ISA Trainee Representatives Terms of Reference

1. General

a) Trainee representatives (reps.) must be elected by an open and fair election process in which each trainee is only allowed to vote once

b) Each rep represents their level of training – if a trainee rep has left / moved on from their level of training, new elections should be held and a new person in post within 6 months of this change. (Maternity leave however is an exemption from this condition)

c) Each trainee representative has a fixed term in office;
      i.   Core   - 2 years
     ii.   ACCS   - 2-3 years
    iii.   Intermediate   - 2 years
     iv.   Higher   - 3 years
      v.   LTFT   - 3 years
     vi.   Website / feedback   - 2-3 years
    vii.   Academic   - maximum 3 years if studying for a higher degree / otherwise 2 years

d) To ensure smooth running of the trainee rep group, one trainee rep shall act as the chair/lead rep.
   This will normally be the Higher trainee rep however should the LTFT rep be of a similar seniority and keen to have this role it will be decided by the rep committee.
   This individual will be responsible for;
      i.   overall coordination of other reps
     ii.   ensuring all reps are aware of, book leave and attend ≥75% ISA board meetings
    iii.   organizing meetings for ISA trainee reps to facilitate brainstorming new ideas for the school and ensuring continued activity of all trainee reps
     iv.   producing an overall rep report for the school board meeting using the reports submitted by all training reps at least one week before the ISA board meeting.
      v.   present the trainee rep report at the school board meeting

e) To facilitate communication it is helpful, as shown by other committees, to consider the following email 'etiquette':
      a.   There is an expectation that all committee members will respond to group emails. This may simply comprise "I agree with the points already raised", but this response indicates that you have received the message and had the opportunity to make a contribution if you so desired
      b.   Please 'reply all' when corresponding with the committee. There are very few exceptions to this and it is both transparent and informative for other committee members to operate in this way
      c.   If you initiate an email trail, please make sure that you close the loop by summing up the discussion and documenting the agreed action points

    d. When emailing on any topic, please use the appropriate title: 'For decision/ For discussion:/ For information:......'. If you require an urgent response please <u>flag</u> the email as such in the title.

    e. Please nclude a timescale for replies

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2. Core Rep

a) To liaise with core trainees regarding specific issues pertinent to this training grade.

b) To act as point of contact for all Core Trainees in the ISA and assist with any queries relating to the school or rotations.

c) To liaise with the Core TPD

d) To act as a point of contact for queries relating to the school or rotations from Foundation Trainees looking to apply for a Core training post.

e) Attend ≥50% of ISA board meetings

f) Provide a report of Core trainee activities/grievances/queries/opinions relating but not limited to rotations, curriculum and the Primary FRCA for ISA board meetings. This will be submitted to the chair at least 1 week prior to the board meeting to enable the formation of a trainee rep report.

g) Attend LAA Trainee group meetings, assist with their projects and running of events and represent the views of Core trainees.

h) Disseminate relevant information and outcomes of meetings relating to pertinent issues to core trainees – via targeted emails to the group

i) Help keep the website up-to-date, particularly the Core Section.

j) Promote events and share ideas and information through the ISA newsletter.

k) Organise ISA social events – aiming for 3 social events per year

l) Help ISA Trainee reps with organising ICSM events/ careers events

m) To liaise with other ISA trainee reps & participate in ISA trainee rep activities & projects.

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3. ACCS Rep

a) To liaise with ACCS trainees regarding specific issues pertinent to this training grade.

b) To act as point of contact for all ACCS Trainees in the ISA and assist with any queries relating to the school or rotations.

c) To liaise with the ACCS TPD

d) To act as a point of contact for queries relating to the school or rotations from Foundation Trainees looking to apply for an ACCS training post.

e) Attend ≥50% of ISA board meetings

f) Provide a report of ACCS trainee activities/grievances/queries/opinions relating but not limited to rotations, curriculum and the Primary FRCA for ISA board meetings. This will be submitted to the chair at least 1 week prior to the board meeting to enable the formation of a trainee rep report.

g) Attend the Imperial ACCS pan specialty meetings and provide a report of ACCS trainee activities/grievances/queries relating but not limited to rotations, teaching and assessments.

h) Attend LAA Trainee group meetings, assist with their projects and running of events and represent the views of ACCS trainees.
i) Disseminate relevant information and outcomes of meetings relating to pertinent issues to ACCS trainees – via targeted emails to the group
j) Help keep the website up-to-date, particularly the ACCS Section.
k) Promote events and share ideas and information through the ISA newsletter.
l) Help the Core trainee rep organise ISA social events – aiming for 3 social events per year
m) Help ISA Trainee reps with organising ICSM events/ careers events
n) To liaise with other ISA trainee reps & participate in ISA trainee rep activities & projects.

