

SAC MEMBER JOB DESCRIPTION

Job Title:	SAC Member
Responsible to:	Chair, SAC
Commitment	Dependent on Specialty (10-15 days / year)

The JCST acts jointly on behalf of the four surgical Royal Colleges of the UK and Ireland, and the Specialty Surgical Associations in Great Britain and Ireland for all matters related to surgical training in the UK and Ireland. It is organised on a Committee structure; the JCST is the parent body responsible for policy issues and delegates matters relating to each surgical specialty to its subcommittees, the Specialty Advisory Committees (SACs).

SACs have a system of SAC Liaison Members (LMs), who are responsible for overseeing training on behalf of the SAC/JCST in a particular region or regions.

Following the review of the structures and roles of the SACs, a set of recommendations, which have been agreed at the Joint Surgical Colleges Meeting (JSCM), are now published on the JCST website – we advise you to look at the full list of recommendations [here](#) before applying for the role.

JOB SUMMARY

This role is pivotal in providing external advice and opinion on provision of specialty surgical training and ultimately in the delivery of patient safety.

It is an onerous role and the post holder will need the written agreement of their Trust CEO before application.

The post is for 5 years and not renewable unless under exceptional circumstances e.g. the postholder may in their 4th year become Chair, which in itself is a role of 3 years' tenure.

All appointed members would be subject to the Job Description hereinafter called the 'JD'.

KEY RELATIONSHIPS

All appointed members are accountable to the SAC Chair for all their actions in relation to discharging their SAC duties. This includes attendance at the majority of meetings and activities detailed below.

Each SAC Chair is managerially accountable to the Chair of JCST and SACs have a Vice-Chair or who in turn is accountable to the SAC Chair.

Appointed members will take on the role of SAC Liaison Member for a region other than their own. This is an important externality role that is central to the global functioning of all SACs.

KEY RESPONSIBILITIES

The work undertaken by the SACs includes:

- Setting quality indicators for the specialty training of surgeons, on behalf of the certifying and regulatory authority, the General Medical Council (GMC) in the UK, and the Medical Council in Ireland (MC)

- Providing advice and making recommendations regarding training posts / programmes to Heads of Schools of Surgery and Regional Postgraduate Deans via their respective Regional Training Committees, including the Republic of Ireland
- Providing advice and guidance to trainees and trainers and supporting the network of Training Programme Directors (TPDs)
- Working on curriculum development (including the eLogbook) for surgical training within the Intercollegiate Surgical Curriculum Programme (ISCP)
- Recommending trainees for the award of the CCT/ CCST (Irish trainees)/ CESR (CP) (Combined Programme)
- Evaluating full CESR (Certificate of Eligibility for Specialist Registration) applications on behalf of the GMC for those who wish to be considered for GMC Specialist Registration

KEY QUALITIES OF AN SAC LIAISON MEMBER

All those appointed should have the following skills and experience:

- A strong personal commitment to the NHS
- Active or very recent experience as a surgical trainer
- Experience of administration/management of training at regional committee level or equivalent
- Excellent knowledge of the StR training system
- Have attended a Training the Trainers course (or undertake one in the first year of appointment)
- Have attended an Equality & Diversity training course

SPECIFIC ROLES FOR SAC LIAISON MEMBERS

Liaison members are generally expected to undertake all of the following duties in respect to their liaison region(s):

- Attendance at SAC quarterly meetings plus one annual Specialty Training Meeting per year (**up to 5 days per year***)
- Liaising with the regional Postgraduate Dean, Heads of Schools of Surgery, Specialty Training Committees, Training Programme Directors, trainers, and trainees over training issues
- Encouraging cross-fertilisation of ideas, concepts and different ways of doing things between regions sharing discussions at SAC quarterly meetings
- Participating in the Annual Review of Competence Progression (ARCP) process (**up to 2 days per year***)¹
- Attending the Selection Centre Interview process for new Specialty Training appointments (**up to 2-3 days per year, all members - *depending on individual SAC***)

¹ SAC Liaison Members are expected to attend all ARCP 6 meetings – this is essential for the certification process to take place

- Attending Hospital/programme visits (validation and triggered) scheduled by LETBs/ Deaneries or GMC when invited (**up to 1 day per year**)
- Participating in resolving local problems with trainees where appropriate, and confirming that trainees' documentation is correctly completed at assessments (**1 day per year***)
- Providing support to the Specialty Training Committee (STC) (**1 day per year***)
- Supporting or otherwise applications from trainees for Out Of Programme Training (OOPT) or Out Of Programme Research (OOPR)² – to be **completed within 4 weeks** of receipt of the applications (**1 day per year***)
- Ratifying trainees' expected completion of training dates at enrolment – confirmed at SAC meetings
- Liaising with JCST specialty teams to discuss ad-hoc trainee and training issues
- Considering whether to give support for an 'acting up' as a consultant application
- Providing guidance to the Postgraduate Dean on potential new Training Programme Directors, prior to their appointment.

From time to time SACs may determine additional duties for their Liaison Members.

*Estimated time allocation for SAC Liaison Members per year – varies between specialties but active participation is expected at the majority.

FULL CESR APPLICATIONS

All appointed members are expected to undertake this work in a timely manner consistent within the SLA between the JCST and the GMC. Failure to undertake this work can threaten the tenure of those members on the committee.

All members undertaking this work will have to complete a training session, which is included in their induction.

This is very onerous and important work that is felt a central duty of the SAC; it should be remembered that your recommendation might need to be defended in Court if an Appeal is raised against your decision.

Corporate Governance

The post holder must at all times act with integrity and comply with relevant corporate governance requirements of the JCST and be compliant with GMC standards of training.

Equal Opportunities

The post holder must comply with and promote equal opportunities and accordingly must avoid any behaviour which discriminates against colleagues, trainees or other stakeholders on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.

²Not all SAC Liaison Members will be expected to undertake this. Please note, however, the GMC will not issue prospective approval for an OOPT or an OOPR without SAC support.