



Constitution of the Specialist Advisory Committees (SACs)

Background

Specialist Advisory Committees (SAC) are sub-committees of the Joint Royal Colleges of Physicians Training Board (JRCPTB). The role of the SAC is to contribute to the development of specialist training policy as it affects the specialty in question and to supervise the delivery of specialist training to standards set by the JRCPTB in a number of key areas. This document shall be reviewed every three years.

Overview

There is a Specialist Advisory Committee (SAC) covering each of our 29 specialties and one recognised subspecialty. All roles with the exception of the Chair and lay representatives are appointed via nomination and represent the following:

- Training Programme Directors (TPDs) representing the Training regions
- The three Royal Physician Colleges of the UK
- Specialist societies
- Postgraduate deaneries
- Resident Doctors/Trainees

Purpose and Scope of the SAC

Our SACs develop speciality training policy and oversee delivery of training to JRCPTB standards. Their core functions include:

- Advising the JRCPTB on all Physician specialty-specific matters.
- Working with specialist societies, statutory education bodies and stakeholders to define future specialist competencies.
- Influencing workforce and recruitment planning in collaboration with MDRS and PSRO.
- Evaluating recommendations for entry to the specialist register in collaboration with the General Medical Council (GMC).
 - Certification of Completion of Training (CCT) recommendations
 - Portfolio Pathway applications
- Developing and maintaining curricula for Internal Medicine Training (IMT) and Higher Specialty Training (HST) ensuring alignment with GMC standards and patient/service needs.
- Designing and overseeing assessment methods.
- Contributing to quality management of training
- Assessing trainees' progress in performance and knowledge.



- Providing specialty input to progression or Out of Programme (OOP) matters

Membership of the SACs

Membership of SACs is by nomination and represents the key constituencies involved in physician training. Heads of Specialty Training (usually Training Programme Directors, TPDs) form the majority of SAC membership. They are operationally accountable to Postgraduate Deans and professionally accountable to the Royal Colleges through JRCPTB. TPDs may have additional lead responsibilities clarified in the next section. (Please note that an exception to these arrangements applies to both the Aviation and Space Medicine SAC and the Pharmaceutical SAC as there are no regional training programmes for the specialty so therefore no TPDs.)

Any co-opted member needs to be approved by the Medical Director and has a maximum tenure of three years in the first instance however this can be extended.

We actively encourage dual responsibility of roles from the below.

| <u>Role</u> | <u>Requirements</u> | <u>Purpose</u> |
|---|---|--|
| Heads of Specialty Training (normally Training Programme Directors) | <p>National representation of an SAC must consist of:</p> <ul style="list-style-type: none"> • One representative per Deanery/local office (where there is a training programme). | <p>To represent their deanery's training programme and ensure alignment with national curriculum, assessment and quality standards.</p> <p>Operationally TPDs are accountable to Postgraduate Deans and professional accountable to the Royal Colleges via JRCPTB.</p> |
| Resident Doctor/Trainee Representative | <p>One Resident Doctor/Trainee from each of the four nations (England, Scotland, Wales and Northern Ireland) nominated by the relevant Specialist society.</p> <p>IMT SAC /GIM SAC representation will be provided via the Resident Doctors Committees. (RCPE, RCPSG and RCP.)</p> <p>All Resident Doctor/Trainee roles must demit the SAC upon completion of training.</p> | <p>Acts as a full SAC member to represent Resident Doctor/Trainee perspectives within specialty.</p> <p>Maintains communication channels with Resident Doctor/Trainee</p> |



| | | |
|--|--|--|
| | | Committees and wider associated networks. |
| Royal College Representative | <p>Three representatives from the three Royal Colleges of Physicians UK drawn from the body of Training Programme Directors (TPDs).</p> <ul style="list-style-type: none"> • One representative from RCP • Two representatives from Scotland (RCPE plus RCPSG) • One representative each from Northern Ireland and Wales. | To represent their respective College and uphold national professional standards. |
| Lay Representative | Maximum of two representatives and appointed via open recruitment. | <p>To provide an external, non-clinical oversight and a public/patient perspective.</p> <p>Support external quality assurance to the robustness of training, assessment and governance arrangements.</p> |
| Specialist Society Representative | One per society | To represent the specialty's professional body |
| Academic Representative | <p>Must be either:</p> <ul style="list-style-type: none"> • Training Programme Director (TPD) with an academic role • Co-opted member holding an academic post at a University. | To represent academic pathways and research within specialty training. |
| Lead Postgraduate Dean for the Specialty | One nominated by CoPMED | To provide postgraduate training oversight for the four nations to the SAC. |
| UEMS Representative (where applicable) | <p>Appointed by their respective specialty society.</p> <p>IMT SAC /GIM SAC representation is appointed by JRCPTB.</p> <p>(Clinical Genetics operates a separate SAC-nominated ECMGG Exam Liaison role reflecting the use of a European examination as the UK specialty exam. This role is distinct from the UEMS representative role and does not replace or alter it.)</p> | To act as a liaison between the European Union of Medical Specialists (UEMS) and SAC. Attends the European specialty meeting. |



TPD Lead Responsibilities

In addition to general responsibilities, TPDs may hold additional functional responsibilities on an SAC related to Chairing and/or Lead responsibilities for a workstream area. All roles (aside from the Chair) are appointed by nomination.

