

## **APPOINTMENT OF THE TRAINEE REPRESENTATIVE TO THE SPECIALIST ADVISORY COMMITTEE (SAC)**

### **Background to the SAC**

The constitution of the SAC is set out in A Manual of Higher Surgical Training in the UK and Ireland – April 2005 (revised November 2007). Membership on the SAC is for a period of usually 2 years and travel expenses to SAC meetings are paid by the Hospital Trust where the representative works.

### **Job Description**

To proactively represent surgeons in training, with the aim of improving the training of surgeons, usually through the appropriate specialty trainees' association.

To include:

1. Attending and participating in regular SAC meetings, between 3-5 per year, which are held at The Royal College of Surgeons of England;
2. Representing the views of specialist registrars at the meetings of the SAC;
3. Facilitating the flow of information regarding training issues to specialist registrars from the SAC and from specialist registrars to SAC/JCST;
4. Being a point of contact for specialist registrars who experience difficulties in their training rotations and representing these specialist registrars or raising these difficulties at SAC meetings;
5. Possible co-option onto sub-committees of the SAC for example the curriculum sub-committee;
6. Where applicable, attending the meetings of the Specialist Association Executive/Council;
7. Assisting with the assessment of current training and assessment processes and contributing ideas for future changes in training;
8. Passing on relevant information to replacement trainee representative;
9. Developing links between the SAC (particularly the Chairman) and the Trainee Association
10. Attending an annual meeting of SAC trainee representatives.

## Person Specification

Attribute or Skill	Essential	Desirable
Specialist Expertise in Training	<p>In depth knowledge of the Calman system of specialty training</p> <p>Year 4-6 SpR so have built up necessary experience</p>	To have passed the Intercollegiate Specialty Board Examination
Appropriate Attitude	<p>Leadership qualities.</p> <p>Ability to work well in a team.</p> <p>Evidence of commitment and initiative.</p> <p>To be open, approachable and diplomatic whilst retaining trainee confidentiality</p>	<p>Successful participant of committees.</p> <p>Management expertise</p> <p>A track record of achievement</p>
Education Expertise	Commitment to improving further training in this area as required.	
Personal skills	<p>Excellent written and oral communication skills and interpersonal skills</p> <p>IT literate, including email skills</p> <p>Motivational skills – for motivating trainees to express an opinion</p> <p>Proactive wherever they see a place to contribute to the improvement of training, either generally or specifically</p>	<p>Time management skills</p> <p>Training the Trainers Course</p>

24 September 2003