

# School of Psychiatry

## School Management Committee Meeting

### Terms of Reference

#### Purpose of the Group

The purpose of the School of Psychiatry School Management Committee Meeting (SMC) is a strategic and decision-making forum for Psychiatry training across the Yorkshire and the Humber region.

#### Core Membership

- Deputy Postgraduate Dean (DPGD)
- Head of School (HOS)
- Business Manager (BM)
- Programme Support Manager (PSM)
- Programme Support Coordinator (PSC)
- Training Programme Directors (TPD) and deputy TPDs
- Foundation Training Programme Directors (FTPD)
- Directors of Medical Education (DME), or to deputise, Associate Director of Medical Education (ADME) or Deputy Director of Medical Education (DDME)
- Trainee Representatives (on CT and one ST for each constituent region – South Yorkshire, North and East Yorkshire, and West Yorkshire)
- CPTC Course Lead Organisers (Sheffield and Leeds centres)
- Regional and Deputy Regional Advisors
- Directors of Undergraduate Psychiatry

#### Standing agenda items

The SMC will routinely consider:

National and regional training developments with reference to guidance from the Royal College of Psychiatrists, GMC and Health Education England.

Core, specialty and foundation training within the School of Psychiatry.

Feedback from local training rotations, local education providers and trainees.

Recruitment and rotation management.

Educational development and educational supervision.

Policy and procedural guidance relevant to the School of Psychiatry.

Rotation outcomes, with reference to ARCP, the core psychiatry training course and differential attainment.

Quality management of local training rotations and local education providers.

### **Frequency / Duration of meetings**

Meetings will occur three times a year across the three Yorkshire & Humber HEE buildings (Leeds, Sheffield and Hull).

### **Quorum**

1. Head of School (HOS)
2. Programme Support Manager (PSM) or Programme Support Coordinator (PSC)
3. Training Programme Directors (TPD) (>3)

### **Review date**

Terms of Reference to be reviewed October 2020.

**Darran Bloye**  
**January 2020**