

Irish Committee for Emergency Medicine Training

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Irish Committee for Emergency Medicine Training Terms of Reference – October 2012

1.0 Role of the Irish Committee for Emergency Medicine Training

The Royal College of Surgeons in Ireland (RCSI) is the training body recognised under the Medical Practitioners Act 2007 under whose auspices training in Emergency Medicine (EM) currently falls. The Irish Surgical Postgraduate Training Committee (ISPTC) is a standing committee of Council of the RCSI with responsibility, *inter alia*, for postgraduate training. The Irish Committee for Emergency Medicine Training (ICEMT) is a subcommittee of the ISPTC that oversees Emergency Medicine training in Ireland and reports to the ISPTC.

The specific roles of ICEMT include:

- Development and delivery of Core Specialist Training in Emergency Medicine (CSTEM)
- Development and delivery of Advanced Specialist Training in Emergency Medicine (ASTEM)
- Assessment of completeness and suitability of training to allow entry of a doctor onto the Register of Medical Specialties on behalf of the Medical Council at the request of ISPTC. Where there are training deficits identified, ICEMT will offer advice on how these deficits may be addressed
- Liaison with other professional and training bodies in areas pertinent to EM training in Ireland (*vide infra*)
- Development and delivery of the Professional Competence Scheme for Emergency Medicine
- Development and delivery of the Professional Development Programme in Emergency Medicine

ICEMT may address Emergency Medicine issues that lie outside the immediate training arena that come to the Committee through its association with other professional and training bodies and that are not dealt with by other interrelated EM professional bodies (Irish Association for Emergency Medicine, National Board of the College of Emergency Medicine)

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2.0 Relationships with other professional and training bodies

2.1 Royal College of Surgeons in Ireland

The Core and Advanced Specialist Training Programmes in Emergency Medicine are administered by ICEMT on behalf of RCSI. This administration extends from recruitment, training assessment process, organisation and development of the training rotations through to a final recommendation to the Medical Council for specialist certification.

The Chair of ICEMT (or their nominee) sits on the (RCSI) College Committee and the ISPTC. The Chair of ICEMT presents a report at the (quarterly) ISPTC meetings.

2.2 Royal College of Physicians of Ireland

A nominee of the Royal College of Physicians sits on ICEMT.

2.3 Irish Association for Emergency Medicine

The President of the Irish Association for Emergency Medicine (IAEM) sits on ICEMT. The Chair of ICEMT sits on the IAEM Executive committee, meetings of which are held quarterly. The Chair of ICEMT presents a report at the AGM of IAEM.

2.4 The College of Emergency Medicine

The Chair of ICEMT (or their nominee) sits on the Education Committee of the College of Emergency Medicine (CEM), which meets quarterly. A member of ICEMT represents the Committee on the Training Standards Committee of CEM. Meetings are held quarterly.

2.5 The Forum of Irish Postgraduate Training Bodies

The Chair of ICEMT (or their nominee) sits on the Forum of Irish Postgraduate Training Bodies. Meetings are held quarterly.

3.0 Composition of ICEMT

The composition of ICEMT is as follows:

3.1 Consultants in Emergency Medicine in the following roles:

- Dean of Postgraduate EM Training (Chair of ICEMT)
- Vice Dean of Postgraduate EM Training - ASTEM
- Vice Dean of Postgraduate EM Training - CSTEM
- Training Standards Committee (CEM) representative
- Paediatric EM representative
- Professional Development Programme lead
- Examinations lead
- Additional roles as dictated by developments in EM training and the evolving work of ICEMT

3.2 Two additional Consultants in Emergency Medicine

3.3 *Ex officio* members

- President, IAEM

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- Chair, Irish National Board of CEM

3.4 RCPI representative

3.5 RCSI representative

3.6 Emergency Medicine Administrator

4.0 Specific roles on ICEMT

4.1 Chair

The Chair of ICEMT is responsible for the overall strategic direction of the Committee. He/she will Chair meetings of the Committee and play a lead role in setting the agenda. He/she will also chair meetings of the selection and RITA process (except for HSTEM interviews which, by convention, are chaired by a nominee of the President of RCSI). In 2014, A Dean of Postgraduate EM training was appointed. The Dean will Chair ICEMT.

The Chair sits on the following committees:

- Education Committee (CEM)
- IAEM Executive
- Irish Surgical Postgraduate Training Committee
- College Committee (RCSI)
- National Board of the College of Emergency Medicine
- Forum of Irish Postgraduate Training Bodies

Where necessary, a nominee of the Chair may deputise for the Chair on the Education Committee, ISPTC, College Committee and Forum of Irish Postgraduate Training Bodies. Such deputising will occur in consultation with the relevant committee.

