RCGP WESSEX

TERMS OF REFERENCE

For the Wessex AiT Subcommittee

1. **Role/Purpose:**
   1.1. The role of the Wessex AiT Subcommittee is to provide a voice for AiTs across the Wessex deanery and ensure that trainees are experiencing the best possible GP training. The Wessex AiT Subcommittee sets out to achieve this by responding to queries from trainees, raising larger issues with the deanery and RCGP and acting as a link.

2. **Term:**
   2.1. This Terms of Reference is effective from 02.09.20 and continues until it is reviewed or terminated by the current Chair with consensus from the subcommittee.

3. **Membership of the Wessex AiT Subcommittee will comprise:**
   - Chair
   - Patch representatives for Mid-Wessex
   - Patch representatives for Southampton and IOW
   - Patch representatives for Portsmouth
   - Patch representatives for Dorset
   - Wessex Lead and Deputy representatives to National AiT Committee
   - LTFT representatives
   - BMA representative
   - LMC representative
   - RCGP Wessex faculty representative
   - RCGP Wessex First 5 representative
   - Director of GP Education and Head of School

4. **Roles and Responsibilities:**
   4.1. The Wessex AiT Subcommittee is accountable for:
   - 4.1.1. Acting in the best interests of AiTs within Wessex and responding to queries in a timely manner.
   - 4.1.2. Supporting the RCGP Wessex faculty in delivery of its agenda.
   - 4.1.3. Acting as a link with Southampton Medical school and ensuring GP training is promoted through various projects.
   - 4.1.4. Committing to and delivering on projects that will enhance the GP training experience within Wessex, such as revision resources.

4.1.5.   Attending other associated committees such as GPC and HEWTAG.

4.2. <u>The membership of the advisory group will commit to:</u>
    4.2.1.   Attending arranged Wessex AiT Subcommittee meetings
    4.2.2.   Supporting the Wessex AiT Subcommittee and the RCGP during their training
    4.2.3. Sharing all concerns and issues raised by AiTs across all committee members
    4.2.4. Making timely decisions and taking an equal and fair responsibility for projects within the Wessex AiT Subcommittee
    4.2.5. Notifying members of the Wessex AiT Subcommittee, as soon as practical, if any matter arises
    4.2.6. Distributing information from the Wessex AiT Subcommittee to trainees within their patch and other information if requested by the chair

4.3. <u>Representatives of the subcommittee will expect:</u>
    4.3.1. That each member will be provided with complete, accurate and meaningful information in a timely manner from the Chair
    4.3.2. To be given reasonable time to make key decisions
    4.3.3. Open and honest discussions with all attendees including the deanery, RCGP Wessex and LMC, if information is discussed in confidence then is to be noted and excluded from minutes

5. <u>Meetings:</u>
5.1. All meetings will be chaired by an acting chair until a new chair is elected for the Year 2020-2021
5.2. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Chair makes the final decision
5.3. Meeting agendas and minutes will be provided by the Chair, this includes:
    5.3.1. Preparing agendas and supporting papers
    5.3.2. Preparing one page summaries after the meetings.
5.4. Meetings will be held quarterly over the year virtually during the Covid-19 Pandemic.

6. <u>Election of Chair:</u>
6.1. The chair for each year (August to August) shall be elected from within the current AiT membership of the Wessex AiT Subcommittee
6.2. Interested parties should nominate themselves and have support of at least one other member
6.3. If there is more than one nomination for chair, the candidates will remove themselves from that part of the meeting and discussion between the other AiT representatives will take place

6.4. The decision will be taken by a vote, if there is a tie the chair casts the final vote

7. **Amendment, Modification or Variation:**
   7.1. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Wessex AiT subcommittee members.