4. Intermediate Rep (ST3-4)

a) To liase with ST3/4 trainees regarding specific issues pertinent to this training grade.
b) To act as point of contact for all ST3/4s in the ISA to assist with any queries relating to the school or rotations
c) To liase with ST3/4 TPD
d) To act as a point of contact for queries relating to the school or rotations for Core trainees interested in ST3+ training.
e) To attend ≥50% ISA board meetings
f) Provide a report of ST3/4 trainee activities/grievances/queries (specifically relating to ST3/4 rotations/curriculum and the Final FRCA). This will be submitted to the chair at least 1 week prior to the board meeting to enable the formation of a trainee rep report.
g) To attend LAA Trainee group meetings, assist with their projects and running of events and represent the views of Core trainees.
h) Disseminate relevant information and outcomes of meetings relating to pertinent issues to intermediate trainees – via targeted emails to the group
i) To help keep website up to date, particularly the intermediate trainee pages
j) To promote events and share ideas and information through the ISA newsletter
k) Help senior ISA members organize 4 open meetings per year to allow senior ISA consultants, school reps and trainees to meet / discuss training issues in an informal setting
l) To support the Core trainee rep in organising ISA social events
m) To assist the Core trainee rep with organising ICSM events/ careers events
n) To liase with the ST5+ rep for queries about planning OOPEs etc
o) To liase with the academic rep to advertise posts for research and PLAN/RAFT
p) To liaise with other ISA trainee reps & participate in ISA trainee rep activities & projects.

5. Higher role (ST5-7)

a) To liase with higher trainees regarding specific issues pertinent to this training grade.
b) To act as point of contact for all higher trainees in the ISA to assist with any queries relating to the school or rotations
c) To liase with Higher training TPD
d) To liaise with college tutors
e) To act as a point of contact for queries relating to the school or rotations for higher training
f) To be the point of contact for all traninee reps should they need assistance with general or training specific queries.
g) To answer any general enquiries to the school regarding topics that are not specifically related to other trainee rep positions.
h) To be the point of contact for trainees regarding OOP placements and advice.
i) To keep website pages up to date with regarding to higher training issues and OOP's
j) Disseminate relevant information and outcomes of meetings relating to pertinent issues to higher trainees – via targeted emails to the group
k) To promote events and share ideas and information through the ISA newsletter
l) To attend ≥50% of ISA board meetings
m) Provide a report of higher trainee activities/grievances/queries (specifically relating to higher rotations/curriculum and the OOPs). This will be submitted to the chair at least 1 week prior to the board meeting to enable the formation of a trainee rep report.
n) Feedback to the ISA matters arising from LAA trainee group meetings.
o) To attend LAA Trainee group meetings, assist with their projects and running of events and represent the views of Core trainees.

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6. Academic Rep

a) To provide the link between Imperial College, local research departments and ISA
b) To attend 50% ISA board meetings
c) To provide a report of Academic activities/issues (CT1-ST7) to the chair at least 1 week prior to the ISA board meeting
d) To attend Pan London Academic Anaesthetic Trainee Advisory Group and report issues to school and other reps
e) To report to London Anaesthetic Forum regarding academic training issues
f) To liaise with other academic training reps from UCL and other centres
g) To deal with academic queries sent to school
h) To run a "clinic" for trainees interested in academic training (current timings Monday 8-9am or Thursday 3-4pm)
i) To liaise with Anaesthetic and ICM academic TPD's
j) Keep Research section of website up to date
k) Provide link to Pan London Audit and Research Network
l) Organise annual Imperial College Anaesthetic Research Trainee event
m) To liaise with other ISA trainee reps & participate in ISA trainee rep activities & projects.

7. LTFT rep

a) To liase with LTFT trainees regarding specific issues pertinent to this training grade.
b) To act as point of contact for all LTFT in the ISA to assist with any queries relating to the school or rotations
c) To liase with LTFT TPD
d) To act as a point of contact for queries relating to LTFT training
e) To attend ISA board meetings
f) Provide a report of LTFT trainee activities/grievances/queries (CT1-ST7). This will be submitted to the chair at least 1 week prior to the board meeting to enable the formation of a trainee rep report.
g) To attend LAA Trainee group meetings, assist with their projects and running of events and represent the views of Core trainees.
h) To attend London LTFT Anaesthesia Forum meetings & represent ISA LTFT trainees.
i) To feedback to ISA matters arising from London Anaesthetic Trainee & LTFT Anaesthetic Forums.
j) Disseminate relevant information and outcomes of meetings relating to pertinent issues to LTFT trainees – in general via direct email to the group
k) To help keep website up to date, particularly the LTFT trainee pages
l) To promote events and share ideas and information through the ISA newsletter
m) To liaise with other ISA trainee reps & participate in ISA trainee rep activities & projects.

7. Website / Feedback rep

Website
- Coordinate, update content, advise on design and functionality.
- Promote events and opportunities to trainees and consultants through email and social media

Feedback
- Coordinate survey distribution, analyse, present and distribute data.
- Feedback comments and any 'red flags' to TPDs/RA