



EMERGENCY MEDICINE TRAINEES' ASSOCIATION

TERMS OF REFERENCE

1. Introduction

The UK Emergency Medicine Trainees' Association (EMTA) exists to represent Emergency Medicine Trainees to the Royal College of Emergency Medicine (RCEM) and associated bodies responsible for the delivery of training and provision of healthcare. All trainee members of the Royal College of Emergency Medicine are automatically members of the Emergency Medicine Trainees' Association.

The Association comprises the EMTA Committee and, within that, an EMTA Executive, appointed by the Committee. EMTA work with and report directly to the Royal College of Emergency Medicine.

2. Objectives

By recruitment onto its Committee EMTA will provide trainee representatives to the various RCEM Committees, sub-Committees, Specialist Interest Groups, Professional Advisory Groups and other fora by agreement between EMTA and RCEM. EMTA also provides representation to other national agencies concerned with the delivery of training and Emergency Medicine. EMTA provides a focus point for trainees in Emergency Medicine. This will include its social media platforms, the delivery of the national trainee conference and ongoing communications with trainees and trainee groups in a variety of written, verbal and audio-visual content that facilitate inclusive and topical discussion and advocacy for our members. In this way, supported by RCEM, the Committee serves to achieve its fundamental objective of *providing a collective and representative voice for Emergency Medicine trainees*; helping to lead and shape the actions required to benefit the delivery of, and training in, Emergency Medicine.

3. Structure

EMTA Committee

The EMTA Committee is the core functioning component of EMTA, serving its primary objectives of providing trainee representation to the Royal College of Emergency Medicine and associated bodies responsible for the delivery of training and provision of healthcare.

The majority of individuals within the EMTA Committee will be concerned with providing direct representation to the RCEM Committees, Subcommittees, Special Interest Groups, Professional Advisory Groups and other such groups. It is an expectation that all composite groups of RCEM ensure trainee representation is present via EMTA.

The EMTA Committee may meet up to four times a year.

In addition to the representatives provided to the College and associated bodies as described above it is also understood that the EMTA Committee will comprise a number of additional roles from other organisations where it is of interest to EM Trainees to coordinate and share trainee representation, such as those concerned with training in paediatric emergency medicine, medical leadership and other such societies and bodies.

The EMTA Committee will form smaller working teams aimed to achieve the objectives of the Association, such as the Conference, Survey and communications.

A list of the current members of the EMTA Committee, the Committees they represent on, roles they undertake and associated vacancies will be kept and maintained is the responsibility held by the EMTA Secretary.

For every role on Committee it is the intention that cross-covering of roles is delineated such that a trainee rep can be provided at all meetings. Individuals are not expected to be recruited externally solely for the purposes of cross-covering but appointed from within Committee from roles where natural crossover on subject matter or personal expertise or interest lie.

The majority of the members of the EMTA committee do not have their role defined within the TOR. This is to allow the EMTA committee to respond to changes of structure within RCEM, so that it is able to represent trainees through all aspects of college business. The defined roles which the TOR set out are required to maintain the function of the wider committee and are known herein as the EMTA Executive. The Executive is a subset of the EMTA Committee.

Person Specification

Unless otherwise stated all EMTA positions will be held by individuals undertaking training within Emergency medicine in the UK, holding a National Training Number (or Dean's Reference Number).

Limitation

No one trainee can hold more than 3 specific duties within EMTA (not inclusive of deputising) unless under exceptional circumstances in which a plan must be outlined for when they are to step out of one or more of the roles with a recruitment process activated to prevent vacancies occurring.

Appointments

Appointments will be normally made by open application, decided by a panel made up of the EMTA Chair (or nominated deputy and some representatives of the EMTA Committee). In the event that open application fails to fill vacancies then co-option into roles will be undertaken.

Only EMTA may appoint EMTA representatives to College Committees, normally the EMTA Chair and College Committee Chair will liaise about such appointments.

Term of Position

All EMTA posts will be held for 2 years, unless otherwise stated, with an option to continue in post for a further 2 years on agreement between the individual, the EMTA Committee and the organisation or group the individual sits on in their representative role.

