

NHS Education for Scotland

Terms of Reference of a Specialty Board

1. Purpose

To advise and support NHS Education for Scotland (NES) and NHSScotland in commissioning and delivering core and specialty training (including Core Trainees (CTs), Specialty and Specialist Registrars *StRs/SpRs*, and locum appointments for training, *LATs*).

2. Timescale

These Terms of Reference are for the year 2019-2020 and are subject to further review.

3. Board functions in general

Specialty Boards:

- support the management of operational change and facilitate the planning of education and training from a local to a national level
- advise NES Medical Directorate Executive Team (MDET), are non-executive and discharge specific responsibilities
- have a Scotland-wide remit
- complement the work of the Scotland Deanery which is responsible for managing the delivery of postgraduate medical education and training to individual trainees to standards set by the General Medical Council (GMC)
- will contribute to the quality management agenda of the Scotland Deanery.

4. Terms of reference

a) *Workforce and educational planning*

In accordance with the SGHD Transitions Group and with agreed respective responsibilities of different parties for workforce planning, to advise NES on:

- the provision of regional, cross-regional or national specialty training programmes in those specialities which are the remit of a particular Board (*as listed in Annex I*) and within the overall numbers of training placements (Core, StR and SpR) for each specialty provided by the Scottish Government and confirmed by NES
- the overall structure of programmes approved by GMC and the number of training placements within each, subject to any conditions for approval required by GMC
- prioritising placements to take account of academic and sub-specialty training, as well as service and geographical needs
- the distribution (and any changes to distribution) of training placements between and across regional workforces consistent with policy directions from the Scottish Government and any guidance on implementation of such policy issued by NES
- the vacancies for recruitment to each programme taking into account anticipated CCT awards, numbers re-entering training, and any requirements to modify the national specialty training establishment set by the Scottish Government.

b) ***Service interests***

Boards will:

- take account of the national and local service requirements of specialties to ensure service delivery (including the need for StR/SpRs and LATs) and of Health Board plans for commissioning service design/redesign
- liaise with regional workforce planning groups in making workforce recommendations.

c) ***Recruitment and selection***

- Boards will work with the NHS and Scotland Deanery, to lead support for delivering recruitment/selection procedures for relevant specialties in line with any national appointments process in place.

d) ***Contributing to and advising on a broader remit***

Boards will advise and confirm with NES MDET priorities for developing or contributing to a broader agenda which could include:

- selection methodologies and training for interview panels

- curriculum and assessment development
- strategies to support effective academic training and sub-specialty programmes where relevant
- tailoring training to meet specific Scottish workforce needs
- appropriate quality control procedures for speciality training programmes to meet GMC requirements
- planning and maintenance of educational governance of medical training in Scotland
- faculty development requirements.

5. Membership

- The Chair of a Board will be appointed by NES. An interest in one or more of the Board's specialties is desirable
- Board members are appointed in accordance with the *Schedule of Specialty Board Members' Responsibilities* issued by NES and are required to have the capability and network to communicate outwith the Board
- Deputies may attend at the discretion of the Chair
- There will be an annual review of membership
- There will be induction arrangements for new Chairs and members
- Membership of a Board will be agreed between MDET and the Board Chair, will provide for the interests of relevant specialties or, where that is not practicable, alternative arrangements will be made.

Membership will include as a minimum:

a) **service representatives:**

- medical or clinical director(s) in relevant specialties nominated by NHS Board Chief Executives or Medical Directors
- HR representative(s) nominated by NHS Board Chief Executives or Directors of HR

- a regional workforce planning representative nominated by NHS Board Chief Executives or workforce planning directors
- a Director of Medical Education nominated by DME Group.

b) ***professional representatives:***

- consultant(s) in relevant specialities [*nominated by BMA or service*]
- current trainee(s) in relevant specialities [*nominated by SJDC*].

c) ***Royal College representative(s)*** [*nominated by relevant College*]

d) ***an academic representative*** [*nominated by universities*]

e) ***lay representative***

f) ***NES representatives:***

- a Postgraduate Dean or GP Director will act as the Lead Dean Director (LDD) on each Board
- NES central management representation.

6. Meetings and Operational Arrangements

- Meetings will be held as required and will be agreed by the Chair with the Board
- Secretariat support will be provided by NES Medical Directorate and will be agreed with the Chair. Any further support required by the Board will require to be agreed in advance with NES
- Workforce/educational planning information will be provided to Boards by NES Medical Directorate and Scottish Government workforce planning, taking account of existing training numbers, composition of current programmes and other relevant background information
- Detailed information requirements to be submitted by a Board to NES will be issued to Board Chairs along with standard templates for their submission where these are required. Timescales for the provision of information will be agreed with Boards in advance.

7. Reporting Requirements

- The Board will report, via the Chair, to the Lead Dean Director, NES Medical Director and NES Medical Department Executive Team (MDET) providing reports as required
- Boards are required to seek effective means to liaise and communicate with other Boards, to share experiences and to report.

**NHS Education for Scotland
27 June 2019**

Specialties and programmes by Specialty Board 2016-17

Board	CCT Specialty/Core Programme	CCT Specialty/Core Programme
	Anaesthetics & Emergency Medicine	
	Emergency medicine	Anaesthetics
	ACCS emergency medicine	ACCS anaesthetics
	Intensive care Medicine	
	Medicine	
	Medicine in general (Core medical Training)	ACCS acute medicine
	Cardiology	Clinical genetics
	Clinical neuro-physiology	Clinical oncology
	Clinical pharmacology & therapeutics	Dermatology
	Endocrinology & diabetes	Gastroenterology
	Acute medicine	Genito-urinary medicine
	Geriatric medicine	Haematology
	Immunology	Infectious diseases
	Medical Oncology	Medical ophthalmology
	Neurology	Nuclear medicine
	Palliative medicine	Rehabilitation medicine
	Renal medicine	Respiratory medicine
	Rheumatology	
	Diagnostics	
	Chemical Pathology	Clinical Radiology
	Histopathology	Medical Microbiology - microbiology
	Medical Microbiology – virology	Infectious diseases + MM/V med micro/CIT
	Diagnostic Neuropathology	Forensic Histopathology
	Paediatric Pathology	
	Nuclear Medicine	
	Surgery	
	Cardiothoracic surgery	ENT surgery
	General Surgery	Neurosurgery
	Ophthalmology	Oral & maxillofacial surgery
	Paediatric surgery	Plastic surgery
	Trauma & Orthopaedic surgery	Urology
	Vascular Surgery	
	Mental Health	
	Core psychiatry training	Forensic psychiatry
	General adult psychiatry	Old age psychiatry
	Psychiatry of learning disability	Psychotherapy
	Child & adolescent psychiatry	

Ob Gyn and Paediatrics

Obstetrics and gynaecology
Paediatric cardiology

Paediatrics

Community & primary care

Public health medicine
General practice

Occupational medicine