

**HEALTH EDUCATION ENGLAND - YORKSHIRE AND THE HUMBER
SCHOOL OF MEDICINE
TERMS OF REFERENCE**

Speciality Training Committees

PURPOSE:

The Committee is a forum for discussion of issues relevant to core and specialty training in Medicine within Health Education England working across Yorkshire and the Humber (HEE YH).

The Committee acts as a channel for communication between Training Programme Directors, Health Education England Yorkshire and the Humber, the JRCTPB and other relevant bodies.

The Committee aims to provide feedback to ensure medical training in all geographical areas of HEE YH is provided to the highest standard, and to support trainees wherever possible in respect of training and pastoral issues.

KEY OBJECTIVES:

- To advise and appraise the Head of School and Deputy Heads of School on matters of importance related to postgraduate activity within the speciality.
- To recommend the appropriate content and organisation of training programmes within the regulations and guidelines and to the standards of the relevant College or Faculty and SAC (or equivalent).
- To manage, identify and develop posts/placements in HEE YH suitable for training.
- To regularly review programmes and posts/placements and when appropriate recommend and manage changes which sustain and enhance educational quality. All changes must be approved by the Postgraduate Dean prior to implementation.
- To respond to issues raised through the HEE quality framework and trainee surveys.
- To ensure all Local Education Providers involved in specialty training are represented on the Committee through the attendance of Clinical and Educational Supervisors.
- To ensure all members take part in both local and national recruitment rounds.
- To ensure the appointments process for Core and Specialty Trainees is discharged in accordance with the rules defined in the 'Gold Guide'.
- To supervise and participate in Annual Review of Competence Progression (ARCP) of all Trainees within HEE YH.

- To provide externality to the Annual Review of Competence Progression (ARCP) process across Health Education England and the devolved nations.
- To ensure that there are adequate opportunities for less than full time training in the speciality, in liaison with the relevant Associate Dean for LTFT training.
- To advise on appropriate study leave and training courses and identify essential external training opportunities to meet the requirements of the specialty curriculum.
- To appoint a Lead for the management of Curriculum Delivery expenditure on behalf of the Postgraduate Dean
- To advise the Postgraduate Dean or his/her Deputy and the SAC on the appropriateness of OOP applications and ensure trainees follow the application process.
- To ensure that Doctors in Difficulty are monitored and provided with appropriate support.
- To support the Head of School in all School activities and developments.

MEMBERSHIP:

- Deputy Head of School
- Training Programme Directors
- Local Education Provider Representatives (Clinical and Educational Supervisors)
- Trainee Representatives
- Medical Education/Medical Staffing (where applicable)

Co-opt if required for specific items:

- Deputy Postgraduate Dean
- Associate Postgraduate Dean

The group will be quorate if the Chair or Deputy Chair plus at least three other members attend.

ORGANISATION:

Reporting and accountable to: Heads of School Meeting for Medicine

Meeting frequency: Annually

Secretariat: The secretariat will ensure that a list of attendees and apologies, minutes and action notes are recorded at all meetings.

ANNUAL REVIEW:

The Terms of Reference and any other documents will be reviewed annually.

CREATED	September 2016	REVIEW DATE:	October 2018
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