

TERMS OF REFERENCE

Trainee Forum

2014 (Version 2)

1. Introduction

The NIMDTA Trainee Forum has been established to provide a better opportunity for trainee views and feedback to be heard and ensure that training in the region is delivered to the highest standard in order to deliver excellent and safe clinical care to patients.

Greater engagement between NIMDTA trainee representatives and NIMDTA Senior Educators will be of benefit to NIMDTA's commissioning and quality management roles and thereby improve the quality of training. The forum aims to involve trainees from foundation, hospital specialty, dentistry and GP programmes, to offer trainee perspectives on current issues and future developments.

2. Membership and Representation

2.1 Trainee Forum

The Trainee Forum Membership will include representation from Foundation, Specialty, General Practice and Dentistry programmes nominated by their trainee group.

Each School will nominate two to three representatives (from core / early training and from higher / later years).

Representation will also include:

- A representative from the Northern Ireland Junior Doctors Committee (NIJDC) of the BMA (ex-officio member)
- The Medical Project Officer on the DHSSPS Board Liaison Group (BLG).
- The Postgraduate Dean (or a Senior NIMDTA Educator as the Postgraduate Dean's nominated deputy) and a senior NIMDTA business manager as ex-officio members to ensure that the views of the Forum are listened to by NIMDTA.

All members and representatives will be expected to send a fully briefed deputy if they are unable to attend a meeting (or if both specialty representatives are unable to attend).

2.2 Trainee Forum Executive Committee

An Executive Committee will be elected annually to comprise a Chair, Deputy Chair and Secretary. The Executive Committee will be elected from and by those eligible to attend the Trainee Forum. The Chair and Deputy Chair will have forum membership by right of office and therefore will not count in the number of members available to their particular school. Members of the Executive will be allowed to serve for a maximum term of two years (subject to re-election after year one). Members of the outgoing Executive will be expected to provide a full and comprehensive handover to the incoming Executive.

The Chair is responsible for the operation of the Trainee Forum, ensuring that effective contributions are made to NIMDTA and its pursuit of quality and excellence. The Executive will work closely with the Postgraduate Dean and the NIJDC to ensure that key and appropriate issues are discussed by the Forum.

The Chair, Deputy Chair and Secretary of the Trainee Forum will meet twice per year with the Postgraduate Dean (or a Senior NIMDTA Educator as the Postgraduate Dean's nominated deputy).

3. Accountability

The NIMDTA Trainee Forum and its Executive Committee are accountable to the Postgraduate Dean.

4. Key tasks

The NIMDTA Trainee Forum:

- Will provide trainee input into key strategic and management issues pertaining to NIMDTA's educational governance and quality management functions
- Will consider policies and procedures which apply to training including, where appropriate, to challenge proposals and processes which impact adversely on the quality or delivery of training
- Will monitor and report on consistency of standards in quality of training and delivery of patient care including identifying pertinent issues within training locations
- Will work collaboratively in identifying, developing and implementing innovation in education, training and engagement of trainees and trainers throughout the region
- Will share examples of good practice in all aspects of training
- Will identify challenges to the quality or delivery of training and make recommendations to contribute to the formation of future strategy
- Will provide an additional forum for communication, updates and dissemination of information between trainees and NIMDTA. This will include issues relating to workforce development, organisational change and national policy
- Will nominate members to assist NIMDTA in processes requiring trainee representation (e.g. ARCP appeals, School Boards, Specialty Training committees, NIMDTA committees including Revalidation Steering Group)
- Will work with NIMDTA to consider best means of appropriately involving trainee representation in Deanery processes (e.g. trainee engagement and participation in NIMDTA Visits and Specialty Reviews; trainee engagement and participation in GMC visits)

5. Meetings

The NIMDTA Trainee Forum will ordinarily meet quarterly. The quarterly meetings and an email group will facilitate the collection, collation and dissemination of the views of trainees on matters pertaining to training and professional needs.

Meeting dates will be agreed and circulated at least three months in advance, unless changed due to unforeseen circumstances.

Each business meeting will be scheduled for no more than two hours. Meeting times in excess of this will be advised in advance to ensure full membership throughout the meeting.

The group will be quorate if the Chair plus at least three non-Executive members attend. The use of technology to encourage participation (e.g. teleconferencing) will be utilised where possible.

Records of attendance and apologies will be kept. These may be requested by NIMDTA senior officers. Minutes of the Forum meetings will be public documents that will be published on the NIMDTA website.

Potentially sensitive or serious issues will be dealt with on an individual basis, as necessary, to maintain patient or trainee confidentiality if required.

The Secretary will:

- request agenda items from members two weeks in advance of the meeting
- work with the Chair to agree the agenda
- electronically circulate the agenda and meeting papers at least one week in advance of meetings (papers should not normally be tabled at meetings)
- ensure minutes and action notes are recorded at meetings.
- circulate minutes and action notes wherever possible within 14 days of the meeting

6. Roles and Responsibilities of Trainee Representatives

The roles of members of the committee will include:

- representing trainees in their specialty on School boards
- representing trainees in their specialty on relevant subcommittees of the School where required
- providing trainee representation within their School in relation to processes including recruitment, induction, training and study leave allocation where required
- feeding back information and outcomes to their Specialty group and the Trainee Forum from NIMDTA committees where they represent trainees
- providing a point of contact for trainees in their Specialty group wishing to raise issues around NIMDTA processes or training issues

It is expected that Forum members will seek and represent the views of their trainee colleagues as well as offer an individual perspective.

The Forum may appoint sub committees or representatives to assist NIMDTA with specific areas of work.

7. Communication

A specific area of the NIMDTA website will be developed to circulate Forum communications.

The Chair, Deputy Chair, Secretary and Dean's Office will be able to access the website area. Details will be provided as to how members of the Trainee Forum can contact the Committee Executive.

Information specific to individual training programmes will be communicated directly from the relevant school's coordinator or administrator.

Trainee Forum files and administration documents will be stored on the NIMDTA electronic server. Any confidential data will be stored securely in accordance with the Data Protection Act.

This policy will be reviewed annually. Next review date November 2015.