

HONORARY APPOINTMENT ROLE DESCRIPTION



Royal College of
Obstetricians &
Gynaecologists

Role Title	Trainees' Committee Regional Representative Role Description
Reporting to	Trainees' Committee
Duration and Dates of Appointment	3 years
Faculty Tier	1 if pre-MRCOG, 2 if post-MRCOG
Purpose and Description of Role	
<p>Overview of role:</p> <p>Regional representatives are responsible for:</p> <ul style="list-style-type: none"> • Leading trainee representation at a regional level and properly representing the views of trainees in their regions at a national level. • Ensuring representation of the trainees' committee within the RCOG and liaising with the trainees' committee and trainee executive over matters of importance to trainees. • Nomination of a trainer for the annual trainer of the year award. • Disseminating information to trainees at a regional level and encouraging to trainees to complete surveys of importance to trainees. • Hand over up to date information on the relevant RCOG committees to the person who takes over at the end of the term. 	
Main Responsibilities	
<p>Regional representatives are expected to:</p> <ol style="list-style-type: none"> 1. Lead trainee representation at a regional level and properly represent the views of trainees in their regions at a national level. <ul style="list-style-type: none"> ○ Representatives should ensure there are clear channels of communication between themselves and trainees within their region. ○ Representatives should actively canvass trainees in their region to gain opinion on current issues within training and should be aware of the concerns of trainees. ○ Report on regional issues to the national trainees committee before each national meeting by submitting a report or relevant meeting minutes to be including in meeting papers. ○ Highlight areas of good regional practice to the national trainees' committee for the benefit of all regional representatives. ○ Attend national trainees committee meetings or arrange suitable deputy. 	

2. Ensure representation of the trainees' committee within the RCOG and liaise with the trainees' committee and trainee executive over matters of importance to trainees.
 - Each regional representative is expected to represent the trainees' committee at least 1-2 other RCOG committees or groups.
 - Regional representatives must ensure representation at their designated committees or groups. If the regional representative is unable to attend the meeting then they should provide a deputy from their local trainees committee or email the Google group at least 7 weeks before the meeting to ask for a deputy from the committee.
 - The regional representative is responsible for submitting summary reports from committees and groups at which they represent the trainees committee irrespective of whether they attend the meeting. If they are unable to attend or arrange for someone else to attend they must submit a report based on the minutes of the meeting. It should be clear on the report whether the meeting was attended or not.
3. Nominate of a trainer for the annual trainer of the year award.
 - Nominations must be submitted by the 1st October each year using the appropriate nomination form.
4. Disseminating information to trainees at a regional level and encouraging to trainees to complete surveys of importance to training.
 - Representatives are required to disseminate information and surveys from the national trainees' committee executive to the trainees in their regions.
 - Representatives are required to encourage trainees in their region to complete surveys of importance to the work of the national trainees' committee.
5. Hand over up to date information on the relevant RCOG committees to the person who takes over at the end of the term.

Key Working Relationships

- Trainees' Committee
- Trainees' Executive

Time Commitment

- Flexible

Evaluation of the Role and Succession Planning

If the regional representative is unable to fulfil the duties and responsibilities listed above then they should discuss this with the Chair of the trainees' committee. If they continue to be unable to fulfil these duties and responsibilities then it is expected they will stand down and an alternative representative should be elected.

This role reflects the present requirements of the post. As duties and responsibilities change and develop the role description will be reviewed and be subject to amendment in consultation with the post holder.

The role description will be re-evaluated every two years as a minimum.

PERSON SPECIFICATION

Qualifications / Training

Essential

- Registered with a licence to practice with GMC, in good standing
- Specialty Trainee in Obstetrics &/or Gynaecology in UK NHS Practice
- Evidence of engagement in O&G training
- Evidence of equal opportunities and diversity training within previous 3 years

Previous Experience

Essential

- Involvement in local/ regional trainee representation

Key Skills / Attributes

Essential

- Enthusiasm
- Commitment
- Good communication and networking skills
- Organisational skills