

Role description for IBTPHEM Curriculum Committee Vice Chair

Job title	Intercollegiate Board for Training in Pre-hospital Emergency Medicine (IBTPHEM) Curriculum Committee Chair
Reports to	IBTPHEM
Time commitment	At least three whole day Curriculum Committee and IBTPHEM board meetings per year Average 4 liaison meetings per year as per committee workload 2 hours per week on average

Job summary (overview of role/remit)

Deputy to the Curriculum Chair and needs to cover the Chairs role when required.

- Consult & liaise with the IBTPHEM Curriculum Committee members, IBTPHEM Training and Assessment chairs.
- Assist the Chair to ensure IBTPHEM's compliance with GMC requirements.

Main duties and responsibilities (bullet points providing detail of responsibilities)

Assist the chair with the Curriculum Committee in providing guidance on all aspects of PHEM curriculum development and review with specific reference to:

1. Review of the PHEM sub-specialty curriculum in line with GMC requirements.
2. Assess the feasibility of expanding the range of specialties beyond Emergency Medicine, Anaesthesia, Intensive Care Medicine and Acute Internal Medicine in which a certificate of completion of sub-specialty training in PHEM can be awarded. Consideration of expansion to professional groups such as: Paediatrics and General Practice.
3. Applications, as required, to the GMC for approval of PHEM as a sub-specialty of other core specialties as described in 2 (above).
4. Support, as required, the development of fellowships to assess the feasibility of core specialty expansion described in 2.
5. To take into account new clinical and service developments, reports from sources

such as trainees, educational supervisors, programme directors, Deaneries, local education providers (LEPs), Defence Medical Services, and patients with regard to curriculum content and review.

6. In consultation with the Training and Assessment Committees, support as required the IBTPHEM curriculum based Virtual Learning Environment (VLE).

7. To amend and update the relevant sections of Sub-specialty Training in Pre-hospital Emergency Medicine: A guide for trainees, trainers, local education providers, employers and Deaneries (the Guide) as necessary.

8. To compile the curriculum section of the annual report on PHEM sub-specialty training to the GMC.

Specific post details

There is no financial remuneration for the role of Curriculum Vice Chair.

Reasonable travel, accommodation and subsistence expenses for the Curriculum Vice Chair attending meetings are supported by the IBTPHEM.

The post of Curriculum Vice Chair is for 3 years.

Person Specification – IBTPHEM Curriculum Committee Vice Chair

	Essential	Desirable
Education and qualifications	<p>Registered healthcare practitioner</p> <p>Trainer within PHEM Local Educational Provider (Medical Trainer or Local Trainer as defined in the PHEM Curriculum)</p> <p>Member in good standing with their professional college</p> <p>Fellowship in Immediate Medical Care</p>	
Previous Experience (Paid/ Unpaid relevant to job)	<p>Experience of curriculum development</p> <p>Experience of PHEM</p> <p>Experience of clinical leadership</p>	Experience of PHEM curriculum development
Skills, knowledge, ability	<p>Current experience of pre-hospital emergency medicine</p> <p>An interest in medical education</p>	
Aptitude and personal characteristics	<ul style="list-style-type: none"> • Open and Honest Communication • Awareness of own limitations • Evidence of furthering personal learning. • Respectful and able to promote equality in opportunity, employment and service delivery • Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing • Ability to perform the requirements of the post to an acceptable standard 	