EMTA Executive

The EMTA Committee appoint an Executive, which sits within the EMTA Committee and is responsible for the organisation and coordination of the Committee's output and strategy. Decisions of the EMTA Executive are made by consensus or otherwise are referred to the EMTA Committee.

Vacancies will be advertised by the Chair or the Secretary within the EMTA Committee. Where 2 or more suitable candidates apply the post will be allocated by ballot of the EMTA Committee. Where no suitable applicants are found from within the Committee external applications will be sought and if that fails to find a suitable candidate then the EMTA Committee may co-opt a post holder.

For several of these EMTA Executive roles it is not always the intention that each is held by a separate individual.

The composition of the EMTA Executive shall be:

EMTA Chair

Responsible for: leading the EMTA Committee and EMTA Executive. Represents EMTA at RCEM Council. Where the Chair is unable to attend RCEM Council a deputy may be appointed from within the EMTA Committee by mutual agreement with the RCEM.

Appointment requirements: The Secretary will announce the vacancy at least 2 months before the end of the office and invite expressions of interest via email supported by a proposer and seconder.

These will be circulated to the members of EMTA and a ballot will be held electronically.

If the Chair becomes a Consultant or leaves EMTA then the post will be re-elected by an extraordinary election announced by the EMTA Secretary, expressions of interest and ballot held as for ordinary elections within 1 month.

The EMTA Committee may meet up to four times a year In the absence of the Chair a nominated individual from the EMTA Executive will Chair the meeting.

Term of Office: 18 months with the option of being re-elected for a further 18 months. After this extension he/she will be ineligible for Chair, but there is no restriction on election to the Executive or Committee in another capacity.

EMTA Secretary

Responsible for: Working closely with the EMTA Chair ensuring maintenance of internal Governance, delivery of Terms of Reference and close working with the College. The secretary will maintain an up to date list of current EMTA roles and vacancies and work with the College to advertise for these vacancies as required

Maintain a register of all EMTA committee members updated annually before the Summer EMTA committee meeting with assistance from the College.

Oversee the maintenance of, and facilitate other committee members in, the sharing and storage of files pertinent to our work

Minute meetings if RCEM administrative support is not available

Keep an up to date log of current EMTA activities, actions and outputs in time for each EMTA Committee meeting

Term of office: Elected annually by the committee at the summer meeting

EMTA Treasurer

Responsible for: Working with the College CEO, Treasurer and finance team to manage the EMTA budget

Produce an annual report to the committee of income and expenditure related to EMTA activities

Term of office: One year only, unless by exceptional majority agreement of the EMTA Committee.

EMTA Conference Lead

Appointment requirements: Nominated by the EMTA Committee 18-24 months in advance of the conference they will lead and acting as a deputy to the current conference lead until the close of that conference

Responsible for: a Conference Team composed of Committee members and supported by the RCEM Events team.

It is understood that except in exceptional circumstances this same individual will represent to the RCEM CPD committee and assist the RCEM events team in the delivery content from EMTA and trainees at RCEM conferences and study days together with the Deputy Conference Lead.

Deputy Conference Lead

Responsible for: The Deputy would be expected to form part of the Conference Team and Lead on the subsequent year's conference. The Deputy Conference Lead should also provide cross-cover for the CPD Rep.

EMTA Survey Lead

Responsible for: the writing and delivery of the annual EMTA Survey and schedule for release, dissemination and publication, which should be shared with RCEM Council and the relevant RCEM Committees and associated bodies

EMTA Regional Reps Lead

Responsible for: Working closely with RCEM to maintain and update the contact list of regional representatives across the United Kingdom, as appointed by the training region, and ensuring that direct communication between them and EMTA exists and delivers good quality two way dialogue between the EMTA Committee and representative around the country

Appointment requirements: This role will usually be taken on by the EMTA Secretary

EMTA Rep to ATDG

Responsibilities: Two representatives from each speciality are invited to attend the Academy of Medical Royal Colleges Trainee Doctors Group.

Appointment Requirements: It is usual that one of these is the EMTA Chair and the other appointed from within the EMTA Committee and reviewed on an annual basis.

EMTA Immediate Past Chair

Responsible for: assisting the EMTA Chair

Appointment requirements: immediate past EMTA Chair

Term of Office: 12 months

EMTA Alumni

Duties: It is understood that one or two individuals who have held prominent roles in the EMTA Committee will continue to benefit EMTA from their experience and knowledge.

