

JOINT MEMORANDUM OF AGREEMENT BETWEEN THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

Constitution of the Joint Royal Colleges of Physicians Training Board

PREAMBLE

1. The Royal College of Physicians of Edinburgh, the Royal College of Physicians and Surgeons of Glasgow, and The Royal College of Physicians of London, together known as the Federation of the Royal Colleges of Physicians of the United Kingdom [The 'Federation'], has agreed to work together on specific objectives.

AIM

2. The purpose of this agreement is to lay down the constitution of the Joint Royal Colleges of Physicians' Training Board [JRCPTB]

AUTHORITY

3. This constitution of the JRCPTB was originally given by the 3 Presidents at the meeting of the Federation on 23rd November 2006, a revision on 28th February 2012 and this revision on 14 October 2014.

STRUCTURE

4. The JRCPTB is managed through one board whose role in outline will be:

The Management Board

- To review operational performance and discuss early policy developments.
- To be the decision making body.

Detailed terms of reference are at Appendix 1

MEMBERSHIP

5. The Boards' membership is as follows:

Medical Director, JRCPTB
Deputy Medical Director, JRCPTB
Head of JRCPTB
President, Royal College of Physicians
President, Royal College of Physicians of Edinburgh

President, Royal College of Physicians and Surgeons of Glasgow
CEO, Royal College of Physicians
CEO, Royal College of Physicians Edinburgh
CEO, Royal College of Physicians and Surgeons of Glasgow
Education Lead, Royal College of Physicians
Education Lead, Royal College of Physicians of Edinburgh
Education Lead, Royal College of Physicians and Surgeons of Glasgow
Medical Director, MRCP(UK)
Lay representative
Trainee representative x2 (1 representing London, 1 jointly representing Edinburgh & Glasgow)

ALTERNATES

- Royal College members shall have named alternates. Observers may send a deputy if they are unable to attend.

CO-OPTION

- Additional co-opted members may be appointed to provide representation on specific matters as decided by the board(s).

QUORUM

- A meeting shall be quorate if at least 50% members are present (excluding the secretariat and observers).

CHAIRMANSHIP

- Meetings of the board will be chaired by the Medical Director of the JRCPTB. In his or her absence, the Deputy Medical Director will take the Chair.

VOTING PROCEDURES

- Recommendations will be approved on the basis of a straight majority vote. Should the vote be evenly split, the casting vote will be held by the Chairman, and such a decision will be ratified by the three Presidents. Should the workload demand it, decisions based on postal enquiry to voting members will be acceptable and in such circumstances the numerical rules outlined above will apply.

MEETINGS

11. The Management Board will meet three times a year, normally in March, June and October, via video link. Additional meetings may be convened should the workload require it.
12. Additionally, the SAC Chairs will meet twice a year normally in February and September in one of the Royal Colleges

MEDICAL DIRECTOR & DEPUTY DIRECTOR

12. The Medical Director and the Deputy Medical Director will be appointed through open competition on terms to be agreed by the Federation. He/she will be medically qualified.
13. The Medical Director will have overall responsibility for the proper functioning of JRCPTB, will chair its meetings and will be directly accountable to the Federation. He/she should be invited to attend the Federation meetings.

TERMS OF OFFICE

14. Members, with the exception of the Presidents, College Officers and one CEO (who will take their seats ex officio), will be appointed for a three year term, renewable for a further three years. Thereafter, there must be a lapse of three years before re-appointment can be accepted. Casual vacancies may be filled immediately and appointments will be for a full term.

RESERVED BUSINESS

15. College members will be entitled to discuss reserved items without the presence of observers. The trainees' representatives will be asked to withdraw when there is discussion relating to the award of certification to a particular trainee or about an appeal lodged by a trainee.

TERMS OF REFERENCE

16. To be responsible to the Federation for carrying out the functions relating to the supervision of specialist medical training as devolved to it by the General Medical Council, and by arrangement with any other organizations as may from time to time be required [e.g. the Postgraduate Deans' postgraduate training schools].
 - a) Thus, on behalf of the Federation it will, through the Medical Director, Deputy Medical Director, the Management Board, the SAC Chairs, the CMTAC and SACs undertake:

- The production, review and updating, of specialty curricula, including specified assessment methods, according to GMC requirements,
- the provision of external advice to postgraduate deaneries on the quality management of training in different locations as part of the GMC's quality framework,
- the enrolment of trainees and the recording, supporting and monitoring of trainees' progress, developing and administering an ePortfolio and making recommendations for the award of specialty certification (CCT or CESR),
- working with the RCP London to coordinate national recruitment to CT1 (CMT and ACCS (acute medicine)) and medical ST3 specialties,
- providing data for workforce planning, including monitoring of CCT-holders' career progress.

The above functions will be undertaken with appropriate and necessary external interaction with UK postgraduate deans, the Academy of Medical Royal Colleges, the GMC and the Medical Programme Board (MEE & successor HEE).

- b) To be responsible to the Federation for the appointment of CMTAC & SAC members, ensuring that these committees are constituted according to the agreed constitutions, and for overseeing their work and monitoring their performance.
- c) To be responsible to the Federation for matters relating to the proper management of the organisation. These will include:
 - i) Management of the budget agreed by the Federation.
 - ii) Appointment and supervision of staff except for the Head of JRCPTB who will be appointed by the Federation.
- d) Acting on behalf of the Federation to co-operate with the GMC in all matters relating to appeals.
- e) Such other roles and responsibilities as may from time to time be required by the Federation.

SUB COMMITTEES

- 17. In addition to its SACs, the JRCPTB may, subject to the approval of the Federation, appoint sub-committees as may from time to time be appropriate.

LOCATION

18. The offices of the JRCPTB are currently located at 5 St Andrews Place, London NW1. The letter headings and other documents and publications will indicate a corporate identity.

FINANCE

19. The JRCPTB derives its funding from the GMC under agreed Service Level Agreements, trainee fees and contributions to any deficit from the three Colleges.

The deficit will be met by the three Colleges on the basis of London 70%, Glasgow 8% and Edinburgh 22%.

Each year a budget will be prepared for submission to a meeting of the Federation of the three Colleges.

REVIEW

20. This document was reviewed in October 2014.

APPENDIX

1. Terms of reference for the Management Board

TERMS OF REFERENCE FOR MANAGEMENT AND STAKEHOLDER BOARDS OF THE JRCPTB

Management Board

Membership:

As in paragraph 5 above

Terms of Reference:

1. To provide leadership in the operational activities of the JRCPTB,
2. take executive decisions on behalf of the Federation,
3. scrutinise and recommend business plans and budgets for approval by the Federation via the Federation Finance Committee,
4. receive and give direction on policy frameworks.

Reporting: Minutes of the group will be received by the Federation

Tenure: The members as above will be drawn from the membership of the JRCPTB ex officio.

Frequency of meetings: Three times per year usually March, June, and October