# FPHC Training & Standards Committee

# Committee Member post available

Applications are open for a committee member within the FPHC Training & Standards Committee.

**About the Committee**

The main functions and responsibilities of the Training & Standards Committee are to:

* Review, and endorse where possible, applications relating to pre-hospital care external training courses
* maintain Faculty standards in the delivery of courses
* oversee the issuing of certificates for Faculty endorsed courses and commercial contracts.

A role summary is provided below. Interested parties are asked to submit a current CV electronically along with the application form. The appointment shall be made following a suitable shortlisting and interview process.

The closing date for applications is **Friday 17 May 2024**.  All applications and subsequent correspondence should be submitted via email to e.stevenson@rcsed.ac.uk. Applications received after this time will not be accepted.

The College’s membership is diverse and we aspire to ensure that this diversity is represented through our internal governance and decision-making structures, whether this be via appointed or elected positions. In all cases, we particularly welcome applications or nominations from suitably qualified individuals from protected characteristic groups that are currently underrepresented on College boards, committees or groups, who may bring different experiences, skills and perspectives to our discussions and decision-making. Reasonable adjustments for disability will be implemented for those who require them.

**Summary of the Role:**

The post holder will

* Assist with assessing endorsement and re-endorsement applications; this requires reading and commenting upon all supporting documentation for courses.
* Complete endorsement assessment reports using an approved template for which there are guidance notes.
* Assessments may involve attending a course which has applied for Faculty endorsement but will only be for 1 day during the review process.
* Current commitment is to review 2 course applications/year which may involve a 1-day visit to assess the course delivery.
* Assist with the governance and updating of Endorsement documentation when needed.

**Eligibility Criteria:**

Applicants must be a current member of the Faculty of Pre-Hospital Care, the Royal College of Surgeons of Edinburgh, in good standing.

Be in good standing with the appropriate professional regulator.

**Essential**

* Communication skills: evidence of being an effective and clear communicator
* Engagement: an ability to engage effectively with a wide spectrum of people from varying backgrounds showing consideration for their ideas and proposals while facilitating the committee’s strategic objectives
* Organisation: an ability to show self-organisation
* Values and behaviours: a reputation for open and honest professional and personal conduct.
* Professional: sufficient training and experience in pre-hospital care to ensure credibility

**Desirable**

* Applicants should have experience in working for an educational provider
* Applicants should have good communication and IT skills

**Time Commitment:**

As a minimum, the post-holder will be expected to participate in:

* 4 Training and Standards Committee meetings/year; 2 of these will be virtual and 2 may be face-to-face at the College Offices in Edinburgh or Birmingham.
* 2 Course endorsement assessments/year. The time required depends upon the scope of the course but is usually 1 – 2 days including the on-site visit.

**Tenure:**

With the exception of ex-officio members, members shall normally serve on the Committee for 3 years, renewable only once, unless assuming the role of Chair or Vice Chair.

**Note** that this position is voluntary, however travel, accommodation and subsistence for activities relating to the role will be reimbursed.

**FPHC Training & Standards Committee Member**

**SECTION A – PERSONAL DETAILS**

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| --- |
| **\*Surname:** |
| **\*First name:**  | **\*Preferred first name:** |
| **\*Title:**  | **NMC/HCPC/GMC/IMC/GDC Number** (as applicable): |
| **\*Profession:** |  |
| **\*Region** |
| **Name of Workplace:** | **\*Specialty** (if applicable): |
| **Work Address:****Postcode:**  |
| **Home Address:** |
| **Post Code:**  | **College/Faculty Membership Ref Number:**  |
| **Work Phone:**  | **Mobile No:**  |
| **Email:**  |

**SECTION B – PERSONAL STATEMENTS**

Please answer the following question in ***no more than 200*** words:

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| **Question 1:** **Describe yourself and your current roles.** |
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Please answer the following question in ***no more than 250*** words:

|  |
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| **Question 2:** **What relevant activity have you undertaken to date that would enable you to be a successful Training & Standards Committee member** **(having regard to the eligibility stated in the role summary)** |
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**Nominee’s Declaration:**

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| --- | --- |
| **By submitting this form I agree that I meet the requirements as set out for the role and I confirm that I do not have any conflicts of interest which may affect my ability to undertake the role for the FPHC.** | *(please tick)* |
| **Signature:** *a scanned signature is acceptable* | **Date:** |