Faculty of
Pharmaceutical Medicine
of the Royal Colleges of Physicians of the United Kingdom

5-11 Theobalds Road
London, WC1X 8SH
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ROLE DESCRIPTION
COMMITTEE MEMBER – TRAINEES COMMITTEE

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Committee

FPM's Trainees Committee's main purpose is to facilitate communication between trainees engaged in Specialty Training Programme (PMST) and the Faculty of Pharmaceutical Medicine. The committee's objectives are to liaise with several external groups, including the Education and Standards Committee, the Specialist Advisory Committee of the JRCPTB, and the Academy Trainee Doctors Group, with an emphasis on trainee specific issues, and to participate in wider FPM activities, bringing the voice of specialty training live and further improving communications between all stakeholders and associated external groups.

The Committee's principal activities are:

- To advise the Education and Standards Committee on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues
- To advise the Specialist Advisory Committee on Pharmaceutical Medicine (of the JRCPTB) on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues
- To represent FPM on appropriate external groups such as the Trainees' Committee of the Academy of Medical Royal Colleges
- To facilitate communication between trainees and between FPM and trainees
- To contribute and participate in wider FPM activities with the chairperson also being a member of FPM's Executive Committee
- To uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned

Report annually to the Board on the activities of the Committee and bring to the Board's attention matters requiring the Board's approval. We are seeking new committee members and all FPM members who are enrolled on the Pharmaceutical Medicine Specialty Training (PMST) programme are eligible to apply.

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The role of the committee member

Key responsibilities include:

- To attend committee meetings;
- To actively contribute to the work of the committee in the areas described above;
- To participate in communications by email / telephone in between meetings as required;
- To undertake other activities on behalf of the committee and FPM as agreed;
- To act in compliance with FPM's governing documents and procedures;
- To follow the guidance set out in FPM's committee guidance document; and
- To act in compliance with FPM's policies including its equal opportunities policy.
- To keep Information relating to committee business confidential unless otherwise agreed by FPM.

Time commitment

It is anticipated that there will be three two-hour meetings per year, which will normally be delivered online. There may be additional time commitments involved in supporting the work of the committee in between committee meetings but it is difficult to be prescriptive about the extent of this.

PERSON SPECIFICATION

Appointment

The method of appointment is open advertisement from the membership of FPM. A person specification is provided below. The chairpersons of the Trainees Committee, the Speciality Training Lead, and the Faculty's Specialty Training team will evaluate the applications.

Professional

Essential

- GMC registered with a licence to practise and in good standing.
- Holds a national training number (NTN) in pharmaceutical medicine.
- A member (all categories) of FPM in good standing.

Desirable

- Evidence of continuing professional development.
- Evidence of achievement and contributions to the specialty of pharmaceutical medicine.

Attitude

Essential

- Ability to work effectively within a team.
- Evidence of commitment to the specialty of pharmaceutical medicine.
- Evidence of the use of initiative.
- Willingness to devote the necessary time and effort to fulfil the requirements of the role.

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Desirable

- Successful membership of a committee demonstrating positive contribution.

Specific expertise

Essential

- An understanding of and an interest in developing the education and training activities of FPM.

Desirable

- Evidence of achievement in an activity or activities relevant to the work of the committee.

Tenure

Committee members normally serve for a period of three years. This can be extended up to a point where a trainee completes PMST. Committee members may be asked to step down from the group if they:

- have completed the PMST programme;
- have resigned or been removed from the programme; or
- are not able to attend meetings or contribute to the work of the committee satisfactorily.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values