

NACT UK Council Member – Job Description

NACT UK Council is made up of representatives from each Deanery in the UK.
This job description has been approved by COPMeD April 2009.

Introduction

1. NACT UK members are mainly Directors of Medical Education, Clinical Tutors, and Foundation Programme Directors from Acute, Mental Health and Primary Care Trusts. However other doctors involved in leading in medical education at hospital, deanery & university level may also be members.
2. NACT UK Council must represent all its members and requires a representative from each Deanery, elected by regional members.
2. This job description relates primarily to the Council Member's role for the Association but it is hoped that the Council member will also have a substantial role within their Deanery.
3. These combined roles and responsibilities means that the Council Member has a wide sphere of influence and the ability to facilitate developments in Postgraduate Medical Education at local, regional and national levels. This creates opportunities which leads to a high level of job satisfaction and can benefit the individual's own Continuing Professional Development.
4. Council members have an important role in supporting and promoting excellence in postgraduate medical education and should be perceived as a benefit to their Trust and Deanery.

Purpose:

1. To represent the NACT UK members of a particular Deanery at the Council of NACT UK.
2. To provide a communication channel between local members and NACT UK;
3. To be a lead for NACT UK members in the Deanery and assist as co-ordinator of the meetings between members and the Deanery.
4. To act as a link between members and the Postgraduate Dean;
5. To act as a representative for NACT UK when requested.

Accountability

1. For the NACT UK Council representative role, to NACT UK and to the members NACT UK in the Deanery whom the member represents.
2. For the Deanery roles, to the Postgraduate Dean.

Person Specification

The postholder will be required to be a NACT UK member within the Deanery and should be eligible to remain in post for at least one more year.

Roles and responsibilities

Duties on NACT UK Council

- a) To attend all Council meetings – 4.5 days per annum.
Meetings in January (one night residential), April, July & October in London
In the event of unavoidable absence, a deputy (who must be a NACT UK member) should attend.
- b) Before the meeting:
 - (i) To canvass membership for topics or concerns that should be raised at Council;
 - (ii) Written reports (on standard template) should be sent to Council at least one week before the meeting.
 - (iii) Members of Council (except the Officers) should send a deputy if they are unable to attend. The deputy must be a NACT UK member from the same Deanery. The Council Member is responsible for briefing the deputy.
- c) At the meeting:
 - (i) DRs will participate in the general business of Council;
 - (ii) DRs will be expected to talk briefly to their Deanery report to Council;
 - (iii) The attendance of the DR at Council will be monitored. Attendance will be summarised for Council annually. Representatives who are attending less than 50% of the NACT UK Council meetings will be asked to consider their position.
- d) After the meeting:
 - (i) The main conclusions from the Council meetings should be made known to the Deanery membership of NACT UK by an email or verbally at the Tutors meetings

Relationships with the regional NACT UK members

1. The DR should communicate effectively with all Deanery DMEs/PGCTs and ensure that the members are informed of NACT UK activities and ensure members' views and concerns are feedback to Council.
2. The DR may chair the Deanery DMEs/Tutors Committee.
3. The DR should be the initial point of contact for either the Dean or the local NACT UK members when an issue arises and support or information is required.

Relationships with Deanery

Although DRs are primarily responsible to NACT UK Officers and their local NACT UK members, NACT UK considers that the DR should have a strong relationship with their Deanery. The DR may have a number of roles within the Deanery.

- Assisting with the planning of meetings between Deanery personnel and Tutors. Although some time may be required for members to meet without the Dean it is recommended that these meetings be held jointly. This encourages communication and sharing between Deanery staff and those responsible for the provision of PGME.
- Representing the DME/Tutor perspective at Deanery Committees
- Role in appointment, mentoring & appraisal of DMEs/PGCTs;

- Acting as Deanery DME/PGCT representative on hospital visits;
- Facilitation of DME/PGCTs' roles beyond the Deanery, e.g. in Workforce Planning, Multiprofessional education etc;

Other Duties

1. NACT duties
 - DRs should keep an up-to-date list of Deanery NACT UK members and encourage NACT UK membership from leaders in medical education;
 - DRs should notify NACT UK office of changes of Deanery representative;
 - DRs may be asked to liaise with individual members on behalf of NACT UK, e.g. concerning members' subscriptions;
 - DRs may be asked to represent NACT UK at occasional meetings (generally those which cannot be attended by Chairman or Officers and usually no more than 2 meetings per year. A written resume should be submitted to Council).
2. New DR Induction:
 - NACT UK strongly recommend that the outgoing DR should arrange a handover to the new DR to explain the role of NACT UK Council and the Deanery structures and should be available as a resource as necessary for a few months.
 - In a large Deanery there may be scope for a deputy DR.

Procedure for appointment

Models for selection and appointment of DR may vary by Deanery. Generally, the post should be advertised to all NACT UK members within the Deanery.

However to ensure that Council represents the increasingly diverse membership, in large SHAs with more than one Deanery there may be representation of the Foundation Programme from one deanery and a DME/PGCT from the other.

If there is more than one eligible applicant an interview should be held.

Although DRs are primarily responsible to NACT UK and their regional members, NACT UK strongly recommends that the Postgraduate Dean should participate in the selection and appointment. If the DR is appointed by this joint process, then they will be acceptable to NACT UK Council. However, NACT UK Council may choose not to accept a DR appointed by the Deanery without the approval of the members in the Deanery - in which case Council should give reasons and there should be direct correspondence between the Chair of NACT UK and the relevant Postgraduate Dean.

Tenure of Office

The representative should serve a finite term, usually three years, to allow continuity, whilst enabling maximum representation. Terms beyond 3 years are permissible by annual renewal, but would depend on regular attendance and attention to responsibilities. For annual renewal, the post-holder's name should be forward for further appointment together with other interested members and an interview will be held if necessary.

Administrative Support, Resources and Funding

NACT UK recommend that the Deanery & Trust should consider how to support the DR. Ideally, secretarial and administrative support made available from the Postgraduate Medical Education structures

Travel expenses to Council meetings will be reimbursed by the Deanery (or Trust).

Attendance by Council members to meetings to represent NACT UK are reimbursed by NACT UK.

Additional professional leave should be granted by the Trust.

Time Commitment and Remuneration

The time commitment will be at least 1.0 PA per week. There may be no identified remuneration for this work. It is anticipated that DRs, who demonstrate effort and commitment over and above their identified sessions, will be recognised for their clinical excellence. DRs who wish to discuss these issues should discuss matters with the Trust and the Postgraduate Dean.

Accepted by Council January 2009.