The Chair presents a report to the AGM of IAEM.

4.2 Vice Dean of Postgraduate EM Training - CSTEM

The Vice Dean for CSTEM is responsible for the organisation of the Core Specialist Training scheme in accordance with the strategic direction given by ICEMT. Working in collaboration with the Dean and EM administrator, he/she will take a lead role in the selection and appraisal process as well as determining placements on the rotation and orchestrating educational visits to training sites. CSTEM Trainees will liaise directly with the Vice Dean and vice versa.

4.3 Vice Dean of Postgraduate EM Training - ASTEM

The Vice Dean for ASTEM is responsible for the organisation of the Advanced Specialist Training scheme in accordance with the strategic direction given by ICEMT. Working in collaboration with the Dean and EM administrator, he/she will take a lead role in the selection and RITA process as well as determining placements on the rotation and orchestrating educational visits to training sites. ASTEM Trainees will liaise directly with the Vice Dean and vice versa.

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4.4 Training Standards Committee representative

The TSC representative will attend TSC meetings at CEM in London and present a report at each ICEMT meeting.

4.5 Paediatric EM representative

The Paediatric EM representative will take a lead role in progressing aspects of the training programme(s) relating to paediatric EM. They will liaise, in collaboration with the Dean and Vice Deans, with paediatric EM trainers and the wider paediatric community. They will take a lead in future development of subspecialisation and dual accreditation in paediatric EM for EM and paediatric trainees.

5.0 Appointment to ICEMT

5.1 Duration of appointment

The initial duration of appointment for all members in a specific role (except *ex officio* members) is three years, renewable for a single period of three years (but see below re Dean and Vice Deans). Thereafter, a member may not sit on ICEMT (except as an *ex officio* member) for a further three years. The duration of tenure for an *ex officio* member is determined by that of their primary office. The Dean and Vice Deans have renewable fixed term contracts with RCSI.

5.2 Means of appointment – Chair and Programme Directors

5.2.1 Anticipated Vacancies

Where the Dean and/or either Vice Dean (CSTEM or ASTEM) are not seeking an extension of their contract, their replacement is selected after an advertised competitive process in line with RCSI's HR policies and procedures. The appointment panel will be assembled by RCSI and will include the incumbent Dean, President of IAEM and Chair of the Irish National Board of CEM.

Where a new Dean is appointed, the outgoing Dean will remain on the Committee for six months.

An outgoing Vice Dean will remain on the Committee for six months after the appointment of the relevant new Vice Dean.

5.2.2 Unanticipated Vacancies

Where the Dean or either Vice Dean (CSTEM or ASTEM) demits from office unexpectedly, ICEMT may make arrangements to fill the vacancy on an interim basis pending the initiation of a process to seek a definitive replacement.

5.3 Means of appointment – Consultant in EM members

The remaining Consultant in EM members of ICEMT will be appointed by the Chair, in consultation with the Committee. All proposals for membership will form an agenda item at the relevant ICEMT meeting and a decision taken by a quorate

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ICEMT. In appointing Consultant in EM members, ICEMT will consider the need to ensure balanced regional representation.

5.4 Means of appointment – other members

The RCSI and RCPI representatives will be nominated by the relevant bodies. The duration of tenure is as for other committee members.

5.5 Co-option

ICEMT may co-opt additional members from time to time to assist with particular projects or workload. The decision to co-opt will be taken by the Chair and ratified by ICEMT at its next meeting.

6.0 ICEMT meetings

6.1 Frequency of meetings

In general, five ICEMT meetings are held each year. On occasion, the level of work may require more frequent meetings. Such changes to frequency will be recommended by the Chair and approved by the Committee.

6.2 Quorum

A quorum shall be the Dean (Chair) or either Vice Dean, plus three Consultant in EM members.

6.3 Emergency Meetings

In exceptional circumstances an Emergency ICEMT meeting will be required to deal with particularly urgent business. This may be called by the Dean or a Vice Dean in consultation with the Dean with a minimum of 1 week's notice to the ICEMT membership. If necessary, such an emergency meeting may be held by videoconference or teleconference.

6.4 Sub-committees

From time to time, the work of ICEMT will require the creation of a subcommittee. The decision to form a subcommittee will be made by ICEMT. Any subcommittee will include a member of the Committee. This Chairperson of any such subcommittee will report to the Chair of ICEMT and once the subcommittee's work is complete will present a report at an ICEMT meeting.