

Terms of reference for the CT and ACT meetings

Role and purpose of the meetings

Purpose: to support college tutors (CTs) and associate college tutors (ACTs) in the delivery of their RCP roles and to provide a network of peer support and a forum for discussion

The meetings provide a forum for the dissemination of information from the Royal College of Physicians (RCP) to all CTs ACTs. This will include particular areas of focus for the RCP, updates on PACES, information on relevant national and local courses and conferences and common themes relevant to internal medicine (IM) and higher specialty (HS) training across regions.

The meetings will also allow CTs and ACTs to interact with each other in separate breakout spaces to voice concerns about local or regional issues, to share best practice and network and learn from each other.

There will be time allocated within the meetings to spend time with representatives from NHS England to discuss curriculum matters as well as relevant training concerns.

Core membership

- > All CTs and ACTs
- > Regional advisers
- > Linacre fellow (report)
- > A head of school of postgraduate medicine (report)
- > Specialist and associate specialist doctors network chair (report)
- > New consultants committee chair (report)
- > Student and foundation doctor network chair (report)
- > Chief registrar chair (report)
- > Current chief registrars

Meetings

- > Held virtually (to start with) two times a year.
- > CTs and ACTs will be required to attend at least one meeting per year.
- > 2 to 3 hours in duration.
- > CTs, ACTs and RAs will be encouraged to submit proposals for the agenda and suggestions of areas of focus for the following meeting.
- > In exceptional circumstances when attendance at a meeting is not possible, RCP committee chairs will be asked to provide the committee with a brief update on activities and their suggestions and comments before the meeting.
- > Members will also be required to respond to emails as and when necessary, although every effort will be made to keep these to a minimum.

Meeting administration

The meetings will be chaired by the RCP Linacre fellow with support from a regional adviser(s). The RCP regional management team will administer the meetings and call for programme proposals, agenda items and supporting papers.

Amendment, modification or variation

These terms of reference may be amended, varied or modified in writing by the RCP after consultation and agreement by core members.

Reviewed November 2023