



Role description for

IBTPHEM Training sub-committee member

Role title	IBTPHEM Training sub-committee member (Quality/National Training/Educators/Recruitment)
Reports to	Chair of sub-committee and IBTPHEM Training Committee
Time commitment	Commitment to provide a minimum of 2 days a year supporting the activities of the sub-committee, in person or remotely

Role summary

The IBTPHEM Training Committee has created sub-committees to focus on specific areas of PHEM sub-specialty training, utilising and engaging experienced individuals from across the country. The sub-committees are :-

- Quality
- National Training
- Educators
- Recruitment

Each sub-committee will have 4-6 members with a chair appointed by the chair of the Training Committee and usually a PHEM TPD. Each sub-committee has a terms of reference and will develop a workplan approved by the Training Committee, reporting to it at each quarterly meeting.

Main duties and responsibilities

- Be familiar with the PHEM Curriculum and Training Programme
- Attend sub-committee meetings and briefings as directed
- Utilise their expertise and experience to enhance training experience for PHEM trainees
- Comply with the Code of Conduct

Additional post details

The role is voluntary. There is currently no financial remuneration for the role of IBTPHEM Training sub-committees.



Reasonable travel expenses for attending meetings are supported by the IBTPHEM in line with current RCSED expenses policy.

Members are appointed for an initial 3 year period subject to satisfactory performance.

There will be a minimum of 4 meetings per year of which 2 may be virtual. Members must attend a minimum of 2 meetings in each year.

Code of Conduct

The IBTPHEM expects that all members will, at all times, act responsibly and:

- With honesty, integrity, transparency and accountability
- Treat all equally, fairly and with respect, without regard to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion or other characteristics
- Help to foster a safe, formative and enjoyable environment that values diversity
- Comply with all policies and procedures of the IBTPHEM and the guidance provided by the IBTPHEM Training Committee chair and management team
- Co-operate with other members and recognise and respect their individual contributions
- Avoid any abuse of their position
- Operate within the social media environment according to the code of conduct of their professional registration body
- must be of professional good-standing and must inform IBTPHEM of any loss, or suspension of, his/her professional registration or employment.



