Committee meets four times a year. Travel expenses are reimbursed subject to the standard arrangements. At present all meetings are taking place virtually until further notice.
- Typically Committee meetings are from 1.30-4.30pm.
- 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

- 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, and the receipt of minutes of Sub-Committees that report to FPMPSA.
- 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.

Professional Standards Committee Member

STATEMENT OF APPLICANT

Name (in full): _____

Contact Email: _____

College Reference Number:

GMC Registration Number:

Statement: (250 words maximum)

Please explain why you have applied for the post and highlight the ways in which you match the person specification.

Please include a short version of your curriculum vitae.

Data Protection Statement

The Faculty of Pain Medicine (FPM) is fully committed to the principles of data protection, as set out in the General Data Protection Regulation (GDPR). The FPM 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 FPM activities.

The information provided on this form will be processed and shared with those involved in the appointment process.

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 contact@fpm.ac.uk.