

## **Application for Training and Assessment Committee SAS Representative (1 position available)**

Applications are sought for an SAS representative. The position will be co-opted to the FPM Training and Assessment Committee (FPMTAC)

The Faculty acknowledges the pivotal role played by SAS doctors and is keen to encourage all aspects of professional and career development. As an SAS representative on the FPMTAC you will be able to work in liaison with the Faculty to extend opportunities to SAS doctors for better engagement with Faculty activities, and look after the interests of SAS doctors working in the field of Pain Medicine.

Interested candidates should complete the attached applicant statement and return with a copy of their CV electronically to [contact@fpm.ac.uk](mailto:contact@fpm.ac.uk) by **5pm Tuesday 09 November 2021**. Applications received after this date will **not** be eligible for the selection process. 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 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 reviews aspects of training and assessment in Pain Medicine, including the approval and issuing of guidance on the implementation of training and assessment programmes. It 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**

#### **Person Specification**

Those eligible must meet the following criteria;

- In active practice in Pain Medicine and up to date with 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.
- Be either a member, associate member or fellow of the Royal College of Anaesthetists.
- Either be, or be eligible to be, an Affiliate or Member of the Faculty of Pain Medicine. SAS doctors interested in this role who are *not* currently members of the

Faculty may be apply for this role on the understanding that they will join the Faculty as an Affiliate or Member if successful.

### **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. 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 09:00 -13:00 when remote and 10:00 – 14:00 when in person.
- 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 are run on a 50/50 remote and in person basis. In person meetings 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.



**FACULTY OF  
PAIN MEDICINE**  
of the Royal College of Anaesthetists

**Application for Faculty of Pain Medicine  
SAS representative**

**Name (in full):**

**Region of Application:**

**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.*

**Is there any current restriction or qualification on your registration (with the GMC) to practise medicine within the UK?**

YES  NO

If the answer to this question is 'YES', kindly provide details below; the matter will be considered by the Dean or Vice-Dean.

*Please include a short version of your curriculum vitae.*

## **Data Protection Statement**

The Royal College of Anaesthetists (RCoA) is fully committed to the principles of data protection, as set out in the Data Protection Act 2018 (C.12). The RCoA 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 RCoA activities. 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)