Appointment requirements: by invitation from the EMTA Committee

Term of Office: It is not expected that formal recognition of this role will persist beyond 24 months post-CCT

EMTA Website and Social Media Secretary

Responsible for: overseeing the management of our website and social media content and ensuring the expected professional standards and Code of Conduct are met.

Appointment requirements: It is anticipated that this role will be appointed alongside another role held within the EMTA Committee

EMTA QECC Lead

Responsible for: To manage the group of trainee representatives to the Quality and Emergency Care Cluster, particularly those reps of the Special Interest Groups in order to more effectively manage this large cohort of trainee reps who may not all, otherwise, hold significant responsibility within the EMTA Committee.

Appointment requirements: EMTA will appoint from within the EMTA Committee with the office holder having usually held previous experience, and currently holding a role, within the RCEM Quality Cluster and will continue to attend RCEM QECC meetings together with other trainee reps.

4. Responsibilities & Expectations

The Emergency Trainees' Association exists as a Committee of the Royal College of Emergency Medicine. EMTA's primary function regards the representation of trainees' in Emergency Medicine in the United Kingdom. It is recognised that effective delivery of this strategy will, on occasion, require deviation from the views and processes of the College. Furthermore, it is important for trainees that EMTA is not seen as synonymous with or indistinguishable from the College and our communication and actions with them must respect that. As a representative body of trainees it may occasionally be necessary for EMTA to espouse different opinions to the mainstream of RCEM in order to advocate faithfully for trainees and training. It is further understood that EMTA recognises that its position within the College structure carries with it the responsibility to conduct itself with professionalism and protection of the College reputation and compliance with Charity Commission regulations.

EMTA Committee

- i) It is the responsibility of the EMTA Committee to represent trainees' views by membership of the relevant committees of the Royal College of Emergency Medicine and to ensure dialogue between EMTA Committee and the Royal College.

- ii) EMTA Reps in College Committees or Groups are expected to abide by the rules and standards set out by RCEM, the relevant Committees' Terms of Reference and Codes of Conduct.
- iii) In their representative role Committee members are expected to provide insight into the trainee perspective on matters arising, maintain vigilance for policy which may have adverse outcomes to trainees generally or minority trainee sub-groups (e.g. LTFT, dual trained, protected characteristics) and advocate for changes which can improve the quality and equitability of training delivery in the UK for all trainees.
- iv) Individuals standing on this Committee have a personal responsibility to be present (either in person or through appropriate media) for two thirds of all meetings. Such individuals are expected to take on a stream of work such as preparing documents, gathering information, providing Royal College approved advice to individuals or organisations and to complete activities in a timely fashion. The EMTA Committee may remove Committee Members who fail to meet these requirements.
- v) EMTA Reps are expected to provide adequate notice if they are unable to attend their meeting, both to RCEM and to the EMTA Executive such that alternative arrangements can be made.
- vi) EMTA Reps are expected to report back from every meeting they attend in a trainee representative role such that shared learning, action points and progress points are communicated. This communication will occur via an agreed process of documentation and storage in an area accessible to the rest of the Committee
- vii) It is the reserved power of the Chair of the relevant Committee or group, by agreement with the EMTA Chair, to terminate an individual trainee representative's role. Any such termination is subject to an appeal which must be made to the Vice President Membership of the College within 7 days of the termination, the Vice President Membership may convene a panel of up to three Officers of the College to consider and decide the outcome of an appeal.
- viii) If EMTA Reps feel their voice is not being appropriately represented within College Committees or groups this should be escalated via the EMTA Chair.
- ix) All members are responsible for providing a suitable handover of information to those who are taking their post and responsibilities including but not limited to appropriate contributions to the 'How we Work' document.