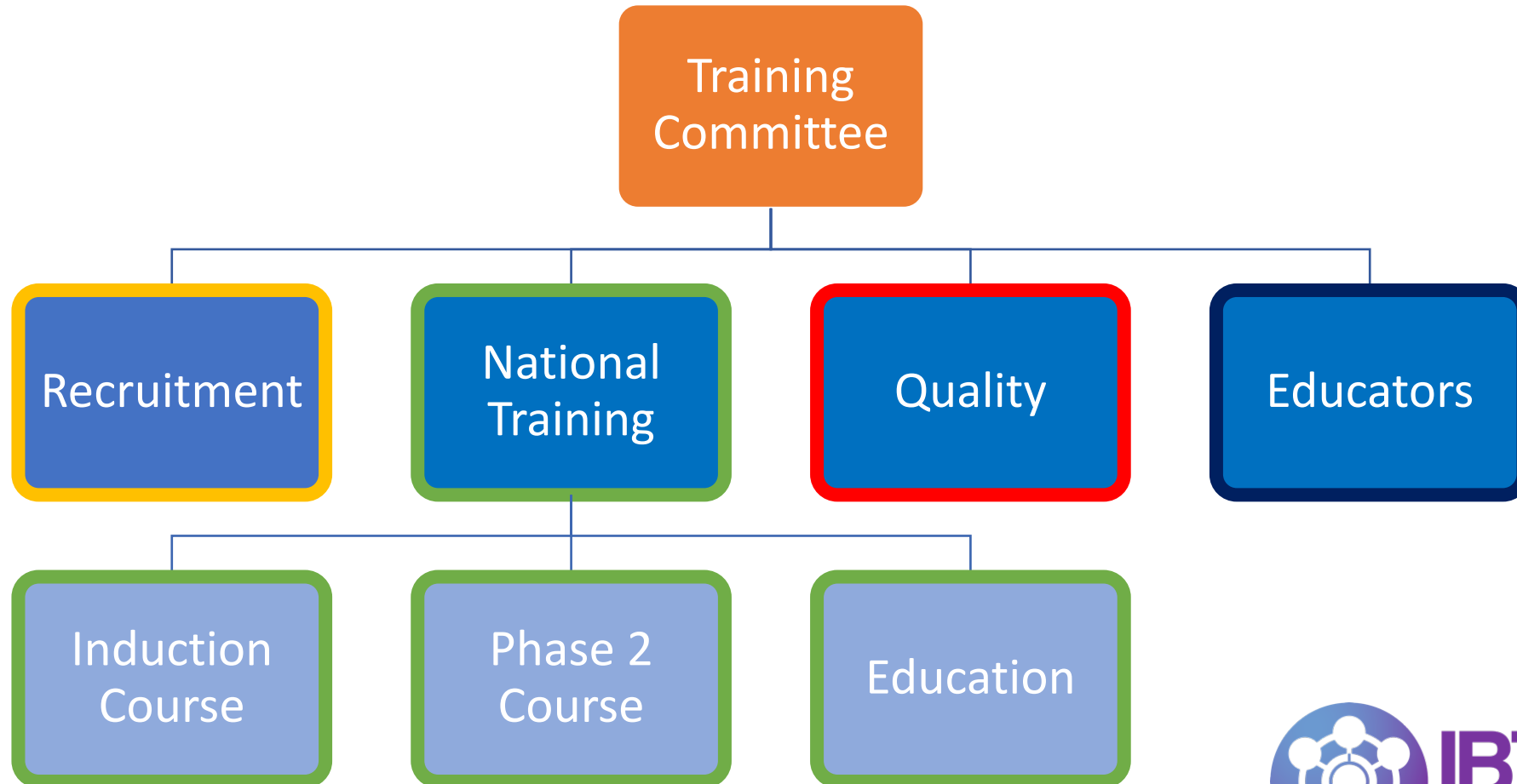
Person Specification

IBTPHEM Training Sub-committee members

	Essential	Desirable
Education and qualifications	Registered healthcare practitioner with a CCT in either anaesthetics/acute medicine/emergency medicine/intensive care medicine* Diploma in Immediate Medical Care	Fellow Member of FPHC in good standing. Fellowship in Immediate Medical Care and/or GMC approved PHEM sub-specialty accreditation.
Previous Experience	Five years operational experience in PHEM and/or completion of sub-specialty training Experience as a medical trainer in PHEM training provider (as defined in PHEM curriculum)	
Skills, knowledge, ability	Current experience of pre-hospital emergency medicine Current experience of scenario based, simulator based and full immersion simulation	An interest in the particular sub-committee area
Aptitude and personal characteristics	Willingness to comply with code of conduct.	Evidence of further personal development and learning

* Each sub-committee may appoint, at their discretion, an experienced PHEM practitioner from the multi-professional team.

IBTPHEM Training Committee



Training sub-committees

- Led by a TPD from the Training Committee
- Involving educational/clinical supervisors and expert advisors
- 4-6 PHEM Consultant members initially
- Clear remit in ToR
- Accountable to the Training Committee

Recruitment sub-committee

- Advise TC on national recruitment
- Support a high quality, fair recruitment process with the lead Deanery
- Provide analysis of recruitment
- Work with others to ensure best access to PHEM for trainees in all parent specialties
- Workforce modeling

National Training sub-committee

- Advise the TC on appropriate nationally organised training to meet the curriculum requirements
- Provide and promote the national provision of IBTPHEM training supporting trainees in access to both difficult to achieve training and general PHEM training against the curriculum
- Organise the national IBTPHEM courses (Induction and Phase 2)
- Organise IBTPHEM elearning

Educators sub-committee

- Advise the TC on the framework for those educating/supervising PHEM trainees
- Develop the strategic infrastructure to ensure high quality supervision training
- Develop and organise delivery of training for PHEM supervisors/educators
- Maintain registers of PHEM trainers

Quality sub-committee

- Advise the TC on the quality of training programmes and training delivered
- Work within the national quality assessment frameworks from national health education organisations and Colleges
- Advise on improvements to quality
- Produce an annual quality report for the TC



IBTPHEM
Intercollegiate Board for Training
in Pre-Hospital Emergency Medicine

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IBTPHEM Training Committee

IBTPHEM Training Sub-committee Recruitment Chair Application

Background

The IBTPHEM Training Committee has created sub-committees to focus on specific areas of PHEM sub-specialty training, utilising and engaging experienced individuals from across the country. The sub-committees are Quality, National Training, Educators and Recruitment

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Applicant Information

Full Name: _____

Region _____

Phone: _____

Email: _____

Current Specialty:

- | | |
|-------------------------|--------------------------|
| Anaesthetics | <input type="checkbox"/> |
| Acute Medicine | <input type="checkbox"/> |
| Emergency Medicine | <input type="checkbox"/> |
| Intensive Care Medicine | <input type="checkbox"/> |

IMC Qualifications held:

- | | |
|---|---|
| Diploma in Immediate Medical Care | <input type="checkbox"/> |
| Fellowship in Immediate Medical Care | <input type="checkbox"/> |
| GMC approved PHEM sub-specialty accreditation | <input type="checkbox"/> (Please state) |

Are you currently a Fellow/Member of FPHC in good standing?

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

Please complete the following sections:

Why would you like to be considered for your chosen Chair role?

What makes you an ideal candidate?

Please submit **this form along with your CV** to ibtphem@rcsed.ac.uk by 1700 on xxxxxxxxxxxx

Thank you.