The Chair/Vice Chair normally serves for a period of three years which can be extended by mutual agreement of the JRCPTB Medical Director of Training and Development and the SAC. Lead roles on the SAC normally serve for a period of three years and can be extended by mutual agreement of the SAC.

An individual may hold multiple roles and any single role may be shared by two members subject to the Chair's agreement. All members are expected to participate in Portfolio Pathway assessments.

| <u>Role</u> | <u>Purpose</u> |
|--------------------|--|
| Chair | <ul style="list-style-type: none">• Acts as spokesperson for the SAC and primary link with the JRCPTB Medical Director for Training and Development.• Chairs SAC meetings and plans the agenda.• Ensures delivery of workstream<ul style="list-style-type: none">○ Curriculum○ Certification○ Portfolio Pathway○ ePortfolio○ Workforce & Recruitment Lead○ EDI• Allocates tasks to members and monitors speedy delivery.• Sits on the SAC Chairs' Board |
| Vice Chair | <ul style="list-style-type: none">• Deputises for the Chair, including chairing meetings when required.• Assists the delivery of workstreams: curriculum, certification, Portfolio Pathway, ePortfolio, recruitment, workforce and EDI. |
| Curriculum Lead | <ul style="list-style-type: none">• Lead review and revision of the specialty curriculum and assessment framework to ensure alignment with GMC and JRCPTB standards.• Coordinate curriculum development and consultation with TPDs, Resident Doctors/Trainees, lay representatives and other stakeholders.• Oversee curriculum submissions to the GMC and support implementation of curriculum changes across programmes.• Maintain effective links with TPDs to identify curriculum issues |
| Certification Lead | <ul style="list-style-type: none">• Leads on CCT recommendations related to the specialty |



| | |
|--------------------------------|--|
| | <ul style="list-style-type: none"> • Liaises with trainee services and localities to clarify certification issues. • Oversees any Out of Programme (OOP) reviews for non-GMC approved posts. • This role does not apply within the Internal Medicine Training Advisory Committee (IMTAC). |
| Portfolio Pathway Lead | <ul style="list-style-type: none"> • Manages the Portfolio Pathway process for the SAC ensuring timely allocation and assessment of applications to SLAs and legal deadlines. • Distributes Portfolio Pathway applications equitably across all TPDs on the SAC. • Monitors the regular monthly updates of outstanding Portfolio Pathway applications and expedites any unnecessary delays. • Ensures two assessors are secured per application, maintains oversight of assessment timelines and monitors capacity of workload. • Ensures all assessors are trained and liaises with the JRCPTB Portfolio Pathway team. |
| ePortfolio Lead | <ul style="list-style-type: none"> • Champions best practice on use of the ePortfolio by trainees, trainers and educational supervisors. • Works closely with the JRCPTB ePortfolio team to provide feedback, suggest functionality and advise on improvements. • Ensures updates are effectively communicated. |
| Workforce and Recruitment Lead | <ul style="list-style-type: none"> • Supports workforce projections, trainee number modelling and recruitment data for the specialty. • Oversees national recruitment processes related to the specialty across the statutory bodies of the four nations and deaneries. |
| Quality Management Lead | <ul style="list-style-type: none"> • Provides externality in programme reviews. • Contributes to the annual National Training Survey (NTS) and specialty specific questions. • Supports GMC quality processes, reviews training environments and escalates concerns. • Maintaining External Advisors list • Works with deaneries/local offices and supports approval/inspections. |
| EDI Lead | <ul style="list-style-type: none"> • Ensures equality, diversity and inclusion principles inform curricula, assessments, research and development and training policy. • Reviews EDI action plan including proposed changes, supports externality in ARCP panels and contributes to SAC consultations. • Promotes EDI Best practice and ensures compliance with Equality Act requirements. |



| | |
|----------------------|--|
| Exams Lead (SCE/KBA) | <ul style="list-style-type: none">• To act as a liaison between the SAC and an associated SCE/KBA Exam Board• Provide updates on examination development, candidate performance trends and exam blueprint changes.• Ensure alignment between curricula changes and SCE/KBA Exam content. |
|----------------------|--|

Member Responsibilities and Expectations

- **Attendance** – Members are expected to attend all meetings wherever possible and to notify the Chair and Committee Services team in advance if they are unable to attend. In such circumstances, members may nominate a deputy **where appropriate and permissible** to ensure continuity of specialty representation.
- **Conflict of Interest** – Members must declare any actual or potential conflicts of interest at the earliest opportunity. There is an opportunity to declare at the start of every SAC.
- **Conduct in Meetings** – Members are expected to participate constructively, respectfully and professionally at all times, supporting collective decision-making and maintaining an environment that enables open discussion. Members should also adhere to the core values of their respective Royal College and/or specialist society.
- **Confidentiality** – Members must treat all SAC papers, discussions and sensitive information as confidential unless otherwise agreed.
- **Preparation** – Members are expected to review papers in advance of meetings
- **Expenses** – All SAC members (aside from Lay Representatives and co-opted members) are expected to claim any SAC travel or expenses via their employing Trust or Board in line with local policies.

Last reviewed: May 2026