



ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS

CONSTITUTION OF THE TRAINEES' COMMITTEE

1. DEFINITION OF A TRAINEE REPRESENTATIVE ON THE TRAINEES COMMITTEE

A Trainee who wishes to be elected onto the trainees' committee must be a doctor resident in the British Isles who:

- a) A UK based trainee (from the relevant region for regional members) who holds a national training number (NTN) and Part 1 MRCOG
- b) Has a minimum of two years training (calendar time) remaining in respect of their projected CCT date at the time of election

2. FUNCTION

The Trainees' Committee is a forum for discussion of issues relevant to training in obstetrics and gynaecology as well as wider issues relevant to the profession. The Committee acts as a channel for ensuring trainee representation at Council, and other relevant committees, including outside organisations. These include amongst others the Academy Trainee Doctors Group and the British Medical Association's Junior Doctor Committee. The Committee will organise a bi-annual meeting for Trainees known as National Trainees Conference and will contribute to College newsletters, elect trainees to sit on Council and ask members to take responsibility for certain areas from time to time.

3. FREQUENCY OF MEETINGS

The Committee will normally meet four times per year. One meeting will be held at the RCOG Union Street office in hybrid format, all remaining three meetings will be held via remote session. It will be expected that correspondence will occur between members at other times, largely through e-mail and discussion groups.

4. MEMBERSHIP

Voting members

Members of the committee consist of those members elected by their local peers. These trainees will act as chair of their regional trainee groups. Their election will be organised by the College. Members have full voting rights on the committee and are expected to represent trainees on at least 1-2 college and external committees. The Committee will consist of one representative from each of the following deaneries unless stated otherwise and the Chair and three Vice Chairs of the Committee.

- Chair
- Vice Chair, Education
- Vice Chair, Quality
- Vice Chair, Strategy and Membership
- Regional member (East Midland)
- Regional member (East of England)
- Regional member (Northern Ireland)
- Regional member (Republic of Ireland)



- Regional member (Kent, Surrey and Sussex)
- Regional member (South London)
- Regional member (NE Thames)
- Regional member (NW Thames)
- Regional member (Mersey)
- Regional member (Northern)
- Regional member (North Western)
- Regional member (Oxford)
- Regional member (North, East & South Scotland)
- Regional member (West Scotland)
- Regional member (Severn)
- Regional member (South West Peninsula)
- Regional member (Wessex)
- Regional member (West Midlands)
- Regional member (Yorkshire and the Humber)
- Regional member (Wales)
- Subspecialty trainees' representative
- Special interests committee
- Academic trainees' representative

These members should submit copies of their respective reports to the Trainees' Committee in time for the meetings and are expected to attend NTC meetings as other voting members. When an elected representative is unable to attend any national trainees' committee or other committee meeting a deputy should be appointed by the representative with approval of the trainee executive to attend in their place. If a representative misses two meetings during their tenure, their post will be put out for re-election, unless there are extenuating circumstances, about which the Chair has been informed and agrees constitute an acceptable reason for non-attendance.

Honorary members

Honorary members are co-opted onto the committee. The Chair can ask honorary members to leave meetings. Honorary members can represent trainees on other College committees at the Chair's discretion. All honorary members will be invited to NTC meetings.

Honorary Members (Non-Voting)

- Chair of Trainee Global Health Group
- ENTOG representative
- BMA representative
- BUSOG representative
- Academic trainees' representative (UKARCOG Chair)
- Communications representative
- External members sat on a committee – e.g. Genomics, Heritage, Exams
- Any other role as per council/NTC directive

Honorary College Officers and the Head of Specialty Education and training will be ex-officio members of the Committee.

The tenure of full and honorary members will be two years. At the completion of this tenure, full members who have ongoing tasks or responsibilities where continuity is desirable may, at



the discretion of the Chair, be invited to stay on as honorary members to complete these roles, for no longer than a year.

The Chair and Vice Chair roles have a two-year term with the possibility of extending for a third year subject to continued eligibility and VP Education support. Committee extensions will follow the College standard process requiring approval from Officers and ratification by Council.

Elected members will be expected to be working in the region they represent. Should they wish to temporarily leave the deanery (such as for OOPE) then their ongoing role on the Trainees' Committee and their ability to represent local trainees must be discussed with the Chair. They may continue in their role at the discretion of the chair.

5. ELECTION OF REGIONAL TRAINEE REPRESENTATIVE MEMBERS

The election process starts with a 'Call for Nominations', which is sent out to Trainees in the deanery by email. If more than one candidate is nominated an election takes place by ballot (via an online voting system), organised by the College.

Candidates must be nominated by two trainees from their deanery - however, self-nomination is acceptable. All Trainees within the deanery are eligible to vote. The Trainee who records the highest number of votes will be elected for a period of two years.

Should the elected representative have less than 3 (but more than 2) years remaining in respect of their CCT date then their period of representation will cease on their CCT date.

The Committee will submit nominations to the President for the post of Chair. Tenure of office for the Chair shall be for two years, with the possibility of extending for a third year, as set out above.

A Trainee appointed to a non-training post during their period of office will be required to demit office at the end of the next committee meeting.

6. INVITED MEMBERS

Observers may be invited to attend meetings at the discretion of the Committee.

7. APPENDICES

APPENDIX ONE: Clarification of non-regional roles

Sub-Speciality & Academic Representatives

These members will represent the interests of their constituents (i.e. sub-speciality and academic trainees) to the Trainees Committee. The election will be organised by the RCOG. Only those trainees who are denominated on the relevant College databases will be eligible to vote in the relevant constituency. These trainees will also sit on the relevant College committees. They will be automatically invited to all NTC meetings.

Global Health Representative

The Chair of the Trainees' Global Health Committee will be automatically invited to all NTC meetings and will act as a liaison between the two committees. If the Chair cannot attend a meeting, then another member of the TGHG can be nominated in their place.



ENTOG Representative

This person will represent the Trainees' Committee to ENTOG, and as such, will be elected by the Trainees' Committee. They will be automatically invited to all NTC meetings.

BMA Representative

This person will be a senior member of the British Medical Association Trainees Committee and will represent the views of the BMA to the committee. It is desirable but not essential that this representative is an obstetrics & gynaecology trainee. They will be automatically invited to all meetings.

BUSOG representative

The Chair of the British Undergraduates Society of O&G will be invited to NTC meetings by the Chair as appropriate. If the Chair cannot attend a meeting, then another member of the BUSOG can be nominated in their place.



APPENDIX TWO: Meeting Report Template

Summary Report Template for RCOG Trainees' Committee

Meeting attended:		
Date of meeting:	Time:	Venue:
Is this report confidential? (delete as appropriate) No For RCOG TC only Other (please specify):		
Attendees: (please identify people's roles where possible)		
Key issues of interest discussed: <ul style="list-style-type: none">••••		
Action points for TC to follow up & points for discussion: <ul style="list-style-type: none">•		
NB Please notify the trainees executive of action points that need urgent action		
Name of attendee:	Date of report:	

The above template should be completed after attending every committee meeting. When complete, please email your report to the Trainees' Committee via the Google Group. Please email the trainees' executive with any issues of importance.