ROLE OF NEW TRAINEE REPRESENTATIVE

We are seeking nominations from members of the Society for the role of Trainee Representative to the Society for Acute Medicine (SAM).

Prospective candidates must:
1. Be a member of SAM for at least 2 years and in good standing
2. Be in a training programme in acute medicine (at least ST3 level)
3. Be nominated and seconded by two SAM members who are in good standing
4. Make known their application to the Society’s office by midday on 12th June 2020
5. Be in a position to commence their duties at SAM’s virtual Council meeting on 15th September

SAM is an incorporated company. The Trainee Representative will be an elected member of council.

ROLE AND DUTIES OF COUNCIL OFFICERS AND MEMBERS

Membership of the SAM Council is a privilege, which carries with it the twin responsibilities of representing the society and guiding its members. In order that both members may have confidence in the effectiveness and impartiality of the Council, members undertake:

- To make themselves available for service on the SAM Council and those of its committees and working parties to which they may be elected or appointed
- To be aware of the organisation’s goals and bear them in mind in discussions
- To take decisions in the society’s interest without favour to any individual body corporate or other association, whether medical or lay
- To avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively as members of the SAM Council
- To declare in the SAM Council of their membership of other bodies or organisations which may impact on their duties as a SAM Council member
- To declare relevant interests or prior knowledge in the course of Council business, and/or to take steps to avoid such interests or knowledge giving rise to a conflict of interest
- To serve without seeking personal gain or preferment
• To avoid bias on grounds of sex, race, disability, lifestyle, culture, beliefs, colour, gender, sexuality or age
• To be open about the decisions and actions they take as SAM Council members, restricting information only when the principles of confidentiality or the law demand it
• To observe the confidentiality of information identified as confidential which they receive as a privilege of SAM Council membership
• To distinguish clearly, when speaking or writing, between personal views and those of the SAM
• To support the above principles by leadership and example

A quorum at a Council meeting is 7 elected Council members. This number must include the President, President Elect or Immediate Past President who shall chair the meeting. Council decisions should be made by consensus. Any issue may be determined by consensus. If this is not possible then they may be determined by a simple majority of the votes cast at a meeting, but a resolution in writing agreed by all the elected Council members is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature. Every elected Council member has one vote on each issue but, in case of equality of votes, the chairman of the meeting has a second or casting vote.

TRAINEE REPRESENTATIVE COUNCIL MEMBER
This post is for a trainee actively engaged in clinical practice in acute medicine. They must be at least ST3 level. The tenure of the post is two years. If more than one candidate applies, an election will be held.

Specific Duties:
• Attend AIM SAC meetings and RCP Acute medicine Joint Specialty Committee meetings
• Prepare a trainee report to SAM council meeting
• Be a member of the education and training committee and as part of this role contribute to the development of Clinical Practice Guidance for acute medicine training
• Write a trainee report in the form of “letter to the editor” for submission to the editor of the SAM journal twice each year.
• Maintain pages related to training on the SAM website
• Organise trainee sessions at SAM conferences
• Maintain active links with deanery representatives.
Trainee Representatives have five key aspects to the role, namely:

1. Multi professional working
2. Professionalism
3. Ambassadorship
4. Expertise
5. Communication

**Multi professional working**

- Act in such a way to ensure effective processes and mechanisms are developed for patients through collaborative multi professional working, which align all separate professional interests grounded in achieving the core principle *the right patient in the right place at the right time first time*.
- Promote good working relationships between medical, nursing and allied health professionals to ensure a dialogue is maintained on joint issues that must be resolved in a collaborative and transparent manner.
- Promote the importance of multi professional working at all times, ensuring this is integral to all issues raised and key pieces of work delivered.

**Professionalism**

- Maintain confidentiality on SAM matters where this is implicit.
- Disclose declarations of interest and ensure no conflicts of interest occur.
- Be willing to dedicate the necessary time and commitment to be present at SAM Council meetings.
- Be willing to travel outside region of work to participate in SAM Council Meetings and SAM Conferences.
- Possess the ability to remain impartial, non-judgemental and objective in relation to SAM Council meetings and decisions reached.
- Have an open-minded approach which facilitates flexibility and for decisions to be reached between professionals at SAM with transparency.

**Ambassador**

- Proactively stimulate an interest/increase in Trainee Membership within SAM to raise the profile of trainees within SAM.
- Promote audit/research to represent the Trainee Agenda at SAM Council Meetings and conferences
- Act in such a way to promote links with other professional bodies to increase support for key pieces of work undertaken.
- Work collaboratively with colleagues nationally to consult and deliver upon key pieces of trainee work.
• Be prepared to work in a way, which promotes a multi-professional approach to find solutions to issues.
• Demonstrate interest and regard for colleagues who may need professional support for issues arising in acute medicine.

Expertise
• Generate a forward yearly plan of work envisaged which drives current issues in training.
• Share knowledge across a range of expertise to include leadership, management, research, audit, clinical issues and governance
• Keep SAM Council informed and updated on current national issues in acute medical training.
• Make informed recommendations for training based on the analysis of information
• Promote research into acute medicine

Communication
• Undertake to feedback to SAM Council from national bodies, conferences, seminars etc to benefit training in Acute Medicine.
• Demonstrate excellent communication skills; gather and evaluate information from meetings and then undertake to disseminate information impartially.
• Work actively across professional disciplines and professional bodies to ensure inclusive thinking to multi-professional working.
• Actively contribute to debates, working papers and protocols etc.

This role summary is not exhaustive and others considerations may need to made dependent upon the scope of expertise of the Trainee Representative.