

SAC MEMBER JOB DESCRIPTION

Job Title:	SAC Member
Responsible to:	Chair, SAC
Commitment	Dependent on Specialty (10-14 days / year)

The JCST acts jointly on behalf of the 4 surgical Royal Colleges of the UK and Ireland, and the Specialist 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 surgical training and ultimately in the delivery of patient safety.

Due to the time commitments within the role (see ‘Specific Roles’ for details), the post holder will need the written agreement of their Trust CEO to grant leave and pay travel expenses before application.

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

Appointed members who retire from the NHS during their term, will generally have the opportunity to continue for a further 12 months beyond which the term of office is normally terminated. However, we will expect them to maintain their GMC trainer status and we will not be able to cover expenses related to the tasks required of SAC members.

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, who in turn is accountable to the SAC Chair.

Appointed members will take on the role of SAC Liaison Member (LM) 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)
- Setting certification guidelines in line with current curricula to aid trainees, trainers and Training Programme Directors (TPDs) in ensuring that curriculum requirements are being met
- 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 in the Republic of Ireland
- Providing advice and guidance to trainees and trainers and supporting the network of TPDs
- Developing and maintaining the curriculum (including the eLogbook) for surgical training within the [Intercollegiate Surgical Curriculum Programme](#) (ISCP) website
- 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):

- Attend at SAC meetings plus one annual Specialty Training Meeting per year (**up to 4 days per year***)
- Liaise with the regional Postgraduate Dean, Heads of Schools of Surgery, Specialty Training Committees, Training Programme Directors, trainers, and trainees over training issues
- Encourage cross-fertilisation of ideas, concepts and different ways of doing things between regions sharing discussions at SAC meetings
- Participate in the Annual Review of Competence Progression (ARCP) process (**up to 2 days per year***)¹

¹ SAC Liaison Members are expected to attend all ARCP meetings where an outcome 6 is due to be awarded – this is essential to the JCST's certification process

- Attend the National Selection Centre Interview process for new Specialty Training appointments **(up to 2-3 days per year, all members - depending on individual SAC)**
- Attend hospital/programme visits (validation and triggered) scheduled by LETBs/ Deaneries or GMC when invited **(up to 1 day per year)**
- Participate in resolving local issues with trainees where appropriate, and confirming that trainees' documentation is correctly completed at assessments **(1 day per year*)**
- Provide support to the Specialty Training Committee (STC) **(1 day per year*)**
- Support applications from trainees for Out Of Programme Training (OOPT), Out Of Programme Research (OOPR)² or "Acting Up as a Consultant" (AUC) – to be **completed within 4 weeks** of receipt of the applications **(1 day per year*)**
- Liaise with the JCST Trainee Services team to discuss ad-hoc trainee and training issues
- Provide guidance to Postgraduate Deans on potential new Training Programme Directors, prior to their appointment.
- Ensure regular feedback to the relevant Surgical Specialist Association(s) – if appropriate.

From time to time SAC Chairs 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.

CESR EVALUATIONS

All appointed members are expected to undertake this work in a timely manner consistent with the contracted Service Level Agreement 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 a very important area of work that is considered to be 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 act with integrity at all times 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 role. Please note, however, the GMC will not issue prospective approval for an OOPT or an OOPR without SAC support.