Terms of Reference for The Wessex Psychiatric Trainees' Committee (WPTC)

REMIT

The WPTC represents trainees at all levels of training and across all employing trusts to provide a channel for communication with the Wessex Deanery regarding issues impacting on training. This group also serves as a link with trainees from other deaneries and the Royal College of Psychiatry (RCPsych).

MEMBERS

The WPTC is an open group for all Wessex Psychiatric Trainees. Ideally there is representation from all geographical areas, at both junior and senior training levels. Executive members i.e a Chair, Vice-Chair and Secretary will be elected annually. These executive positions are open to all Wessex Psychiatric Trainees provided the candidate continues to remain in a training post through the next academic year. Executive members may stay in the same position for a maximum of 2 years through an annual election. Nominations will take place annually in June followed by an election in July.

In the election process, all psychiatric trainees within Wessex Deanery are eligible to vote for their preferred candidates. Each trainee is only allowed to vote once.

There is no election in recruiting committee members. Interested potential committee members are welcomed through a process of self-nomination. If there is an oversubscription of interest from trainees than a closed ballot will take place.

MEETINGS

The WPTC meet every 2 months, with additional meetings when required. Trainees are invited to propose items for the agenda. The Chair will finalise the agenda. This should be circulated prior to the meeting. Members must be committed to attending the majority (66.6%) of these meetings and follow up on actions they have agreed to. Failure to adhere to this may result in termination of their WPTC membership and notification to the Wessex Deanery's Head of School of Psychiatry.

Committee members will alternate minute taking. Minutes will be circulated, ideally within a fortnight of the meeting, to all WPTC members, the postgraduate department of Southern Health NHS Foundation Trust (SHFT) and the Wessex Head of School of Psychiatry who is also the patron of the WPTC.

ROLES FOR TRAINEE REPRESENTATION

The WPTC represent Psychiatric trainees at the following groups:

- School Board (up to a max of 2)
- Doctors in training group (up to a max of 2)
- Operational Group (up to a max of 2)
- Steering Group for the Core Psychiatry course (up to a max of 3)
- Education and courses working group (up to a max of 2)

- Representation at RCPsych (Chair or Vice-Chair)
- Representation within each locality (1 from each locality i.e Dorset, Salisbury, New Forest, Basingstoke, Southampton, Winchester, Fareham & Gosport, Portsmouth & East Hampshire, and Isle of Wight)
- Local Negotiation Committee for trainees in each Trust. (TBC)
- Psysoc – an undergraduate psychiatric society run by Southampton University (1)

Two trainees, one core and one higher trainee, are allocated to attend each group for one academic year. Post holders may not hold the same position for more than one academic year. This is to allow more trainees to experience different groups of representation within the Deanery. The allocation will be agreed within the WPTC at the first meeting of the academic year. If there are more than two nominations for a group a closed ballot will be held. If the allocated representative is not able to attend a group meeting they are responsible for ensuring an alternative committee member attends. The trainees who attend will provide written feedback to the group regarding outcomes and actions via email and also at the next WPTC meeting.

SPECIFIC EVENTS

The WPTC organises an annual Research Day and Trainees Day. The dates of which are confirmed after liaison with the SHFT Postgraduate Department. WPTC members are encouraged to nominate themselves to lead the organisation of these events. All committee members are encouraged to support in the organisation.

The WPTC has close links with the Psysoc and has a nominated committee member facilitating the running of this group. Annually the WPTC and Psysoc jointly organise practice OSCEs for medical students.

Committee members are encouraged to disseminate information regarding specific projects that are available for trainees to be involved in.

REVIEWS OF THE TERMS of REFERENCE (ToR):

The ToR will be reviewed at least once a year before election.

VOTE of NO CONFIDENCE

A no-confidence vote can be held over any position, elected or otherwise.
In the unfortunate event a member's ability to perform their role is in doubt, a vote of no confidence may take place provided there is agreement from two thirds of all the WPTC members. In the event when there is a vacancy in the Chair's role, a by-election will take place to elect a new Chair for the remainder of the academic year.