



## **Terms of reference: post-registration education sub-committee**

### **1. Purpose and scope of this document**

To provide the terms of reference for the post-registration education sub-committee of the faculty board at the Royal College of Physicians.

### **2. Objectives of the post-registration education sub-committee**

- To deliver External Category continued professional development (CPD) on behalf of the faculty of physician associates, including the annual faculty of physician associates conferences for students and graduates
- To take responsibility for the External Category CPD approval process for applicants who wish to hold External Category CPD events with accreditation from faculty of physician associates
- Oversee and progress developments with the CPD diary which is mandatory for membership of the faculty of physician associates
- Review and update documents to support employers and graduated physician associates
- Support the annual faculty of physician associates census
- Contribute to raising awareness of the physician associate profession through engagement with external organisations and events as required

### **3. Composition of the post-registration education sub-committee (2015/16)**

The post-registration education sub-committee will comprise of the following posts:

- 2 Co-Chairs (both members of the faculty of physician associates faculty board)
- Deputy chair
- Lead for CPD member audit and approval process
- Lead for graduate CPD conference
- Lead for student CPD conference
- Lead for development of handbooks and supporting documentation for employers and physician associates
- Physician associates or practising clinicians with physician associate experience from the seven sub-specialties listed below
  - Surgery
  - Emergency medicine
  - Paediatrics and child health
  - Psychiatry and mental health
  - General Practice
  - Obstetrics and gynaecology
  - Medicine

- Health Education/NHS Workforce/NHS Employers representatives
- RCP college staff in attendance (to be agreed)

No post-registration education sub-committee member shall hold two officer positions on the same committee simultaneously.

The post-registration education sub-committee may create other officer posts as deemed necessary for the proper function of the committee.

#### **4. Method of appointment of post-registration education sub-committee members**

Members are appointed for an initial term of three years. Appointments are by application to the FPA to ensure the correct depth and breadth of expertise required. All subcommittee members must be in good standing with the FPA (or their respective college for doctors) and be active in clinical practice with experience of physician associates.

The post-registration education sub-committee shall be appointed by the FPA board. The position of a post-registration education sub-committee member is an unpaid position though the FPA may develop a budget whereby certain expenses incurred by members of the post-registration education sub-committee may be recompensed.

Once the post-registration education sub-committee is established, vacancies occurring on the committee by resignation, incapacity, or death shall be filled by invitation of the FPA. Committee members may be removed from the committee by majority action of the commission as a whole for reasons of non-participation, civil malfeasance, or disreputable public behaviour.

Non-participation shall be defined as a post-registration education sub-committee member who has more than two unexplained absences in succession from commission business.

#### **5. Role of post-registration education sub-committee members**

Committee members must be available to attend to the duties of the committee:

- To deliver External Category CPD on behalf of the faculty of physician associates, including organising annual faculty of physician associates conferences for graduates and students (incorporating the annual general meeting)
- To develop and maintain a process of quality assurance (QA) of CPD approval process for applicants to hold External Category CPD events with accreditation from the faculty of physician associates
- To oversee and progress developments with the CPD diary including auditing of CPD and informing the professional standards conduct sub-committee of any concerns relating to faculty of physician associate members
- To review and update documents to support employers and physician associates (e.g. appraisal documentation and handbooks)
- To support the annual faculty of physician associates census
- To help to develop and maintain a list of contactable physician associates and supervisors
- To help to develop and maintain map of physician associate employers



- To work with NHS careers to develop physician associate specific information for and development of careers events with the Royal College of Physicians and other royal college local offices and universities
- To work with the Royal College of Physicians and other royal colleges education and continued professional development CPD departments to develop physician associate specific courses
- To progress and develop post registration opportunities for physician associates through engagement with external organisations and events.

The FPA board at the Royal College of Physicians shall have oversight responsibility for the post-registration education sub-committee and shall ensure there is adequate indemnity coverage for the legal protection of the committee.

The chairperson shall be responsible for the general management of post-registration education sub-committee and shall cause meetings to be held regularly and to be conducted appropriately. The deputy chair shall assume the chair should the chairperson be unable to attend or complete an established meeting.

Should neither the chairperson nor deputy chair be available or able to chair an established meeting a designated committee member (TBA) would assume the post of acting chair. Committee members must make every effort to participate in the post-registration education sub-committee responsibilities to the best of their abilities.

Should any committee member find that they have a conflict of interest in any business before the post-registration education sub-committee, they must so declare that conflict and recuse themselves from that business.

## **6. Quorum**

A quorum of the sub-committee requires 50% of members including the presence of the chair or deputy chair.

## **7. Frequency of meetings and minimum attendance**

Sub-committee meetings are held four times a year, typically at the Royal College of Physicians of London. An individual sub-committee member is expected to attend two out of four meetings averaged over two consecutive years. Failure to attend two consecutive meetings will be brought to the members' attention via a letter from the chair of the subcommittee. Failure to attend three consecutive meetings may result in cessation of tenure.

If during a meeting, information of a sensitive nature such as would compromise personal or patient confidentiality, the post-registration education sub-committee may retire "in camera" to deliberate said issue. Deliberations conducted in these circumstances must be published in the meeting minutes in such a way as to protect confidentiality.