



Role description for IBTPHEM Training Committee Vice Chair

Job title	Intercollegiate Board for Training in Pre-hospital Emergency Medicine (IBTPHEM) Training Committee Vice Chair
Reports to	IBTPHEM Training Committee Chair
Time commitment	At least four Training Committee and four IBTPHEM board meetings per year 2 hours per week on average

Job summary (overview of role/remit)

Work closely with the with the IBTPHEM Training Committee Chair to support the Training Committee, Curriculum and Assessment Chairs and the IBTPHEM Board to achieve the Training Committee's terms of reference.

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

To support the Training Committee Chair in leading the IBTPHEM Training Committee in providing national guidance on all aspects of PHEM sub-specialty training with specific reference to:

- 1. Ensuring equitable access to PHEM training within the defined GMC approved criteria**
- 2. Ensuring fair national recruitment to the sub-specialty**
- 3. Ensuring high quality training provision through approved local education providers**
- 4. Ensuring training provision for trainers**
- 5. Ensuring appropriate support to assessing trainees' sub-specialty completion and advising Deaneries and base Colleges**
- 6. Support the sub-committee chairs of the Training Committee**

- 7. Providing national training guidance to trainees, trainers, Deaneries and College in collaboration with all partners**
- 8. Monitor the progress of trainees and support their wellbeing**
- 9. Work in partnership with TPDs and the PHEM Trainees Association**

Specific post details

There is no financial remuneration for the role of Training Committee Chair.

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

The post of Training Committee Vice Chair is for 3 years.

Key liaisons

IBTPHEM Board and Committees

IBTPHEM Training sub-committees

PHEMTA

Parent College Training Leads and Committees

HEE MDRS

GMC Quality

CoPMED

Person Specification – IBTPHEM Training Committee Vice Chair

	Essential	Desirable
Education and qualifications	<p>Registered medical practitioner</p> <p>Member in good standing with their professional college</p> <p>Fellowship in Immediate Medical Care</p>	<p>Completion of the PHEM sub specialty training</p> <p>Current or previous PHEM Training Programme Director</p>
Previous Experience (Paid/ Unpaid relevant to job)	<p>Experience of training delivery and management</p> <p>Experience of clinical leadership</p> <p>Involvement in NHS recruitment</p>	
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 	