EMTA Executive

- i) Maintenance and administration of the EMTA Code of Conduct ensuring it undergoes regular review and adherence by all concerned parties.
- ii) To provide executive decision on strategy, communications and direction of the Committee, particularly in supporting trainee engagement, position statements, campaigns and both targeted and broader work designed to communicate with trainees, the College and associated bodies.
- iii) Working with RCEM to ensure high quality Trainee Representation is available to the College and associated bodies.
- iv) To maintain transparent and open dialogue with RCEM in ensuring that the core values of both organisations are maintained and respected.
- v) Routine review of EMTA Committee positions, working with RCEM to anticipate vacancies and advertise for their recruitment as required
- vi) Ensure accountability and governance of EMTA is maintained through clear record keeping, file storage and clear communication with the broader Committee
- vii) To deliver the Annual EMTA Survey of Emergency Medicine Trainees and disseminate their findings
- viii) To develop and maintain open channels of communication with trainees in a variety of formats including website, social media, email, face to face and in print as required to meet our core objectives and responsibilities

- ix) To organise an annual EMTA Conference
- x) Develop, with the assistance of College personnel, an annual budget and monitor financial performance against the budget.
- xi) Members of the executive, including the Chair can be removed from post by ballot of the EMTA committee requiring a simple majority or a tie

5. Meetings

The EMTA Committee will normally hold formal meetings three times a year. These meetings may provide opportunity for senior representatives within the College to meet with EMTA to discuss matters pertaining to training or broader working relations. It is understood that EMTA may, however, request that certain protected time is allowed for elements of the meeting to remain 'closed' such that internal business can be discussed and resolved. These meetings may occur by a combination of face-to-face and teleconference.

It is the expectation that EMTA Committee members attend a minimum of two thirds of the meetings, at least one of which should be face to face. Any Committee members unable to attend a meeting should provide adequate notice to the EMTA Secretary of the reasons for this.

6. Quorum and Voting for EMTA Committee

Most decisions are reached by consensus agreement however a motion is put to a vote provided it is proposed and seconded by separate members of the EMTA Committee. The EMTA Chair will call for a vote by a show of hands or secret ballot at his or her discretion. A secret ballot may be requested by any member present in the meeting and must be facilitated and counted by 2 members of the EMTA Executive.

The quorum is one third of the EMTA Committee Members, the EMTA Chair, plus 2 individuals who hold Executive roles.

In the event of a tie the EMTA Chair has the casting vote which may be used at his or her discretion.

In the absence of the Chair and where the vote cannot be deferred to another date, a deputy nominated from amongst the Committee members, usually the Secretary, shall act as the Chair for the purposes of voting.

7. Finances

There will be an operational budget for EMTA and its Executive Committee. This will form part of the College wider budget which is decided upon by the Trustees and set annually.

The EMTA Treasurer and Executive will need to prepare an annual budget for the work of EMTA with support from College personnel so that this can be included in the overall College budgeting process as determined by the College Trustees. Once a budget is set then this needs to be monitored and managed using the reports provided by the College Finance Team so that the budget can be managed effectively.

The College has established a Restricted Fund representing EMTA reserves which can be utilised for the benefit of Emergency Medicine Trainees. Decisions regarding this Fund are made by the EMTA Committee.

Expenses are subject to the RCEM Expenses Policy.

8. RCEM commitments

1. Support the use of Professional Leave for EMTA recognising the demands roles place on trainees.
2. Promote a culture in which such work is recognised as valuable to the trainee, trainees they represent, patients and the NHS by improving, including recognition of EMTA contribution to RCEM publications where appropriate.
3. Support the EMTA executive in the running of the committee through appropriate administrative and financial support
4. Hold a formal meeting between the EMTA Chair and College CEO at least once annually
5. Ensure all requests for trainee representation to RCEM Committees, Special Interest Groups or other Working Groups are made through the EMTA Committee.

9. Dismissal

Failure to abide by the terms of reference may lead to disciplinary action. Any disciplinary action resulting from an allegation will be managed by the EMTA Chair (unless the allegation is against the EMTA Chair in which case another Officer of EMTA will undertake the management role). The sanction for any disciplinary matter may be decided by the EMTA Chair and may include termination of membership of EMTA, recession of office or otherwise as the Chair determines. Any such determination is subject to an appeal which must be made to the Vice President Membership of the College within 7 days of the determination. To deal with this the Vice President Membership may convene a panel of up to three Officers of the College to consider and decide the outcome of an appeal.

10. Change of Terms

Modification of the Terms of Reference must be agreed with RCEM Council based on proposals recommended by the EMTA Committee.

Signed by:

Dated: